

AGENDA

TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM) Thursday, June 12, 2014, 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 APPROVAL OF MAY 8, 2014 MEETING MINUTES – PG. 2

That TRANSCOM approve the May 8, 2014 meeting minutes.

Item #5 DISADVANTAGED BUSINESS ENTERPRISE (DBE) OUTREACH FOR

FISCAL YEAR (FY) 2014/15 - PG. 5

That TRANSCOM receive and file information on a proposed DBE

workshop for FY 2014/15.

Item #6 TRIENNIAL PERFORMANCE AUDIT FOR VENTURA COUNTY

TRANSPORTATION COMMISSION (VCTC) - PG. 7

That TRANSCOM receive and file the State required Transportation Development Act (TDA) Triennial Performance Audit of the Ventura County Transportation Commission (VCTC), which will be sent under a

separate cover.

Item #7 EAST COUNTY ADA SERVICE FUNDING DISTRIBUTION – PG. 12

That TRANSCOM approve distribution of East County ADA Intercity

Service funds.

Item #8 ADA CERTIFICATION UPDATE – PG. 13

That TRANSCOM receive the monthly report on ADA certifications.

Item #9 ADJOURN

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

May 8, 2014

Item # 1 Call to Order

Chairperson Kathy Connell called the meeting to order at 1:33 p.m.

Item # 2 Introductions and Announcements

Mike Houser of Thousand Oaks noted that the new fare boxes are installed on Thousand Oaks Transit (TOT) buses, the RFP for the Summer Beach Bus program (which runs from June 18 until August 22) closes May 8 and that the City of Thousand Oaks has advertised one Transit internship opportunity. Claire Johnson-Winegar of Gold Coast Transit (GCT) mentioned they will be advertising two internship opportunities soon, one for Planning and Finance. Vic Kamhi of VCTC announced the recent retirement of a VCTC employee, and explained how that former employees programs and tasks will be handled by Staff. Peter De Haan of VCTC confirmed VCTC's continued administration of Section 5310 funds. Ellen Talbo of VCTC passed out promotional cards pertaining to an online Metrolink survey and their ten year Strategic Plan. Kathy Connell of Ventura County noted that the Cities of Santa Paula and Fillmore have approved the Heritage Valley Cooperative Agreement (HVCA); the Board of Supervisors will take action on the HVCA at the next meeting. Vic Kamhi of VCTC noted the next Policy Advisory meeting will be scheduled soon, and an RFP will be released after that meeting. Kathy Connell mentioned an Item on the upcoming Local Agency Formation Committee (LAFCo) Agenda for the May 21 meeting; that the fixed route Kanan Shuttle operates with the fare requirement satisfied through the County Service Area (CSA).

Item # 3 Public Comments

None

Item # 4 Approval of April 10, 2014 Meeting Minutes

Mike Houser of Thousand Oaks moved to approve the April 10, 2014 meeting minutes. Shaun Kroes of Moorpark seconded the motion and it passed unanimously.

Item # 5 Proposition 1B Transit Capital Approval of Projects

Stephanie Young of VCTC presented this item, which recommended approving Proposition 1B funds for GCT projects that are ready to start in the next eighteen months; \$900,000 for replacement para transit vehicle purchases and \$5,610,000 for the new facility. Mike Houser of Thousand Oaks asked what the expected budget for the new facility is and Claire Johnson-Winegar of GCT responded that the current budget is around 62 million. Shaun Kroes of Moorpark moved to approve the staff recommendation. Mike Houser of Thousand Oaks seconded the motion and it passed unanimously.

Item # 6 Fiscal Year 2013/14 Proposition 1B Security Grant Program Fund Availability

Stephanie Young of VCTC presented this item, which recommended approving a proposed schedule for submission of Project proposals, for consideration of Proposition 1B Transit Safety, Security and Disaster Response funds, made available to VCTC through bond fund financing. The suggested proposal due date is June 12. There was a discussion on what types of Projects would be included or excluded, as well as joint-Agency applications. Vic Kamhi of VCTC said the Office of Emergency Services (OES) is interested in a county-wide Emergency communications system. Vanessa Rauschenberger of GCT said GCT will apply

for Security of the new facility (lighting, fencing, etc.). Peter De Haan of VCTC noted that this is a ten year plan, likely to end in 2017/18. Stephanie Young of VCTC noted two corrections to the proposed schedule; VCTC issued a fund availability notice to TRANSCOM on May 8 (not May 7) and on May 9 (not May 8), the Commission will take action. Vanessa Rauschenberger of GCT moved to approve the recommended schedule. Chris Latham of Simi Valley seconded the motion and it passed unanimously.

Item # 7 East County ADA Service Funding Distribution

Peter De Haan of VCTC presented this item, which is a continuation of discussion from the November 2013 meeting; no action is requested or required of TRANSCOM. Based on the Camarillo Health Care District (CHCD) discontinuing participation half way through the Fiscal Year (FY), and the decision made by TRANSCOM at the November 2013 meeting that the first eleven months of ADA Intercity trips provided in the prior FY be used for the proportional part of distributing the funds (Section 5307), the prior FY trip proportion is inappropriate to use when distributing Section 5307 funds prior to the current FY comes to a close. VCTC is asking all East County participants to provide (after May 31) the number of ADA intercity trips provided between July 1, 2013 until May 31, 2014.

Item # 8 Fiscal Year 2014/15 Program of Projects

Peter De Haan of VCTC presented this item, which recommended approval of the Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2014/15. Discussions were had about Section 5316 funds, VCTC pre-programming intent, federal/local shares and ADA apportionment options. There was discussion about the formula used by the Federal Government for a large (over \$200,000) or small (under \$200,000) Urbanized Area (UA) and that, since Metrolink reports statistics to large UA's only, VCTC receives a Section 5337 apportionment for Thousand Oaks and Oxnard but not Simi Valley or Camarillo. There was also discussion about amounts attributed to VISTA-only fare collection and passenger counting data management. Mike Houser of Thousand Oaks moved to approve the Draft Program of Projects for FY 2014/15. Vanessa Rauschenberger of GCT seconded the motion and it passed unanimously.

Item # 9 Draft Mutual Assistance Agreement

Amy Ahdi of VCTC presented this item. Staff had previously distributed the Draft Ventura County Mutual Aid Compact (VCMAC) to TRANSCOM (March 2014), the Emergency Coordination Council (ECC) and local jurisdictions, to collect feedback and comments on the Agreement. Feedback was received and the Draft VCMAC was revised. The staff recommendation is that TRANSCOM approve the Revised Draft VCMAC and distribute to their respective agencies for continued feedback, with the goal of finalizing an Agreement that is acceptable to take to all applicable legal counsels first, then to Providers, the County and the Commission for action. Vic Kamhi of VCTC thanked everyone for the feedback and mentioned that Ventura County Sheriff's Office of Emergency Services (OES) would like a single mechanism that can be used to expeditious coordinate emergency transit service throughout Ventura County. Mike Houser of Thousand Oaks informed the group that he does not have authorization to approve documents like the VCMAC, even in Draft form, however he moved to approve continued circulation of the Draft VCMAC, for comments and feedback, due back to staff by June 30. Vanessa Rauschenberger of GCT seconded the motion and it passed unanimously.

Item # 10 Chair Kathy Connell adjourned the meeting at 2:33 p.m.



TRANSCOM

DATE: Thursday, May 8, 2014

PLEASE SIGN IN:

Aaron Bonfilio	Leticia Leon	
Army Andi step .	Linda Wright	
Andrew Mikkelson	Luly Lopez	100
Ann Springer	Margaret Heath	100
Ben Cacatian Bull avait	Maria Tello	
Bill Golubics Bull Column	Cased Martin Erickson	
Brian Yanez	Mary Travis	
Cameron Yee	/ Matt Gleason	
Charles Sandin Wasle Jones	Mike Culver	
Chuck McQuary	Mike Houser M. K. /-HG	
Chris Latham	Mike Powers	
Claire Johnson-Winegar	7/1 —Patila Johnson	
Danny Haws	Peter De Haan P+Dn	
Darren Kettle	Ray Evans	1 20
David Fleisch	Ray Porras	
Debra Solomon	Rigo Landeros	
Drew Lurie	Jacqui Cervantez-Roberts	
Elizabeth Amador	James Gamez	
Fernando Castro	Roc Pulido	
Gioria Sotelo	Ron Calkins	
Grahame Watts	Syed Shdab	
Greg Grant	Shaun Kroes	
Jaime Fontes	Stephanie Young	
Jan Richards	Steve Brown	
Jason Lott	Steve Rosenberg	
Jeff Hereford	Susan White	
Jesus Galvan	Sue Tatangelo	
Joanna Capelle	Tom Fox	
John Quinn	Tom Mericle	
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June 12, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: ELLEN TALBO, PROGRAM ANALYST

SUBJECT: DISADVANTAGED BUSINESS ENTERPRISE OUTREACH FOR FY 14-15

RECOMMENDATION:

Receive and file.

BACKGROUND:

During VCTC's December 2013 Federal Transit Administration triennial (FTA) review, it was determined that VCTC didn't meet its Disadvantaged Business Enterprise (DBE) goal of 0.4% during the triennial reporting period. As a corrective action to the finding, VCTC completed a shortfall analysis for FTA describing the steps it will take and good faith efforts it will make toward achieving its goal.

One of the steps discussed in the shortfall analysis was to conduct a greater outreach effort to potential DBEs in the region. Therefore, VCTC is thinking about conducting a "DBE workshop" of some sort. The workshop would invite all interested small business/women-owned business/disadvantaged business enterprises that are interested in working with local transportation agencies. The time, date, and location for the workshop is not scheduled yet although the level of effort needed to produce the event is not foreseen to exceed past late fall (October/November).

Some of the objectives of the workshop would be for participants to:

- Learn how to become DBE/WBE certified from Caltrans (SBE provisions, DBE eligibility requirements, good faith efforts, etc.)
- Learn what makes doing business with transit agencies different from doing business with other govt. agencies (Buy America requirements, Drug & Alcohol testing when applicable, etc.)
- Primes/subcontractor networking
- Procurement forecasts/6-12 month look ahead schedules
- Meet procurement teams from local transit agencies
- Access Small Business Assistance resources

Thus far VCTC has reached out to Gold Coast Transit and Santa Barbara MTD for their interest in participating. Other TRANSCOM partner agencies are invited and encouraged to participate as well and VCTC will also be reaching out to Metrolink who has been supportive in similar workshop efforts like this throughout the Los Angeles and Riverside regions. Participating agencies with VCTC will be asked to

provide a list of future procurements & projects that may be made available to the DBE community at the workshop.

Ideas for a workshop title, learning objectives, time, date, and location are welcome and invited, and can be sent to Ellen Talbo at (805) 642-1591 ext. 105 or etalbo@goventura.org.



June 12, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: VICTOR KAMHI, DIRECTOR OF BUS TRANSIT

AMY AHDI, TRANSIT PLANNER

SUBJECT: TRIENNIAL PERFORMANCE AUDIT FOR THE VENTURA COUNTY

TRANSPORTATION COMMISSION (VCTC)

RECOMMENDATION:

 Receive and file the State required Transportation Development Act (TDA) Triennial Performance Audit of the Ventura County Transportation Commission (VCTC) agency.

BACKGROUND:

Every three years, the State requires that VCTC (in its role as the County Transportation Commission and Regional Transportation Planning Agency for Ventura County), and any transit operator (as defined by the State) using TDA Article 4 funds, undergo a performance audit to certify that these agencies are fully complying with the TDA legislative intent and regulations. GCT is currently the only Article 4 operator in Ventura County and is thereby the only transit operator subject to this requirement; however, beginning in FY 2014-15, the City of Thousand Oaks and the City of Simi Valley will also have to comply with this requirement.

The previous performance audits were completed in May 2011 and covered FY 07/08 - FY 09/10. Last July, the Commission approved a contract with Nelson/Nygaard Consultants to perform the audits looking at fiscal years 10/11 through 12/13. After review and approval by the Commission, the audits are required to be submitted to the State Controller's Office and Caltrans.

The Executive Summary of the VCTC audit is attached to this item. A copy of the VCTC performance audit will be mailed out under a separate cover to TRANSCOM members on Monday June 9th. It will also be posted to the VCTC website once finalized. Nelson/Nygaard Inc., the consultant who performed the audit, will be at the July Commission meeting.

Ventura County Transportation Commission (VCTC)

The VCTC audit concentrated on operational efficiency and effectiveness, and also reported on performance measures as specified in TDA regulations. The VCTC audit will be presented for approval by the Commission at their July 25, 2014 meeting

In summary, the audit concluded that VCTC was fully compliant with TDA regulations and performance standards.

The audit also found that VCTC had several major accomplishments during the audit period including updating the unmet needs process, developing the Ventura County Comprehensive Transportation Plan (CTP) and completion of the Regional Transit Study.

There were five recommendations for VCTC to implement:

VCTC Performance Audit Recommendation and Staff Response:

- 1. Establish a Productivity Review Subcommittee to focus on the efforts of Transcom
- 2. Establish rules and regulations for the evaluation of claims for TDA Article 4.5 funds
- 3. Monitor the newly established East County Transit Alliance with Eastern Ventura County Cities
- 4. Update the county's Congestion Management Program and upload the document to the GoVentura website
- 5. Appoint a representative from VISTA to the Technical Transportation Advisory Committee (TTAC) and Transcom to comply with California Public Utilities Code (PUC) 130105(e). This will also help VCTC achieve its duties under PUC 130303, which deals with the Commission's short range transit planning and coordination responsibilities.

VCTC Staff concurs with the recommendations.

EXECUTIVE SUMMARY

Introduction

Ventura County is served by seven public fixed-route bus operators, five public dial-a-ride operators, and three paratransit services for seniors and people with disabilities. Ventura County is also served by two Los Angeles-based bus operators (LA Metro and LA DOT), two rail operations (Metrolink and Amtrak), and several private carriers that serve portions of the county. These services are funded and operated both by the Ventura County Transportation Commission (VCTC) and individual cities within the county.

VCTC's mission is to improve mobility within the County and increase funding to meet transportation needs. To fulfill that mission, VCTC establishes transportation policies and priorities to ensure an equitable allocation of federal, state, and local funds for highway, transit, rail, aviation, bicycle and other transportation projects. VCTC has evolved to administer and act as the Regional Transportation Planning Agency (RTPA), the Congestion Management Agency (CMA), the Consolidated Transportation Services Agency (CTSA), the Airport Land Use Commission (ALUC), the Service Authority for Freeway Emergencies (SAFE), the County Transportation Authority, and the Ventura Intercity Service Transportation Authority (VISTA). It is advised by six advisory committees.

As the county's California Transportation Development Act (TDA) funds distributor, VCTC is required to submit to Caltrans a Triennial Performance Audit that reports whether it has met each of 14 different TDA compliance requirements. Nelson\Nygaard was retained to serve as VCTC's auditor for the FY 2010/11 through FY 2012/13 three-year period. This report addresses these requirements, provides a functional review, and offers several recommendations for improving VCTC's policies and procedures.

Compliance Audit Findings

VCTC was found to be in compliance with all 14 TDA requirements.

	RTPA Compliance Requirement	PUC Code Reference	VCTC Compliance
1.	Claims do not exceed apportionment.	99231	Yes
2.	Adopt rules for claims submission for pedestrian and bicycle facilities.	99233 99234	Yes
3.	Establish Social Services Transportation Advisory Council (SSTAC) and hold at least one annual public hearing.	99238	

¹ Ventura County Regional Transit Study, Appendix II

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VCTC FY 2011 - FY 2013 Triennial TDA Performance Audit

Ventura County Transportation Commission

RTPA Compliance Requirement	PUC Code Reference	VCTC Compliance
	99238.5	Yes
Annually identify, analyze, and recommend potential productivity improvements.	99244	Yes
5. Annual fiscal and compliance audits of claimants.	99245	Yes
6. Triennial performance audits of operators and RTPA.	99246 99248	Yes
7. Submit RTPA and operator performance audits to Caltrans.	99246(c)	Yes
Ensure operator performance audit requirements.	99246(d)	Yes
9. Establish rules and regulations regarding revenue ratios for operators.	99270.1 99270.2	Yes
10. Establish rules and regulations for Article 4.5 and the determination of cost effectiveness of proposed services.	99275.5	Yes
11. Allocate State Transit Assistance (STA) funds only for transportation planning and mass transportation purposes.	99310.5 99313.3 Prop. 116	Yes
12. Match STA allocations to State allocations.	99314.3	Yes
13. If TDA funds are allocated for non-transit purposes, the RTPA must annually:		
consult with the SSTAC		Yes
 identify transit needs 		Yes
 define reasonable to meet 		Yes
identify Unmet Transit Needs		Yes
 adopt findings on Unmet Transit Needs 		Yes
fund Unmet Transit Needs before allocation to streets and roads	99401.5	Yes
14. RTPA fiscal and compliance audit		
complete annually	California Code	Yes
transmit to State Controller	of Regulations	Yes
 no commingling of funds 	6662	Yes

Functional Review Findings

In addition to a compliance audit, the audit also reviewed VCTC's functional activities. As required by the TDA, the auditor reviewed VCTC activities related to: $\frac{1}{2} \frac{1}{2} \frac{$

- Administration and management
- Transportation planning and regional coordination
- Claimant relationships and oversight (i.e., "TDA administration")
- Marketing and transportation alternatives
- Grant applications and management

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VCTC FY 2011 - FY 2013 Triennial TDA Performance Audit

Ventura County Transportation Commission

Lastly, the auditor reviewed VCTC's legislative advocacy efforts. No major deficiencies were found in VCTC's functional review.

Recommendations

The auditor determined that VCTC is in full compliance with all 14 TDA performance requirements and serves each functional category sufficiently. Therefore, the auditor has no immediate, high-priority recommendations for VCTC to implement.

However, as a means of enhancing the work of the agency within its many roles and responsibilities, the auditor offers five recommendations to VCTC. These include:

- 1. Establish a Productivity Review Subcommittee to focus the efforts of Transcom
- 2. Establish rules and regulations for the evaluation of claims for TDA Article 4.5 funds
- Monitor the newly established East County Transit Alliance with Eastern Ventura County Cities
- Update the county's Congestion Management Program and upload the document to the GoVentura website
- 5. Appoint a representative from VISTA to the Technical Transportation Advisory Committee (TTAC) and Transcom to comply with California Public Utilities Code (PUC) 130105(e) (this will also help VCTC achieve its duties under PUC 130303, which deals with the commission's short-range transit planning and coordination responsibilities)

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June 12, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: EAST COUNTY ADA SERVICE FUNDING DISTRIBUTION

RECOMMENDATION:

• Approve distribution of East County ADA Intercity Service funds.

BACKGROUND:

As was discussed at last month's meeting, VCTC staff needs each East County ADA Intercity Service program participant to provide as soon as possible after May 31st the number ADA intercity trips provided from July 1, 2013 to May 31, 2014, to allow distribution of the last year of program funding prior to the fiscal year close out. At the TRANSCOM meeting staff will have the current status of these submittals and if the required data has been submitted staff will recommend the distribution for approval.

Fiscal Year 2013/14 is the last year that VCTC will distribute a portion of the FTA Section 5307 funds to operators under a different formula for East County Intercity ADA Service. Generally, these funds were distributed in fixed amounts to each operator, but in the last few years the funds were distributed proportionally based on the number of east county intercity ADA trips provided in the previous fiscal year, with each participant receiving a base amount of \$11,000, and Camarillo receiving \$2,500 for administration of the invoicing. However, the prior year trip proportion is inappropriate for this year due to the end of participation by Camarillo Health Care District part way through the year, with the City of Camarillo and to a lesser extent the City of Thousand Oaks taking over those trips. The issue was discussed at the November, 2013 TRANSCOM meeting and it was decided to use the number of trips provided for the first 11 months of the fiscal year for the proportional part of the distribution.



June 12, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: ADA CERTIFICATION UPDATE

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached for TRANSCOM's review is the monthly report from Mobility Management Partners, Inc., on ADA Certifications.

ATTACHMENT

		Mon	thly AC	A Cert	Monthly ADA Certification Services Report	1 Serv	ices F	Report				
					April-14							
Category	Item Measured	Apr	March	Feb	Jan	Dec	Nov	Oct		Summary	Ŋ	
0000118000510000	Inbound ADA Calls	1173	1236	1080	1298	762	892	1086				
Total Contar	Outbound ADA calls	392	243	327	370	250	279	342				
	Average hold time for ADA calls	6.13	4.29	5.86	4.91	10.12	69.9	10.55				
	Out of Area Transmittals	2	-	-	2	е	2	2			Albert Feest Distribution of Contract C	
Applications	Recertification Applications	32	48	29	36	2	17	19	Total applications received this month = 136	eceived this mor	ıth = 136	
Decemen	New Applications	104	74	88	64	55	28	91	New Applications = 76%; Recertifications = 24%	76%; Recertifica	ations = 24%	
Interviews	Complete, with functional evaluation	33	20	35	42	19	25	38	A total of 73 interviews were scheduled	ws were schedu	lled.	ANTI-CONTRACTOR CONTRACTOR CONTRA
	Complete, without functional evaluation	25	44	22	18	12	16	22	There were 9 No Shows/Cancellations (~12%)	nows/Cancellatio	ns (~12%)	
Recertifications	Number of renewals deemed complete	9	20	5	18	6	11	9				
	Due to incomplete application by client	4	5	5	-	4	0	-	ANT THE PROPERTY AND THE PROPERTY OF THE PROPE	and the formation of the following the follo		
Delays in Processing	Pending physician's evaluation (PE)	69	37	45	25	3	31	28	73 total (4 + 69) Delays in Processing due to incomplete applications or pending receipt of physician's evaluations.	lays in Processir ling receipt of ph	ng due to inco	omplete luations.
(Cumulative)	Applicants awaiting in-person interviews	28	48	28	36	28	36	31	applicants awaiting in person interviews.	in person intervi	ews.	
	Applications that failed to meet "21 day rule"	0	0	0	0	0	0	0				
			A	oril 201	April 2014 Assessments	smen	S)					
900/A-004	Appointment date		4/2/2014	4/3/2014	4/3/2014 4/7/2014	4/8/14	4/9/14	4/10/14	4115/14 4/16/14	4117114 4122114	4124114	
al militar khodes	Appointment location	Totals	T.O	OAC	T.O.	Simi	HON-C	OAC	Moorpark T.O.	OAC Simi	OAC	
	With Physical Assessment	31	2	~	2	က	0	2	2 1	6 4	8	
In-person	With Cognitive Assessment	8	_	-	-	0	. 0	_	0	0	0	
Assessments	Field Assessment	25	2	4	7	4	0	2	е е	7	0	-
	Recert/Photo/Field Assessment	0	0	0	0	0	0	0	0	0	0	
	Recert/Phone/Field Assessment	0	0	0	0	0	0	0		0	0	
		6	7	7	0	√ -	0	2	4 	0	0	
A CONTRACTOR OF THE PROPERTY O	i otal number of interviews scheduled	73	7	8	5	8	2	7	6 7	8 7	8	

Determination Types:	Total	-%
Unconditional	51	73%
Conditional	12	17%
Temporary	5	42
Denials	2	3%