



AGENDA

TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Thursday, October 9, 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**

Each speaker is limited to three minutes. The Committee may, either at the direction of the Chair or by majority vote, waive this three minute time limitation. Under the Brown Act, the Committee should not take action on or discuss matters raised during Public Comment portion of the agenda which are not listed on the agenda.

Item #4 **APPROVAL OF SEPTEMBER 11, 2014 MEETING MINUTES – PG. 3**

Item #5 **APPROVAL OF JULY 10, 2014 MEETING MINUTES – PG. 7**

Item #6 **AMENDMENT TO THE TRANSCOM BYLAWS – PG. 9**

- Discuss the possible amendment(s) to the TRANSCOM bylaws.

Item #7 **SHORT RANGE TRANSPORTATION PLAN UPDATE – PG. 14**

- Receive and File update on the VCTC Short Range Transportation Plan.

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Item #8 **APPROVE MINI CALL-FOR-PROJECTS FOR CONGESTION MITIGATION AND AIR QUALITY (CMAQ) FUNDS– PG. 15**

- Approve guidelines and application for a new mini-call for projects to program CMAQ funds anticipated to come available during Fiscal Year (FY) 2014/15.
- Approve Mini-Call for Projects Schedule.
- Appoint a Task Force to review project scoring.
- Approve “off-the-top” funding of \$443,000 for Regional Ridesharing and \$500,000 for Transit Marketing.
- Approve policy for Shelf List.

- Item #9** **ADA CERTIFICATION UPDATE – PG. 33**
- Receive and file the most recent ADA Certification update and an oral presentation on the Volunteer Ride Program.
- Item #10** **MEDI-CAL REIMBURSEMENT PRESENTATION**
- Receive an oral presentation on Medi-cal Reimbursement processes.
- Item #11** **DETERMINE ALTERNATE MEETING DATE/TIME FOR NOVEMBER 2014**
- Item #12** **ADJOURNMENT**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in this meeting, please contact the Clerk of the Board at (805) 642-1591 ext. 101. 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.

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

September 11, 2014

Item #1 Call to Order

Chair Kathy Connell called the meeting to order at 1:33 p.m. A quorum was not present. The following people were present (an asterisk represents voting Member Agencies):

Bill Golubics	Camarillo
Roc Pulido	Camarillo*
Ben Cacatian	Ventura County Air Pollution Control District
Ray Porras	CSU Channel Islands
Claire Johnson-Winegar	Gold Coast Transit District
Vanessa Rauschenberger	Gold Coast Transit District*
Mike Culver	Mobility Management Partners, Inc.
Michael Powers	Santa Paula
Chris Latham	Simi Valley*
John Webster	Simi Valley
Alvin Ho	Thousand Oaks
Mike Houser	Thousand Oaks*
Kathy Connell	Ventura County*
Vic Kamhi	VCTC
Aaron Bonfilio	VCTC
Amy Ahdi	VCTC
Peter De Haan	VCTC
Treena Gonzalez	VCTC

Chair Connell authorized proceeding with an un-official meeting to review all non-action items on the Agenda while waiting for quorum.

Item #2 Introductions and Announcements

Vanessa Rauschenberger of Gold Coast Transit District (GCTD) noted a service change as of August 24; new GCTD bus books are available. Ray Porras of CSU Channel Islands noted the CSUCI 2014 Fall Semester has begun. Vic Kamhi of VCTC mentioned the upcoming California Transit Association Fall Conference (beginning November 11) and the California Association for Coordinated Transportation (Cal ACT) Rural and Intercity Transportation Conference (beginning October 26). Peter De Haan of VCTC mentioned the recent proposed revisions to National Transit Database (NTD) reporting requirements, explaining that VCTC is commenting on behalf of VCTC only (not the entire County); comments are due by September 18 and Staff encourages Agencies to submit comments. Kathy Connell of Ventura County noted that proposals were received for the operating contract for Heritage Valley Transit Service. Aaron Bonfilio of VCTC advised that VCTC is proceeding with planning for VCTC Intercity service fare collection system with GFI and Solutions for Transit; Staff will be meeting with both firms to re-review options to for a regional, smartcard replacement ahead of the scheduled phase-out of the aged GoVentura smartcard system and platform. Treena Gonzalez of VCTC announce VCTC's Rideshare Week begins on October 6-10 and handed out rideshare postcards, asking Agencies to distribute the postcards to the public.

Item #3 Public Comments

No public comments were made.

Item #4 July 10, 2014 Meeting Minutes - Action

No action was taken, however Claire Johnson-Winegar of Gold Coast Transit asked that the minutes on Item 6 be corrected. The initial Staff recommended action was that TRANSCOM approve pre-programming \$350,832 of the

Fiscal Year (FY) 2014/15 Proposition 1B Transit Security funds however, during discussions at the meeting, Staff had identified that negotiations with vendors provided an estimated \$55,700 savings from the initial Proposition 1B fund request for the Heritage Valley Bus Cameras. Therefore, Item 6 was to approve pre-programming \$295,132 of FY 2014/15 Proposition 1B Transit Security funds for the remainder of the GCT project, not \$350,832. This correction was applied to the July 2014 meeting minutes, for approval at the October TRANSCOM meeting

Item #5 Pending Transportation Fund Insolvency - Receive and File

Peter DeHaan of VCTC presented this informational item; no action was required or requested of TRANSCOM. Discussion was had regarding the Senate recently passing HR 5021, which extends the MAP-21 authorization and provides additional one-time transfers to keep the Highway Trust Fund (HTF) solvent until May 31, 2015.

Item #6 Draft Ventura County Mutual Assistance Compact Update - Receive and File

Amy Ahdi of VCTC presented this item; no action was requested or required of TRANSCOM. Amy Ahdi of VCTC provided updates on the Draft Ventura County Mutual Assistance Compact. A finalized Draft will be presented to TRANSCOM at October or November's meeting.

Item #7 Amendment(s) to the TRANSCOM Operating Rules (Bylaws) - Discussion

Vic Kamhi of VCTC presented this item; no action was requested or required of TRANSCOM. Discussion was had on possible amendment(s) to the TRANSCOM Operating Rules. TRANSCOM expressed interest in decreasing the quorum, adding VISTA/VCTC Intercity as a voting member and adding CSUCI as ex-officio member. Chair Kathy Connell asked Staff to confirm that updates to the Operating Rules that were proposed in 2008 regarding a quorum of six did or did not get approved by the Commission. Staff will bring back the proposed amendment(s) to the Operating Rules at the October or November meeting.

Item #8 CMAQ Call for Projects - Discussion

Peter De Haan of VCTC presented this item; no action was requested or required of TRANSCOM. Discussion was had regarding previous criteria for calls for highway, transit, bicycle, pedestrian and enhancement projects that include Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ) and Transportation Enhancement (TE) funding categories; CMAQ is the only remaining funding category available for inclusion in future calls for projects. At the July meeting, TTAC approved generating two sets of criteria for the future CMAQ call for projects; one for capital projects (including bus replacements) and one for highway (bike and pedestrian) projects. TTAC asked Staff to bring the discussion to the next TRANSCOM meeting. TRANSCOM discussed future bus replacement needs, the "one-time" funding sources used for previous bus replacement requests and the potential for future service expansion needs related to buses, not just future bus replacement needs. Staff will bring the TRANSCOM comments back to the TTAC (and bring back an update to TRANSCOM), in an effort to develop a strategy and criteria for the CMAQ call(s) for projects.

Item #9 Call for Projects and Criteria Selection for FTA Sections 5307 and 5310 funds - Action

Peter De Haan of VCTC presented this item. Had a quorum been present, Staff requested TRANSCOM approve authorizing calls for projects for FTA Section 5307 Jobs Access and Reverse Commute (JARC) and Section 5310 (Senior and Disabled) funds, including carryover Section 5310 from FY 2013/14, and approve the criteria for both Section 5307 and Section 5310 project selection. TRANSCOM discussed that the call is for two years and the JARC funds are intended to be top priority for non-profits. No action was taken. The TRANSCOM members present had no protests to the item or discussions and suggested Staff present the item to the Commission for approval.

Item #10 FY 2015/16 Program of Projects - Action

Peter De Haan of VCTC presented this item; Had a quorum been present, Staff requested TRANSCOM approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2014/15. Peter De Haan of VCTC noted there were no changes from the previous POP. No action was taken.

Item #11 Short Range Transit Plan Vehicle Replacement Plan – Discussion

Amy Ahdi of VCTC presented this item; no action was requested or required of TRANSCOM. Discussion was had on VCTC's Short Range Transit Plan; a bus replacement needs assessment is being completed and should be ready to present to TRANSCOM at the October meeting.

Item #12 ADA Certification Update - Receive and File

Mike Culver of MMP presented this item. No action was requested or required of TRANSCOM. The monthly ADA certification Services Report for July and August of 2014. Discussion was had on the development of the Volunteer Driver Program; information on the program should be ready to present to TRANSCOM at the October meeting.

Item #3 Determine Next Meeting

The next meeting will occur on Thursday, October 9, 2014.

Item #14 Adjournment

Chair Connell adjourned the meeting at 2:59 p.m.



TRANSCOM

DATE: Thursday, September 11, 2014

PLEASE SIGN IN:

Aaron Bonfilio
Amy Ahdi
Ben Cacatlan
Bill Colubius
Brian Yanez
Cameron Yee
Charles Sandin
Chuck McQuary
Chris Latham
Claire Johnson-Winegar
Danny Haws
Darren Kettle
David Fleisch
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
Linda Wright

ALVIN HO

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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 Gomez
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

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

July 10, 2014

Item #1 Call to Order

Chairperson Kathy Connell called the meeting to order at 1:30 p.m.

Item #2 Introductions and Announcements

Amy Ahdi of VCTC noted that the Operators comments related to the Ventura County Mutual Aid Compact (VCMAC) were received and that, after checking with the Ventura County Sheriff's Office of Emergency Services (OES) to ensure services or information is not duplicative, the VCMAC will be brought back to TRANSCOM. Claire Johnson-Winegar of Gold Coast Transit (GCT) mentioned that on Sunday, August 24, minor schedule adjustments will apply to every GCT route and a new bus book will be published; no major changes in service will occur. Vic Kamhi of VCTC noted that VISTA might apply minor schedule adjustments as well but before that schedule is printed, Staff will bring the adjustments back to TRANSCOM to request feedback on if VISTA can improve "meet" times with other buses; a new schedule will be printed once the minor schedule adjustments are made.

Item #3 Public Comments

No public comments were made.

Item #4 Approval of June 12, 2014 Meeting Minutes

Mike Houser of Thousand Oaks made the motion to approve the June 12, 2014 meeting minutes. Roc Pulido of Camarillo seconded the motion. Shaun Kroes of Moorpark seconded the motion and it passed unanimously.

Item #5 Triennial Performance Audit for Ventura County Transportation Commission

Amy Ahdi of VCTC presented this item; no action was requested or required of TRANSCOM. Nelson Nygaard, Consultant to VCTC, completed the Fiscal Year (FY) 2011-FY 2013 TDA Triennial Performance Audit, which resulted in findings that support five recommendations. Discussion was had regarding updating TRANSCOM's by-laws for quorum and non-quorum voting membership, monitoring regional transit service productivity and performance through the formation of a subcommittee of TRANSCOM and monitoring the East County Transit Alliance (ECTA) with East County Cities. Chair Kathy Connell of Ventura County clarified that VCTC has already complied with monitoring the ECTA in designating a Staff member to attend the ECTA meetings.

Item #6 Selection of Proposition 1B CTGP Projects

Stephanie Young of VCTC presented this item; Staff recommends approval of the Project Selection list which programs the combined total (\$709,972) of Proposition 1B Transit Safety and Security funds made available to Ventura County (based on a formula). In addition, Staff initially recommended approval to pre-programming \$350,832 of FY 2014/15 Proposition 1B Transit Security funds, for the remainder of the GCT facility, however Aaron Bonfilio of VCTC noted that after the initial request for Proposition 1B funds for the Heritage Valley Bus Cameras, negotiations with vendors lead to an estimated savings of \$55,700. TRANSCOM discussed the inability to "roll over" these funds and how to apply the estimated savings to selected projects. Mike Houser of Thousand Oaks moved to approve the Staff recommendations with an amendment that the savings from the Heritage Valley Bus Cameras project be applied to the Gold Coast facility; \$204,868 of FY 2013/14 funds will be programmed to the Gold Coast facility, \$188,500 of FY 2013/14 funds will be programmed to the Heritage Valley camera project and \$295,132 of FY 2014/15 will be pre-programmed for the remainder to the GCT project. A voice vote was taken and it passed unanimously. The next call for projects will be a combination of two years (FY 2014/15 and 2015/16) and \$414,840 will be available to be programmed.

Item #7 Adjourn

Chairperson Kathy Connell adjourned the meeting at 2:44 p.m.



TRANSCOM

DATE: Thursday, July 10, 2014

PLEASE SIGN IN:

Aaron Bonfilio	<u>AB</u>	* Kathy Connell	<u>Kathy Connell</u>
Amy Ahl	<u>A</u>	Linda Wright	
Andrew Mikkelsen		Luly Lopez	
Ann Springer		Margaret Heath	
Ben Cacatian	<u>Ben Cacatian</u>	Maria Tello	
Bill Golubics	<u>Bill Golubics</u>	Martin Erickson	
Brian Yanez		Mary Travis	
Cameron Yee		Matt Gleason	
Charles Sandin		Mike Culver	
Chuck McQuary		* Mike Houser	<u>Mike Houser</u>
* Chris Latham	<u>Chris Latham</u>	Mike Powers	<u>Mike Powers</u>
* Claire Johnson-Winegar	<u>Claire Johnson-Winegar</u>	Paula Johnson	
Danny Haws	<u>DH</u>	Peter De Haan	
Darren Kettle		Ray Evans	
David Fleisch		Ray Porras	
Debra Solomon		Rigo Landeros	
Drew Lurie		Jacqui Cervantes Roberts	
Ellen Talbo		James Gamez	
Elizabeth Amador		* Roc Pulido	<u>Roc Pulido</u>
Fernando Castro		Ron Calkins	
Gloria Sotelo		Syed Shdab	
Grahame Watts		Shaun Kroes	
Greg Grant		Stephanie Young	<u>Stephanie Young</u>
Jaime Fontes		Steve Brown	
Jan Richards		Steve Rosenberg	
* Jason Lott	<u>Jason Lott</u>	Susan White	
Jeff Hereford		Sue Tatangelo	
Jesus Galvan		Tom Fox	
Joanna Capello		Tom Mericle	
John Quinn		Treana Gonzalez	<u>Treana Gonzalez</u>
Vic Kamhi	<u>Vic Kamhi</u>	Vanessa Rauschenberger	
Jim Moore			
Jim White			
Kara Elam			
* Caesar Hernandez	<u>Caesar Hernandez</u>		

* Quorum



Item #6

October 9, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: AMY AHDI, TRANSIT PLANNER

SUBJECT: AMENDMENT TO THE TRANSCOM BYLAWS

RECOMMENDATION:

- Discuss the possible amendment(s) to the TRANSCOM bylaws.

BACKGROUND:

At the September 2014 TRANSCOM meeting, Staff was asked to confirm the last update to the Operating Rules. The TRANSCOM bylaws were last amended in 2003 with the following changes:

- Remove transit contractors from the TRANSCOM membership
- Remove the Ridesharing program staff from the TRANSCOM membership
- Reduce the quorum from 7 to 6 voting members
- Amend the purpose of TRANSCOM, to include “make recommendations on programming of transit funding and review the Program of Projects (POP).”

Because the county has changed the way it is organized to provide transit and the recent approved VCTC TDA Triennial Performance Audit findings regarding TRANSCOM, Staff believes that it is timely to revise the bylaws, below are the proposed changes:

- Change South Coast Area Transit (SCAT) to Gold Coast Transit District (GCTD)
- Add Ventura County Transportation Commission (VCTC) Intercity Bus as a voting member
- Add Heritage Valley Transit Service as a voting member
- Add California State University Channel Islands (CSUCI) as an ex-officio member
- Revise quorum to reflect 6 of the 14 agencies represents a quorum
- Amend Section XIII to state that no individual can vote for more than one member agency

Attached is a copy of the Operating Rules (2003), with proposed additions underlined, and deletions struck out.

TRANSIT OPERATOR'S ADVISORY COMMITTEE (TRANSCOM) OPERATING RULES

I. PURPOSE OF THE COMMITTEE

The Transit Operators Advisory Committee (TRANSCOM) is a duly constituted Transportation Advisory Committee formed at the direction of the Ventura County Transportation Commission (VCTC). Members shall serve at the pleasure of the Commission. The VCTC is the sole policy board of the TRANSCOM. The purpose of the Committee is to act as an advisory body to the County Transportation Commission for purposes of transit planning and programming, including review of the Program of Projects, and to provide a forum for discussion and input on transit issues and the Congestion Management Program.

II. MEMBERSHIP

The TRANSCOM shall be composed of a representative from: each transit service provider operating within Ventura County, one ex officio member from the staff of the County Air Pollution Control District, ~~and one ex officio member from the State Department of Transportation District 7, and one ex-officio member from the California State University Channel Islands.~~ For the purposes of this committee, transit service providers shall include municipal operators, public agencies providing or contracting with private operators, and the ~~South Coast Area Transit~~Gold Coast Transit District. Each transit service provider may appoint one representative and one alternate, The VCTC can also appoint additional members at its discretion. The member agencies are as follows:

- City of Camarillo
- City of Fillmore
- City of Moorpark
- City of Ojai
- City of Oxnard
- City of Port Hueneme
- City of San Buenaventura
- City of Santa Paula
- City of Simi Valley
- City of Thousand Oaks
- County of Ventura
- ~~South Coast Area Transit (SCAT)~~Gold Coast Transit District (GCTD)
- Ventura County Transportation Commission (VCTC) Intercity Bus
- Heritage Valley Transit Service
- Ventura County APCD (ex-officio)
- Caltrans District 7 (ex-officio)
- California State University Channel Islands (CSUCI) (ex-officio)

III. METHOD OF APPOINTMENT

The members of this committee shall be appointed, reappointed or removed by the members' appointing agency. Members may be replaced at any time by the appointing entities.

IV. TERM OF OFFICE

The term of office of the TRANSCOM membership shall be for an indeterminate period of time at the discretion of the Ventura County Transportation Commission.

V. OFFICERS OF THE COMMITTEE

The officers of this committee shall be Chairperson and Vice Chairperson who shall be selected from among the membership of this committee at the January meeting each year by its membership, and who shall serve in their respective capacities at the pleasure of the Committee.

VI. DUTIES OF OFFICERS

Chairperson

The Chair of this committee shall be responsible for:

1. Calling for meetings of this committee,
2. Presiding at the meetings of this committee.
3. Assisting with agenda preparation.
4. Reporting to the VCTC when called upon to do so.
5. Establishing subcommittees as necessary.
6. Other such duties as he/she may be directed by the TRANSCOM and/or the VCTC to perform.

Vice Chairperson

The Vice Chairperson of this committee shall serve in the absence of the Chair and perform such duties as he/she may be directed by the Chair to perform.

VII. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

It shall be the duty and responsibility of this committee to:

1. Serve as the Transit Operators Advisory Committee for the VCTC.

2. Share any and all pertinent information relating to the field of transit.
3. Review documents and make recommendations to the VCTC regarding transit improvement programs and projects.
4. Serve as a forum for discussion and input on transit issues and formulate recommendations for consideration by the VCTC.
5. Annual review of the Congestion Management Program update.
6. Other duties as may be, requested by the VCTC.

VIII. SECRETARY OF THE TRANSCOM

The staff of the VCTC shall serve as the secretary of the TRANSCOM and shall provide staff support to the committee.

IX. QUORUM

Six (6) of the ~~twelve (12)~~fourteen (14) voting member agencies appointed to this Committee shall constitute a quorum for conducting Committee activities.

X. COMMITTEE ACTIONS

All actions on items before the TRANSCOM shall be determined by a vote of a simple majority of the members present.

XI. MEETINGS

Meetings of the TRANSCOM shall be held the second Thursday of the month at 1:30 P.M. at least six times per year. All meetings shall be called, noticed and conducted in the manner described in Section 54952.3 of the Government Code, also known as the "Brown Act."

XII. AMENDMENTS TO OPERATING RULES

The TRANSCOM may recommend, and the VCTC may approve, amendments to the Operating Rules by a majority vote.

XIII. VOTING

Each member has one vote. In the absence of a member, the designated alternate may vote in the member's place. No individual can vote for more than one member agency.

XIII. POWERS

The TRANSCOM is created by the VCTC and shall have no powers of existence separate or apart from that of the Commission.

TRANSCOM	Adopted 2/11/93 Revised 3/13/97 Revised 9/4/03
VCTC	Adopted 3/5/93 Revised 4/5/97 Revised 10/3/03



Item #7

October 9, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: AMY AHDI, TRANSIT PLANNER

SUBJECT: SHORT RANGE TRANSPORTATION PLAN UPDATE

RECOMMENDATION:

- Receive and File update on the VCTC Short Range Transportation Plan

BACKGROUND

VCTC is currently in the process of developing a Short Range Transportation Plan (SRTP). Staff will provide an update on the major tasks identified in the SRTP including: countywide performance metrics, Countywide Transit Investment Study, "gap analysis", and, a plan of service modifications for the Commission to consider with VISTA over the next five years.



Item #8

October 9, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

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

**SUBJECT: APPROVE MINI CALL-FOR-PROJECTS FOR CONGESTION MITIGATION
AND AIR QUALITY (CMAQ) FUNDS**

RECOMMENDATION:

- Approve guidelines (Attachment A) and application (Attachment C) for a new mini-call for projects to program CMAQ funds anticipated to come available during Fiscal Year (FY) 2014/15.
- Approve Mini-Call for Projects Schedule contained in the agenda item.
- Appoint a Task Force to review project scoring.
- Approve "off-the-top" funding of \$443,000 for Regional Ridesharing and \$500,000 for Transit Marketing.
- Approve policy for Shelf List (Attachment B).

BACKGROUND:

Over the past few months there have been discussions at TTAC and TRANSCOM regarding the need for a process to program the CMAQ funds that are likely to be authorized in FY 2014/15, including the partial years' worth of funds that was authorized by the short-term extension of the Moving Ahead for Progress in the 21st Century (MAP-21) legislation through May 31st. At these meetings the Committees discussed various issues, including the need to move forward relatively soon to use the FY 2014/15 funds, and also the concern that in the future CMAQ could be a significant fund source for bus replacements, the need for which is currently unknown but is being evaluated as part of the Short Range Transit Plan (S RTP) development. Based on these considerations, TTAC recommended that half of the available CMAQ funds for highway-related projects, including bicycle and pedestrian projects, be made available at this time given that the Comprehensive Transportation Plan (CTP) adopted by the Commission in September, 2013 provides that half of CMAQ funds be used for bicycle and pedestrian purposes. The remaining half of the funds would be made available for transit projects, including bus replacement projects, once more is known from the S RTP process regarding bus replacement

needs. Staff is proposing that at this time VCTC accept the TTAC recommendation, and move forward with a small call for projects for non-transit CMAQ projects. At the same time, since the SRTP is close to developing bus replacement information, staff is proposing to include transit projects in the application process, to allow selection of transit projects as soon as possible after the SRTP information is available. Previously, all eligible types of CMAQ projects were prioritized in a single list, but under the new process there will be separate criteria and lists for transit and non-transit categories.

Based on the FY 13/14 funding level, VCTC's FY 2014/15 apportionment is estimated to be \$8,322,000. However, there is \$5,048,000 of the FY 2013/14 CMAQ funds that was not programmed to any project, making the total CMAQ programming capacity \$13,370,000. Making half of these funds available for bicycle and pedestrian projects and other CMAQ-eligible non-transit projects would provide \$6,685,000 for these purposes, with the other \$6,685,000 available for transit projects. By comparison, the Ventura County share of the recent Active Transportation Program funding cycle was \$3,331,000, so by conducting a call for projects with \$6.7 million available for non-transit projects, VCTC will significantly increase the funds going to active transportation, even if some of the funds go to other CMAQ-eligible road uses such as signal synchronization.

Attachment A provides the proposed Mini-Call for projects guidelines for the Committees' review and approval. These guidelines have been revised to contain more specific information applicable to each of the two categories. Attachment C provides the draft application.

The following is the proposed schedule for the proposed CMAQ call for projects. It is possible that the transit portion of the project selection process could be delayed based on the timing of the SRTP:

VCTC Approval of Call Process: November 7, 2014
Notification of Funding Availability: November 10, 2014
Applications Due to VCTC: January 15, 2015
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

In previous calls for projects VCTC utilized a Task Force consisting of representatives of TTAC, TRANSCOM and APCD to review the initial scoring prepared by VCTC staff. After review by the Task Force, the combined recommendations went to both Committees and then the Commission. VCTC proposes that there will now be separate criteria and lists, but that the same Task Force will review both lists. However, TTAC would then only review the non-transit project priorities while TRANSCOM would review the transit project priorities. VCTC staff and the Task Force have the option of recommending, for a specified reason, a change in the 50/50 funding split between the two lists, but given that the projects will be scored by different criteria, this option is only anticipated to be used, if at all, to shift a small amount of funds,

In previous calls for projects, VCTC submitted applications that were scored, and always ranked very highly, for Regional Ridesharing and Transit Marketing. Sometimes, in years with no calls for projects, an action would be taken to approve funds to continue these two projects. In view of the clear regional priority of these projects staff is recommending that they be approved for funding at this time, with Regional Ridesharing taken from the highway share and Transit

Marketing from the transit share. As a result, the amount available in the call for highway (including bicycle and pedestrian) projects will be \$6,242,000, and the amount available for transit projects will be \$6,185,000.

The prior call for projects employed a policy that some projects not ranked highly enough to be funded were placed on a shelf list and could receive funds if needed to avoid a lapse of apportionment. Since that time, as additional funds were apportioned, some of those projects were approved by VCTC. There was no policy to give those projects any standing in a future call for projects, so any shelf projects remaining on the prior shelf list will need to reapply. Given that there is less than one year of new CMAQ funding currently authorized, and potentially a large number of projects that will be submitted, staff is recommending adoption of the Attachment B Shelf Policy which provides that projects can be approved for future funds as they become available, based on the scores they receive in this call for projects.

Under the Caltrans Toll Credits policy, the federal 11.47% match requirement can effectively be waived at VCTC's discretion. During the last call for projects, VCTC provided the option of requesting no match, but only a few agencies made that request, so after receiving the applications staff recommended requiring the match for all projects except Regional Ridesharing and Transit Marketing. In the end a policy was adopted allowing use of Toll Credits to reduce the match requirement should a project come under the amount that was originally requested in the call for projects. However, staff does not recommend making such a policy an established element of the call for projects. The proposed guidelines do allow the use of Toll Credits to facilitate the counting of design and right-of-way expenditures toward local match for construction. Should a project sponsor elect to use that option for highway projects, they will need to take care to ensure that sufficient federal funds are requested for construction, since Caltrans requires that Toll Credits can only be used if there is 100% federal participation and nothing less.

**CMAQ
PROJECT SELECTION GUIDELINES
FOR VENTURA COUNTY**

Congestion Mitigation and Air Quality (CMAQ) funds are used for projects which mitigate congestion and reduce vehicle emissions. A list of eligible projects can be found at the end of these guidelines. Types of eligible projects are as follows:

Clean Fuel Bus Fleets and Support Equipment

Improved Public Transit/Ridesharing

Bicycle/Pedestrian Improvements

Clean Fuel Fleet Subsidy Programs

Other Projects that meet the screening criteria

Applications will be evaluated according to screening and selection criteria. **Screening Criteria** will be used to determine if a proposed project is an eligible candidate. Projects which do not satisfy all of the screening criteria will not be evaluated any further. Second, **Selection Criteria** will be used to evaluate the relative merits of each project to determine what its score/priority ranking should be. Based on the Comprehensive Transportation Plan, half of the CMAQ funds will go toward transit projects and half will go to non-transit projects. Transit and non-transit projects will be subject to separate selection criteria and will be scored separately.

Screening Criteria

The screening criteria are divided into three categories. Proposed projects must meet **all** of these screening criteria in order to move to the next phase of the process.

1. Project Eligibility

- A. Proposed project is eligible for CMAQ funds per guidelines in the Federal Register Vol. 73, No. 203.
- B. Project applicant is a city, the County, a transit operator, or other public transportation agency, or a non-profit organization capable of funding and delivering the project, or is a private/public partnership (possibly with some private funding) subject to approval of FHWA and FTA.
- C. Proposed project measurably improves air quality.

2. Planning Consistency

- A. Project is consistent with the goals and policies of the adopted RTP (i.e. SCAG's 2012-2035 RTP/SCS).

- B. Project is consistent with the most-recently adopted general plan(s).
- C. Project is consistent with the most-recently adopted District Air Quality Management Plan.
- D. Transit improvement projects must be consistent with the policies and standards in the adopted Congestion Management Program or included on the Replacement Bus Schedule of the Short Range Transit Plan.

3. Financial Feasibility

- A. Recipient of funds must have the financial capacity to complete, operate and maintain the project.
- B. Funds required from other sources (for local match) must be reasonably expected to be available.
- C. Project can be implemented within Federal delivery requirements.
- D. Agency must provide 11.47% minimum local match. VCTC will allow use of Toll Credits to provide 100% of construction funds if an equivalent amount of non-federal funds are used for prior project phases.

Selection Criteria for Transit Projects

There are eight selection criteria to be used to evaluate projects which have been found to meet the above screening criteria. Each of the criteria has a specific number of points assigned to them; these are maximums and as such 100 points represents a "perfect score" for any project. Projects will be evaluated against each criterion to determine the degree to which they accomplish the stated goal or purpose.

A. Increase capacity and/or ridership. (0 to 20 points)

- Project significantly increases capacity of transit system and/or increases transit ridership Up to 20 points
- Project does not increase capacity or ridership 0 points

B. Improve air quality. (Based on consultation with APCD staff) (0 to 15 points)

- Reduction in vehicle emissions Up to 15 points
- No reduction in vehicle emissions 0 points

C. Funding Leverage. (0 to 15 points)

- Applicant provides at least 50% local match over the required match 15 points
- Applicant provides at least 30% local match over the required match 10 points
- Applicant does not provide at least 30% local match 0 points

D. Inclusion in the VCTC Short Range Transportation Plan. (10 points)

- Project is included in the bus replacement schedule of the SRTP Up to 10 points
- Project is not included in the bus replacement schedule of the SRTP 0 points

E. Priority Project. (10 points)

- Applicant ranks project as its top priority in the Transit category. Only one project can receive these points in the transit criteria from each applicant. 10 points
- Project is not the top priority project for the City or Agency 0 points

F. Project Readiness (10 points)

- Project is eligible for federal Categorical Exclusion (CE) or has FTA environmental approval 10 points
- Project is not eligible for federal CE or does not have FTA environmental approval 0 points

G. Safety and Security (0 to 10 points)

- Project increases safety and security Up to 10 points
- Project does not increase safety and security 0 points

H. Cost Effectiveness (0 to 10 points)

- Cost effective as calculated by VCTC staff in consultation with APCD staff according to the "Methods to Find the Cost-Effectiveness of Funding Air Quality Projects" released by the California Air Resources Board (May 2005). Up to 10 points
- Low cost effectiveness. 0 points

Selection Criteria for Non-Transit Projects

There are eight selection criteria to be used to evaluate projects which have been found to meet the above screening criteria. Each of the criteria has a specific number of points assigned to them; these are maximums and as such 100 points represents a "perfect score" for any project. Projects will be evaluated against each criterion to determine the degree to which they accomplish the stated goal or purpose.

A. Improve mobility. (0 to 20 points)

- Project improves mobility Up to 20 points
- Project does not improve mobility 0 points

B. Improve air quality. (Based on consultation with APCD staff.) (0 to 15 points)

- Reduction in vehicle emissions Up to 15 points
- No reduction in vehicle emissions 0 points

C. Has multi-modal or HOV elements. (0 to 10 points)

- Project improves coordination between, and access to, more than one mode of travel or HOV Up to 10 points
- Project provides no improvement to coordination between, and access to, more than one mode of travel or HOV 0 points

D. Funding Leverage. (0 to 15 points)

- Applicant provides at least 50% local match over the required match 15 points
- Applicant provides at least 30% local match over the required match 10 points
- Applicant does not provide at least 30% local match 0 points

E. Priority Project. (10 points)

- Applicant ranks project as its top priority in the Non-transit category. Only one project can receive these points in the non-transit criteria from each applicant. 10 points
- Project is not the top priority project for the City or Agency 0 points

F. Project Readiness (0 to 10 points)

- Funding is requested for a cost increase to a project programmed in a prior Call for Projects and the project has approved Environmental Clearance, and completed PS&E
10 points
- Funding is requested for a cost increase to a project programmed in a prior Call for Projects and the project has approved Environmental Clearance.
5 points
- Project has not previously been programmed in a Call for Projects.
0 points

G. Safety and Security (0 to 10 points)

- Project increases safety and security
Up to 10 points
- Project does not increase safety and security
0 points

H. Cost Effectiveness (0 to 10 points)

- Cost effective as calculated by VCTC staff in consultation with APCD staff according to the "Methods to Find the Cost-Effectiveness of Funding Air Quality Projects" released by the California Air Resources Board (May 2005).
Up to 10 points
- Low cost effectiveness.
0 points

PROJECTS ELIGIBLE FOR CMAQ FUNDING

Congestion Management and Air Quality (CMAQ) program funds can be used to fund projects expected to result in tangible reductions in CO and ozone precursor emissions, and under certain conditions PM-10 pollution. Eligible activities include:

Transportation Control Measures: TCMs are likely to be eligible, however the air quality benefits must be determined and documented before a project can be considered eligible. Two TCMs specifically excluded by legislation from CMAQ eligibility are reduction of emissions from extreme cold-start conditions and programs to encourage removal of pre-1980 vehicles. (TCMs are listed on Attachment.)

Transportation Activities in an Approved State Implementation Plan: Transportation activities in approved SIPs are likely to be eligible activities. The activity must contribute to the specific emission reductions necessary to bring an area into attainment.

Transit Projects: In general, CMAQ eligibility is determined on the basis of whether or not the project represents an expansion or enhancement of transit service. Eligible capital projects include new stations, transit centers, and preferential bus/HOV treatment on existing roads; new park-and-ride facilities adjacent to transit stops; and major new fixed-guide way and bus/HOV facilities and extensions; new alternative-fueled transit buses, vans, locomotives and rail cars; and operating subsidies for 3-year demonstrations of new service.

Alternative Fuels: Conversion or replacement of centrally-fueled fleets to alternative fuels is eligible provided that the fleet is publicly owned or leased, and the fleet conversion is in response to a specific requirement in the Clean Air Act or is specifically identified in the State Implementation Plan.

Bicycle and Pedestrian Program: Include eligible projects are construction of bicycle and pedestrian facilities, non-construction projects related to safe bicycle use, and establishment and funding of State bicycle/pedestrian coordinator positions.

Management Systems: Projects required to develop, establish the management systems for traffic congestion, public transportation facilities and equipment, and intermodal transportation facilities and systems, as well as implementation of projects contained in them, are eligible where it can be demonstrated they are likely to contribute to attainment of air quality standards.

Traffic Management/Congestion Relief Strategies: Traffic management and congestion relief strategies for both highways and transit are eligible provided that they can be shown to improve air quality. Projects to modernize traffic signals to improve traffic flow and intelligent transportation systems are included under this category.

Telecommuting: Planning, technical and feasibility studies, training, coordination and promotion for telecommuting are eligible activities under CMAQ. Physical establishment of telecommuting centers, computer and office equipment purchases and related activities are not eligible.

Travel Demand Management: Eligible activities include: market research and planning in support of TDM implementation; capital expenses required to implement TDM measures; operating assistance to administer and manage TDM programs; and marketing and public education efforts to support and bolster TDM measures.

Intermodal Freight: CMAQ funds may be used for improved intermodal freight facilities where air quality benefits can be shown.

Public/Private Initiatives: The CMAQ program may be used to fund projects or programs that are owned, operated or under the primary control of the public sector, including public/private joint ventures. Under TEA-21, non-profit organizations are eligible as direct recipients of CMAQ funds.

Outreach Activities: Outreach activities, such as public education on transportation and air quality, advertising of transportation alternatives to SOV travel, and technical assistance to employers or other outreach activities for an Employee Commute Option program may be funded under the CMAQ program for an indefinite period. Transit “stores” selling fare media and dispensing route and schedule information which occupy leased space are also eligible and are not subject to the 3-year limit.

Fare/Fee Subsidy Program: CMAQ funds may be used for partial user fare or fee subsidies to encourage greater use of alternative travel modes (e.g. carpool, vanpool, transit, bicycling and walking), as part of a comprehensive, targeted program to reduce SOV use. The subsidized fare/fee must be limited to any one entity or location for a period not to exceed 2 years.

Other Projects and Programs: Other transportation projects and programs, even if they are not included under one of the categories above may also be funded under CMAQ. Innovative activities based on promising technologies and feasible approaches to improve air quality will also be considered for funding. Documentation of air quality benefits must be provided.

SHELF LIST GUIDELINES

Projects that are scored in the 2014 CMAQ Call for Projects, but below the funding cut-off, will be considered for funding following their scoring priority, for the following purposes:

- If necessary to avoid a lapse of CMAQ apportionment.
- For programming against the FY 2015/16 CMAQ apportionment when authorized, after funds are set aside for Regional Ridesharing and Transit Marketing.

Shelf list projects have not been approved by the Commission and their status will be reviewed prior to approval, which must be granted by the Commission after action by the appropriate advisory committee. Projects remaining unapproved at the next call for projects must reapply for funds

CONGESTION MITIGATION AND AIR QUALITY (CMAQ) APPLICATION

A. GENERAL INFORMATION

Project Title:

Lead Agency:

Contact Person

Title:

Address:

Phone:

Email:

1. Project Description:

(Describe the project's purpose, location, length, limits of work, size, etc. Attach vicinity maps and plans. If bike lane, length and class are required.)

2. Project Federal Funding

Federal Funds \$

Requested:

Phase(s):

Match: \$

Source(s):

Total Project Cost: \$

Lead Agency: _____ Project Title: _____

B. FINANCIAL INFORMATION

3. Schedule for Obligating Funds (enter month and year):

Preliminary Engineering: _____

Right-of-Way: _____

Construction: _____

4. Local Funding Share Detail:

	CMAQ Funds	Local Match	Total Cost
PE	\$	\$	\$
RW	\$	\$	\$
CON	\$	\$	\$
Total	\$	\$	\$

C. ENVIRONMENTAL/SCHEDULE INFORMATION

5. Federal environmental clearance category (CE, EA, or EIS): _____

6. Federal environmental process completion date: _____

7. Project Schedule:

	PE	RW	CON
Start Date:			
End Date:			

8. Final Completion Date: _____

Lead Agency: _____ Project Title: _____

D. PROJECT SCREENING INFORMATION

9. Is the project one of the following? (check all that apply)

- ☐ Alternative Fuel Transit
- ☐ Other Transit Project
- ☐ Transportation Control Measure
- ☐ Transportation Activity in an Approved State Implementation Plan
- ☐ Bike/Pedestrian Facility
- ☐ Management System
- ☐ Traffic Management/Congestion Relief Strategy
- ☐ Telecommuting Program
- ☐ Travel Demand Management
- ☐ Intermodal Freight
- ☐ Public-Private Initiatives
- ☐ Outreach Activity
- ☐ Fare/Fee Subsidy
- ☐ Other _____

10. Is the project consistent with the area's adopted general plan, the District Air Quality Management Plan, or the Short Range Transit Plan?

YES _____ NO _____

11. Who will have the responsibility for completing, operating, and maintaining the project? (If not applicant, please explain.)

E. PROJECT SCORING INFORMATION

Air Quality Improvement

12. Will the project improve air quality, and if so, how?

Lead Agency: _____ Project Title: _____

13. Project ADT (required for bike lane projects): _____

14. Annual VMT (required for transit vehicle purchases): _____

15. Average projected ridership (required for new transit or vanpool services):

Mobility

16. Will the project improve a road's level of service or speed? If yes:

Current LOS: _____

Project LOS with Project: _____

17. Will the project improve the level of service of a transit system?

18. Will the project improve the level of service of the bikeway/pedestrian system?

Multi-Modal/HOV Needs

19. Will the project improve the coordination among different modes of travel? Please

explain:

Lead Agency: _____ Project Title: _____

Priority Project

20. Is this project the top priority project in either the transit or non-transit category for the applicant? Only one project from each applicant can be a top priority in each category.

YES _____ NO _____

Project Readiness

21. Check all that apply to the project:

Non-Transit Projects

- ☐ Approved in a prior VCTC call for projects
- ☐ Approved Environmental Clearance
- ☐ Completed PS&E

Transit Projects

- ☐ Eligible for federal Categorical Exclusion
- ☐ Has FTA environmental approval

Safety and Security

22. Does this project increase safety and security for pedestrians, bicyclists, drivers, or transit riders? Please explain.

Lead Agency: _____ Project Title: _____

CEO CERTIFICATION

I hereby certify that the applications included in this submittal package represent this agency's complete proposal for projects recommended for funding at this time. Should the projects be approved for funding by the Ventura County Transportation Commission, this agency will commit the local match as specified in the applications, and will make a priority of meeting the stated project delivery deadlines.

This agency is willing and able to maintain and operate the projects contained in the applications, and hereby assures that it will do so, with the proviso that the agency is permitted to transfer this responsibility to another qualified agency that is willing to do so.

Signature

Printed Name

Date

Title*

Agency

*Must be signed by City Manager, County Executive Officer, County Transportation Agency Director, or other organizational CEO.



Item #9

October 9, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: ADA CERTIFICATION UPDATE

RECOMMENDATION:

- Receive report and oral presentation on the Volunteer Driver Program.

BACKGROUND:

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

Recently, Mobility Management Partners, Inc. received Section 5310 funding to expand its services to include the development and implementation of a pilot volunteer driver reimbursement program in cooperation with the Area Agency on Aging and other agencies serving the needs of the county's senior population. At the July meeting, TRANSCOM asked that Mobility Management Partners, Inc. provide an oral presentation on its volunteer driver program. Mobility Management Partners, Inc. will make the oral presentation to TRANSCOM at its October meeting.