



AGENDA

TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Thursday, September 11, 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 July 10, 2014 MEETING MINUTES – PG. 3**
That TRANSCOM approve the July 10, 2014 meeting minutes.
- Item #5** **PENDING FEDERAL TRANSPORTATION FUND INSOLVENCY – PG. 5**
That TRANSCOM receive and file information on the pending Federal Transportation Fund insolvency.
- Item #6** **DRAFT MUTUAL ASSISTANCE AGREEMENT STATUS**
UPDATE – PG. 6
That TRANSCOM receive and file information on the status of the draft Ventura County Mutual Assistance Compact.
- Item #7** **AMENDMENT(S) TO THE TRANSCOM BYLAWS – PG. 7**
That TRANSCOM discuss possible amendment(s) to its by-laws.
- Item #8** **CMAQ CALL FOR PROJECTS– PG. 9**
That TRANSCOM discuss the future calls for projects for federal funds.
- Item #9** **AUTHORIZE CALL FOR PROJECTS FOR FTA SECTION 5307 (JOBS**
ACCESS AND REVERSE COMMUTE) AND SECTION 5310 (SENIORS
AND DISABLED) GRANT FUNDS – PG. 14
That TRANSCOM authorize calls for projects for FTA Section 5307 and Section 5310 funds, and approve criteria for project selection.

- Item #10** **FISCAL YEAR 2015/16 PROGRAM OF PROJECTS – PG. 19**
That TRANSCOM approve the Program of Projects for federal transit operating, planning and capital assistance for Fiscal Year 2014/15.
- Item #11** **SHORT RANGE TRANSPORTATION PLAN VEHICLE REPLACEMENT PLAN – PG. 23**
That TRANSCOM discuss the Short Range Transit Plan Vehicle Replacement Plan.
- Item #12** **ADA CERTIFICATION UPDATE – PG. 24**
That TRANSCOM receive and file the most recent report from Mobility Management Partners, Inc., on ADA Certifications.
- Item #13** **DETERMINE THE NEXT MEETING DATE**
- Item #14** **ADJOURN**

**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) and recently appropriated by the State for FY 2013/14. Staff also recommends approval to pre-programming \$350,832 of FY 2014/15 Proposition 1B Transit Security funds, for the remainder of the GCT project. 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 recommendation 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 be programmed to the Gold Coast facility and \$188,500 of FY 2013/14 funds be programmed to the Heritage Valley camera 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 #5

September 11, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: PENDING FEDERAL TRANSPORTATION FUND INSOLVENCY

RECOMMENDATION:

- Receive and file.

BACKGROUND:

Since 2008 the federal government has used \$54 billion from the general fund to maintain the solvency of the Highway Trust Fund (HTF) account which funds the highway and transit programs through separate subaccounts. The latest of these transfers to the HTF occurred in 2012 and was intended to keep the fund solvent until the end of MAP-21 in September. However, the funds have been drawn down faster than anticipated and as a result for several months the Department of Transportation has been stating that the fund would drop below the prudent balance in mid-summer, with August 1st recently being identified as the date that highway program reimbursements would be restricted.

On July 31st, the Senate acted to pass HR 5021, which extends the MAP-21 authorization through May 31, 2015, and provides \$10.8 billion in one-time transfers to keep the fund solvent for approximately the same amount of time. Two days earlier, the Senate had passed an amended version of HR 5021 which would have only continued the program through December 31st, but the House voted to not concur in the Senate amendments and with time running out the Senate then passed the House bill without amendments. Funding sources for the \$10.8 billion include increased tax revenues from companies that will be allowed to temporarily reduce contributions to their pension funds, as well as a one-year extension of higher Customs Service fees, from 2023 to 2024.



Item #6

September 11, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: AMY AHDI, TRANSIT PLANNER

SUBJECT: STATUS UPDATE: DRAFT MUTUAL ASSISTANCE AGREEMENT

RECOMMENDATION:

- Receive status report on the draft Ventura County Mutual Assistance Compact (VCMAC)

BACKGROUND:

The concept of the VCMAC was envisioned to provide a clear avenue for transit agencies to receive and/or provide fully reimbursable voluntary assistance when needed (i.e. local emergencies). While we have been successful in addressing local emergencies on an ad hoc basis, there is a strong need to formalize an agreement among the agencies.

A working draft of the VCMAC was circulated to both Transcom and the Emergency Coordinators Council meetings for comments/suggestions. Staff will continue to work with the various transit agencies to finalize the agreement.

It should be noted that while VCTC has had a long standing agreement with the Ventura County Operation of Emergency Services (OES) to act as the lead agency to coordinate the response by transit and paratransit in an emergency, the agreement has never been formalized. Staff is currently working with OES to formalize an agreement which can then be incorporated into the VCMAC to ensure continuity.

No action is requested or recommended.



Item #7

September 11, 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:

The TRANSCOM bylaws have not been amended since 2003. Since then, the county has changed the way it is organized to provide transit, including creation of a transit district, creation of an entity to operate local transit in the Heritage Valley, and the active involvement in transit by the California State University, Channel Islands (CSUCI). Because of the changes, as well as the recommendation from the recent VCTC TDA Triennial Performance Audit comments regarding Transcom, it is timely to develop revised TRANSCOM bylaws for the Commission to consider. These revised bylaws would focus on revising membership, and changing membership to insure maximum participation while maintain the quorum needed to conduct transit operations business.

Below are some proposed changes:

- Change "South Coast Area Transit" to "Gold Coast Transit District"
- Add VISTA as a member
- Add CSUCI as a member
- Divide membership into two categories: voting members & voting members that count toward a quorum.
 - Current members to be included toward the quorum: County of Ventura, Gold Coast Transit District (formally SCAT) and the Cities of: Camarillo, Moorpark, Ojai, Oxnard, Simi Valley, Thousand Oaks, and a representative from the Heritage Valley Technical Advisory Committee.
 - New members to be included toward the quorum: VISTA and Heritage Valley

- Current members that will no longer count toward the quorum: Cities of: Port Hueneme, Ventura, Santa Paula and Fillmore
 - New member that will not count toward the quorum: CSUCI
- Change the quorum to include only those agencies that directly operate or contract transit services; currently to reach a quorum seven (7) of the twelve (12) members must be present. With the above proposed changes, six (6) of the eleven (11) members must be present to reach a quorum.



Item #8

September 11, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: POTENTIAL FUTURE CALLS FOR PROJECTS

RECOMMENDATION:

- Discuss future call for projects for federal funds.

BACKGROUND:

VCTC has periodically done calls for projects for funds made available by the federal government for highway, transit, bicycle, pedestrian and enhancement projects. Typically, the timing of these calls has been based on the federal fund authorizations, so there was, for example, a call for projects associated with the passage of the SAFETEA-LU act for programming the six years' of funds included in that act. As the Committees may recall, after SAFETEA-LU expired there were several short term authorization extensions followed by MAP-21, a two-year act which expires September 30th. Since Congress only has until the end of July to pass a new authorization, it appears increasingly likely that for now all that will be accomplished is a short-term extension until sometime after the November election. Recognizing that it often takes a significant amount of time to deliver a transportation project after a funding commitment is made, there needs to be a decision soon about what projects to program against the funds that will likely soon be authorized.

Another potential issue is that VCTC had loaned STP and CMAQ funds that were repaid with new funds in 2013, so there is an extra-large amount of funds that will lapse October 2015. All of these prior funds are already programmed to projects, but if a significant number of old projects are delayed beyond October 2015, there could be a lapse of funds. However, should some new projects be programmed that quickly use funds, then the old balances would be drawn down sooner and there would be less potential for a fund lapse.

DISCUSSION:

Each of the past calls for projects has included three funding categories made available for VCTC to program, namely Surface Transportation Program (STP), Congestion Mitigation and

Air Quality (CMAQ), and Transportation Enhancement (TE). However, as described in the following fund summaries, CMAQ is the only remaining fund that is available for inclusion in a call for projects.

STP: There was about \$10 million in the FY 13/14 Ventura County apportionment under MAP-21. STP funds can be used for a variety of transportation capital projects, including highways, streets, bicycle, pedestrian, transit, and enhancements. In the past, VCTC's policy was to program approximately half of these funds through the call for projects for regionally-significant projects, and to program the other half to local jurisdictions for projects such as street rehabilitation. However, the Comprehensive Transportation Plan, adopted by the Commission in September, 2013, included a policy that STP funds would be combined with STIP and applied to the state highway priority list, since STIP funding has been reduced and the only way to fund any significant highway project in a reasonable timeframe is to apply all of the STP funds as well as STIP. This policy has been used as the basis for recent state highway project planning work in which it was stated that there would be approximately \$100 million available for a state highway improvement project as early as 2022. Accordingly, STP funds are no longer available for local streets and roads.

CMAQ: There was about \$9 million in CMAQ apportioned to the county in FY 13/14. CMAQ eligibility is limited to projects with a demonstrated air quality improvement, including bicycle and pedestrian facilities, traffic flow improvements such as signal and intersection improvements but not new general traffic lanes, transit capital improvements associated with added transit service, High-Occupancy Vehicle lanes, ridesharing marketing, transit marketing, and the operation of new or increased transit. The Comprehensive Transportation Plan provided that CMAQ funds would continue to be used for the same purposes as in the past.

TE: In past years VCTC generally received \$1 million in TE funds, but MAP-21 replaced TE with the Transportation Alternatives Program (TAP), and the state then adopted legislation consolidating TAP with the state's new Active Transportation Program (ATP). The state's process requires that all ATP applications be submitted to Caltrans with no role for regional agencies in the application process.

Since there is no multi-year authorization, it would be prudent to limit the any program commitment to the funds available through FY 2014/15. As a result of this limitation, as well as the availability of no other funds than CMAQ, any call for projects would be relatively limited in scope.

Another issue that must be considered is the status of replacement buses. Last year it was decided based on the "fix it first" philosophy to give priority to replacing buses on schedule, and so VCTC requested transit operators to provide information on upcoming bus replacement requirements. VCTC then programmed all of the remaining Proposition 1B Bus Capital funds, and approximately half of the FY 2013/14 CMAQ funds, to provide the needed bus replacements. As a result, the only federal funds remaining for bus replacement are limited surplus FTA Section 5307 funds, and CMAQ funds which can be used to buy alternate-fueled vehicles. Now, VCTC has included in the scope of the Short-Range Transit Plan the preparation of a transit capital replacement schedule, which will provide VCTC for the first time with a schedule of future needs and resources for bus replacement. This information will start to become available in the next few months but meanwhile it is not known how much CMAQ will be needed in support of adequate bus replacement.

Attached for the committee's review is the prior call for projects CMAQ guidelines.

**REVISED CMAQ FUNDING
PROJECT SELECTION GUIDELINES
FOR VENTURA COUNTY
(FOR MINI CALL PURPOSES)**

CMAQ funds are used for projects which mitigate congestion and improve air quality. Types of eligible projects are as follows:

- Clean Fuel Bus Fleets and Support Facilities
- Improved Public Transit/Ridesharing
- Bicycle/Pedestrian Facilities
- Traffic Management / Congestion Relief Strategies
- Clean Fuel Fleet Subsidy Programs
- Other Projects that meet the screening criteria

Two sets of criteria are used to evaluate projects proposed for CMAQ funding. First, **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.

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 (see list of eligible project types on page 4-5 of these guidelines)
- 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 mitigates measurably improves air quality.

2. Planning Consistency

- A. Project is consistent with the goals and policies of the adopted RTP (i.e. SCAG's 2008 RTP).
- 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. Traffic flow improvement projects must be on roadways eligible for federal funding, which include projects on rural major collectors (and above) and urban collectors (and above).
- E. Transit improvement projects must be consistent with the policies and standards in the adopted Congestion Management Program.

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.

Selection Criteria

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.

Because a priority list of project categories has been established, it is difficult to evaluate projects across categories (i.e. how is a project to improve public transit compared to a traffic flow improvement, or a bicycle facility). Therefore, the criteria below provide a basic framework for ranking projects within each individual category. To a lesser extent, the criteria will help determine project "worthiness" and, in broad terms, the relative strength of each project.

In general, projects will be evaluated against each criteria to determine the degree to which they accomplish the stated goal or purpose.

A. Improve mobility. (0 to 25 points)

- Project improves mobility Up to 25 points
- Project does not provides mobility improvement 0 points

B. Improve air quality. (Based on consultation with APCD staff.) (0 to 25 points)

- Reduction in vehicle emissions Up to 25 points
- No reduction in vehicle emissions 0 points

C. Address multi-modal or HOV needs. (10 points)

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

D. Funding Leverage (10 points)

- Applicant provides at least 20% local match over the required match 10 points
- Applicant does not provide at least 20% local match over the required match 0 points

E. Equitable Distribution of Funds (0 to 15 points)

- Funding the project moves a local jurisdiction closer to receiving an equitable share of funding. Up to 15 points
- Funding does not move local jurisdiction closer to receiving an equitable share of funding 0 points

F. Project Readiness (0 to 15 points)

- Funds can be obligated by Dec 31, 2012 15 points
- Funds can be obligated by April 30, 2013 5 points



Item #9

September 11, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

SUBJECT: AUTHORIZE CALL FOR PROJECTS FOR FTA SECTION 5307 (JOBS ACCESS AND REVERSE COMMUTE) AND SECTION 5310 (SENIORS AND DISABLED) GRANT FUNDS

RECOMMENDATION:

- Authorize calls for projects for FTA Section 5307 Jobs Access and Reverse Commute (JARC) and Section 5310 (Seniors and Disabled) funds, including carryover Section 5310 from FY 13/14.
- Approve criteria for JARC and Section 5310 project selection (attached).

BACKGROUND:

Beginning in Fiscal Year (FY) 2012/13, the federal transportation authorization, MAP-21, incorporated what was previously known as Section 5316 Jobs Access and Reverse Commute (JARC) into the Section 5307 Urbanized Area Formula Grant and the Section 5311 Formula Grants for Rural Areas. Eligibilities for JARC were added to the 5307 and 5311 programs. Similarly, what was previously the Section 5317 New Freedom program was incorporated into the Section 5310 Elderly and Disabled grant program.

The JARC and Section 5310 funds are apportioned directly to large urbanized areas including Oxnard/Ventura and Thousand Oaks/Moorpark. VCTC serves as the Designated Recipient for JARC and Section 5310 funds for these areas. Section 5310 funds for the small urban and rural areas are programmed on a statewide competitive basis, with VCTC responsible for determining initial project scores within Ventura County and then forwarding these scores to Caltrans. As was the case last year, JARC applicants serving rural areas compete in a Caltrans call for projects while small urban JARC applicants will apply directly to VCTC.

To be eligible in either of these programs, projects must be included in the Human Services Transportation Coordinated Study for Ventura County or the 2012 Update to the Coordinated Plan. Eligible JARC projects include projects that enhance mobility for low-income persons or welfare recipients to areas of employment and other transportation projects taking workers to

suburban employment areas. Eligible Section 5310 projects include promotion and administration of transit vouchers, employer-provided transit, and transit passes; travel training; expansion of service to the disabled and elderly; late-night and weekend transit service; shuttle service; local car loan programs for shared rides; and vanpools.

FUNDING AVAILABILITY ESTIMATES

At the June 6, 2014 meeting, the VCTC approved setting aside \$175,000 per year for large urban JARC-eligible projects administered by social service agencies only.

The following table shows the FY 14/15 and FY 15/16 JARC and Section 5310 funds available for the two large urbanized areas in Ventura County. Section 5310 allows 10% of the apportionment for administration, and this amount has been subtracted from the Section 5310 amounts below.

	<u>FTA 5307</u> <u>JARC</u>	<u>FTA 5310</u>
Oxnard/Ventura	\$220,500	\$493,364
FY 13/14 Carryover	\$0	\$153,963
TOTAL	\$220,500	\$647,327
T.O./Moorpark	\$129,500	\$289,424
FY 13/14 Carryover	\$0	\$147,809
TOTAL	\$129,500	\$437,233

Camarillo and Simi Valley JARC funds have been combined in to the large urban apportionments in the table above. For the small urban areas, the state of California has a Section 5310 apportionment of \$4,936,672 for FY 13/14. The Camarillo and Simi Valley apportionments are included in this amount.

SCHEDULE

The following is the schedule for nomination and selection of projects:

Announcement of Project Selection Process/ Availability of Applications	October 3, 2014
5307 JARC/5310 Applications Due to VCTC	November 25, 2014
5307 JARC/5310 Review by Transit Operators Committee	December 11, 2014
5307 JARC/5310 Approval by VCTC	January 9, 2015
FTA Grant Approval for Large Urban Projects	Spring 2015

PRIORITIZATION CRITERIA

The Attachment provides new project selection criteria for both JARC and Section 5310. These criteria are based on the criteria used by Caltrans and on the VCTC Human Services Transportation Coordination Plan, adopted April 13, 2007, and the 2012 Update, adopted July 13, 2012. The eligibility criteria have been modified based on MAP-21 requirements

VCTC PROJECT SELECTION CRITERIA
SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC)
AND SECTION 5310 FUNDS

Screening Criteria

For a project to be eligible for funding, it must meet the Federal eligibility requirements for Section 5310 or JARC. These requirements are as follows:

Program Requirements:

For JARC, a project must provide transportation in one of the following categories:

- (1) Designed to transport low-income persons or welfare recipients to jobs and employment-related activities.
- (2) Designed to transport workers to suburban employment opportunities.

For Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities), a project must be one of the following:

- (1) Capital project planned, designed, and carried out to meet the special needs of the target population when public transportation is insufficient, inappropriate, or unavailable;
- (2) Public transportation project that exceeds the requirements of the ADA;
- (3) Public transportation project that improves access to fixed-route service and decreased reliance by the target population on complementary paratransit; or,
- (4) Alternative to public transportation that assists the target population.

At least 55% of the area's 5310 funds must be used on capital projects as described in the first category of Section 5310 projects above.

Local Match: The local match requirement is 20% of the total cost of capital projects and 50% of the total subsidy for operating costs. VCTC can approve projects with a reduced or eliminated local match. Applicants must be able to justify their need for a reduced local match.

Inclusion in Plan: Project must fall within the recommendations of the VCTC Human Service Transportation Coordination Study (<http://www.goventura.org/sites/default/files/VCTC%20paratransit%20final%20Apr%2013%202007.pdf>), adopted April 13, 2007, and the 2012 Update to the Public Transit – Human Services Transportation Coordinated Plan for Ventura County (http://www.goventura.org/sites/default/files/RevFINAL_Ventura%20CoordPlan%20Distributed%207%208%2012.pdf), adopted July 13, 2012.

Federal Grant Requirements: The recipient agency must be able to meet the Federal Transit Administration's conditions for use of its funds. These conditions include, but are not limited to: annual outside audit; triennial FTA audit; five-year grant records retention; development of a written maintenance plan for FTA-funded vehicles, facilities, and equipment; competitive procurement; buy America; ADA; and civil rights. (Drug and alcohol testing is not a requirement for these programs.) Agencies receiving funds will need to have in place a signed agreement committing to meeting FTA requirements. Details regarding Federal requirements can be found at:

http://www.fta.dot.gov/funding/oversight/grants_financing_8941.html.

Prioritization Criteria

VCTC will use the following criteria to prioritize projects. For projects receiving Large Urbanized Area funds, the projects selected by VCTC will be funded. For small urban and rural projects receiving funds in

the State's share, sponsors of projects prioritized by VCTC, upon receiving notification from VCTC, will need to prepare a Caltrans application which VCTC will forward to Caltrans for the final selection.

1. Goals and Objectives (20 points): Degree to which project supports new, enhancement, or expansion of service or system capacity for the targeted populations. Application should clearly state the program goals and objectives and describe how the project addresses the needs and service gaps identified in the Coordinated Plan.

At least 55% of 5310 funds will be allocated to capital projects serving the targeted population. Priority will also be given to projects that provide trips, particularly between transit service areas, for the targeted population. Other categories recommended by the Coordinated Plan are as follows: (1) Establishment of ADA core operating hours between 7:00 a.m. and 7:00 p.m. on weekdays; (2) ADA Sunday service; and (3) Travel Training.

Projects eligible for the JARC funds were identified in the Coordinated Plan as continuing and expanding the programs developed by the VCTC Partnerships to Restore Independence and Dignity through Employment (PRIDE) program. Priority will be given to projects that increase reverse commute rides and rides for the targeted population. Other programs included in PRIDE are providing transit information, including transit itineraries; providing smartcards, bus passes and tokens, support for vanpool, and rideshare activities and programs.

Based on the recommendation of the 2012 Update, VCTC's goal is to program 70 to 85% of the non-capital funds to projects providing trips with the remainder going to information and travel training projects. Accordingly, points in this category may be adjusted to help achieve the planned mix of project types.

2. Project Implementation Plan (30 points): Degree to which the project implementation has been well designed. Proposals must state who will be responsible for the implementation, and implementation steps and timeline. Sponsors should describe how the project will improve service delivery, coordination, or cost-effectiveness.
3. Program Performance Indicators (20 points): Project sponsors should explain how the project will be monitored and evaluated. The application should identify clear, quantitative performance measures to track the effectiveness of the service in meeting the identified goals.
4. Communication and Outreach (20 points): Degree to which applicants coordinate with other community transportation and/or social service resources. Application should describe efforts to keep stakeholders involved in and informed of project activities. There should be demonstrated public support for the project (including letters of support), as well as a plan to promote awareness of the project to the target population.
5. Emergency Planning and Preparedness (10 points): Applicant should describe emergency planning and any participation in emergency drills.



Item #10

September 11, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: 2014/15 PROGRAM OF PROJECTS

RECOMMENDATION:

- Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year (FY) 2014/15.

BACKGROUND:

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review transit projects proposed to be funded with federal dollars. As the designated recipient of federal transit funds, the VCTC is required to hold a public hearing and adopt a POP which lists projects to be funded with federal funds in each urban areas of Ventura County. Since 2003, VCTC has prepared the POP using separate programs for the Oxnard/Ventura, Thousand Oaks/Moorpark, and Camarillo urbanized areas, as defined by the U.S. Census Bureau. Later, VCTC also began to prepare the POP for Simi Valley based on a decision by Caltrans to delegate to VCTC the Designated Recipient status for Simi Valley.

The proposed FY 2014/15 POP was put together using the same methodology that was first developed for the FY 2003/04 POP, to provide a distribution of revenues and expenses between the four urbanized areas in the County. A draft of this POP was reviewed and approved by TRANSCOM at its June, 2014 meeting, and by the VCTC on July 6, 2014.

DISCUSSION

The Program of Projects tables (attached) show the recommended projects for each of the urbanized areas. There are no changes from the draft POP.

Program of Projects			
The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2014/15 Fiscal Year (FY 2015). The funds available in FY 2015 are estimated to be \$14,898,000 for the Oxnard UA, \$5,930,000 for the Thousand Oaks UA, \$2,915,000 for the Camarillo UA, and \$2,852,000 for the Simi Valley UA, based on anticipated FY 2015 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, October 3, 2014, in the Camarillo City Council Chamber, 601 Camen Drive, in Camarillo. The POP is available for public inspection at 950 County Square Drive, Suite 207, Ventura CA 93003. Unless a subsequent list is published, this list will become the final Program of Projects for inclusion in the Southern California Association of Governments Federal Transportation Improvement Program.			
FY 2014/15 Federal Transit Program of Projects			
	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
Gold Coast Transit			
<u>Operating Assistance</u>			
Operating Assistance	\$ 2,200,000	\$ 1,100,000	\$ 1,100,000
	\$ 2,200,000	\$ 1,100,000	\$ 1,100,000
<u>Planning Assistance</u>			
Transit Service Administration & Support	\$ 125,000	\$ 100,000	\$ 25,000
Marketing & Passenger Awareness Activities	\$ 125,000	\$ 100,000	\$ 25,000
	\$ 250,000	\$ 200,000	\$ 50,000
<u>Capital Assistance</u>			
Preventive Maintenance	\$ 2,063,241	\$ 1,650,593	\$ 412,648
Operations and Maintenance Facility	\$ 125,000	\$ 100,000	\$ 25,000
ADA Paratransit Service	\$ 1,112,500	\$ 890,000	\$ 222,500
	\$ 3,300,741	\$ 2,640,593	\$ 660,148
Total Gold Coast	\$ 5,750,741	\$ 3,940,593	\$ 1,810,148
Ventura County Transportation Commission			
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 15/16)	\$ 771,250	\$ 617,000	\$ 154,250
Transit Information Center (FY 15/16)	\$ 196,250	\$ 157,000	\$ 39,250
Fare Collection/Passenger Counting Data Management (FY 15/16)	\$ 475,000	\$ 380,000	\$ 95,000
Elderly/Disabled Planning/Evaluation (FY 15/16)	\$ 200,000	\$ 160,000	\$ 40,000
Transit Marketing (FY 15/16)(CMAQ Funds)	\$ 500,000	\$ 500,000	\$ -
VISTA Planning (FY 15/16)	\$ 458,750	\$ 367,000	\$ 91,750
	\$ 2,601,250	\$ 2,181,000	\$ 420,250
<u>Capital Assistance</u>			
VISTA Svcs - Capital Leases (FY 15/16)	\$ 389,865	\$ 311,892	\$ 77,973
VISTA Svcs - Cap Leases (FY15/16) (Sec 5339)	\$ 848,600	\$ 678,880	\$ 169,720
Fare Collection/Ridership Monitoring Equipment	\$ 312,500	\$ 250,000	\$ 62,500
NextBus for Bus Stop Signage (Transit Enhancement Funds)	\$ 93,750	\$ 75,000	\$ 18,750
Metrolink Capital Rehabilitation (FY 14/15)	\$ 298,409	\$ 298,409	\$ -
Metrolink Capital Rehabilitation (FY 15/16)	\$ 1,747,445	\$ 1,747,445	\$ -
Metrolink Capital Rehab (FY 15/16)(Sec 5337)	\$ 4,212,385	\$ 4,212,385	\$ -
	\$ 7,902,954	\$ 7,574,011	\$ 328,943
Total VCTC	\$ 10,504,204	\$ 9,755,011	\$ 749,193
Heritage Valley Transit			
<u>Operating Assistance</u>			
Operating Assistance (FY 15/16)	\$ 1,005,082	\$ 502,541	\$ 502,541
	\$ 1,005,082	\$ 502,541	\$ 502,541
TOTAL	\$ 17,260,027	\$ 14,198,145	\$ 3,061,882

THOUSAND OAKS/MOORPARK URBANIZED AREA**Ventura County Transportation Commission**Capital Assistance

VISTA Svcs - Capital Leases (FY14/15)	\$ 886,801	\$ 709,441	\$ 177,360
VISTA Svcs - Cap Leases (FY14/15) (Sec 5339)	\$ 268,260	\$ 214,608	\$ 53,652
Metrolink Capital Rehabilitation (FY 15/16)	\$ 739,597	\$ 739,597	\$ -
Metrolink Capital Rehab (FY 15/16)(Sec 5337)	\$ 2,824,075	\$ 2,824,075	\$ -
NextBus Upgrade for Bus Stop Signage (Transit Enhancement Funds)	\$ 37,500	\$ 30,000	\$ 7,500
Total VCTC	\$ 4,756,233	\$ 4,517,721	\$ 238,512

City of Thousand OaksPlanning Assistance

Transit Marketing	\$ 50,000	\$ 40,000	\$ 10,000
Transit Planning and Technical Support	\$ 462,778	\$ 370,222	\$ 92,556
	\$ 512,778	\$ 410,222	\$ 102,556

Capital Assistance

Transit Vehicle Maintenance	\$ 475,000	\$ 380,000	\$ 95,000
Transit Facilities / Bus Stops Maintenance	\$ 125,000	\$ 100,000	\$ 25,000
Transit Vehicle Capital Lease	\$ 62,500	\$ 50,000	\$ 12,500
Bus Stop Enhancements (Transit Enhancement Funds)	\$ 12,500	\$ 10,000	\$ 2,500
	\$ 675,000	\$ 540,000	\$ 135,000

Total Thousand Oaks **\$ 1,187,778 \$ 950,222 \$ 237,556**

City of MoorparkOperating Assistance

Fixed Route/Paratransit Operating Assistance	\$ 326,810	\$ 46,829	\$ 279,981
	\$ 326,810	\$ 46,829	\$ 279,981

Capital Assistance

Fixed Route Vehicle Capital Maintenance	\$ 170,375	\$ 138,300	\$ 34,075
Dial-a-Ride Capital Leases / Cap Maint	\$ 49,000	\$ 39,200	\$ 9,800
	\$ 219,375	\$ 175,500	\$ 43,875

Total Moorpark **\$ 546,185 \$ 222,329 \$ 323,856**

TOTAL **\$ 6,163,386 \$ 5,643,443 \$ 519,943**

CAMARILLO URBANIZED AREA**Ventura County Transportation Commission**Capital Assistance

VISTA Svcs - Cap Leases (FY14/15) (Sec 5339)	\$ 183,269	\$ 146,615	\$ 36,654
Total VCTC	\$ 183,269	\$ 146,615	\$ 36,654

City of CamarilloPlanning Assistance

Transit Planning	\$ 31,250	\$ 25,000	\$ 6,250
	\$ 31,250	\$ 25,000	\$ 6,250

Operating Assistance

Camarillo Area Transit Operating Assistance	\$ 1,560,000	\$ 780,000	\$ 780,000
	\$ 1,560,000	\$ 780,000	\$ 780,000

Capital Assistance

ADA Paratransit Service	\$ 161,836	\$ 129,469	\$ 32,367
Camarillo Rail Station / Bus - Capital Maintenance	\$ 400,000	\$ 320,000	\$ 80,000
Two Expansion Transit Vehicles	\$ 250,000	\$ 200,000	\$ 50,000
ADA Upgrades	\$ 50,000	\$ 40,000	\$ 10,000
	\$ 861,836	\$ 689,469	\$ 172,367

Total Camarillo **\$ 2,453,086 \$ 1,494,469 \$ 958,617**

TOTAL **\$ 2,636,355 \$ 1,641,084 \$ 995,271**

SIMI VALLEY URBANIZED AREA				
Ventura County Transportation Commission				
<u>Capital Assistance</u>				
VISTA Svcs - Cap Leases (FY14/15) (Sec 5339)	\$ 363,761	\$ 291,009	\$ 72,752	
Total VCTC	\$ 363,761	\$ 291,009	\$ 72,752	
City of Simi Valley				
<u>Operating Assistance</u>				
Simi Valley Transit Operating Assistance	\$ 3,460,428	\$ 1,730,214	\$ 1,730,214	
	\$ 3,460,428	\$ 1,730,214	\$ 1,730,214	
<u>Capital Assistance</u>				
Preventive Maintenance	\$ 680,800	\$ 544,640	\$ 136,160	
Non Fixed-Route ADA Paratransit Capital	\$ 320,050	\$ 256,040	\$ 64,010	
Dispatch Software	\$ 36,900	\$ 29,500	\$ 7,400	
	\$ 1,037,750	\$ 830,180	\$ 207,570	
Total Simi Valley	\$ 4,498,178	\$ 2,560,394	\$ 1,937,784	
TOTAL	\$ 4,861,939	\$ 2,851,403	\$ 2,010,536	



Item #11

September 11, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: AMY AHDI, TRANSIT PLANNER

SUBJECT: SHORT RANGE TRANSPORTATION PLAN: VEHICLE REPLACEMENT PLAN

RECOMMENDATION:

- Discuss the SRTP Vehicle Replacement Plan

BACKGROUND

VCTC is currently in the process of developing a Short Range Transportation Plan (SRTP) which addresses the following areas: countywide performance metrics, an update of the Countywide Transit Investment Study, the refinement of the “gap analysis”, and, a plan of service modifications for the Commission to consider with VISTA over the next five years.

The update of the Countywide Transit Investment Study is aimed to summarize vehicle replacement needs for all transit providers within Ventura County. Compiling this information in advance (e.g., manufacturer and model, year and in-service date, fuel type, capacity and current mileage) allows VCTC to plan for future expenditures and to be prepared when funds become available.



Item #12

September 11, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: ADA CERTIFICATION UPDATE

RECOMMENDATION:

- Receive report and updated ADA Applications.

BACKGROUND:

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

VCTC, in consulting with MMP, Inc., has decided to modify the ADA Application in separating an answer to question 1 on the Application into two separate answers. Applicants now have the option of describing the nature of their disability as either a mental disability or a cognitive disability, not a mental/cognitive disability.

Staff requests Agencies ensure the correct forms appear on their respective websites. The new ADA Applications are included as a separate attachment and can also be found on VCTC's website at <http://www.goventura.org/?q=travel-ventura/senior-disabled/about-ada>.

Monthly ADA Certification Services Report													
June-14													
Category	Item Measured	Jun	May	April	March	Feb	Jan	Dec	Summary				
Call Center	Inbound ADA Calls	1139	946	1173	1236	1080	1298	762					
	Outbound ADA calls	379	288	392	243	327	370	250					
	Average hold time for ADA calls	8.46	6.69	6.13	4.29	5.86	4.91	10.12					
	Out of Area Transmittals	5	0	2	1	1	2	3					
Applications Received	Recertification Applications	45	26	32	48	29	36	7	Total applications received this month = 152				
	New Applications	107	75	104	74	88	64	55	New Applications = 70%; Recertifications = 30%				
Interviews	Complete, with functional evaluation	25	24	39	20	35	42	19	A total of 63 interviews were scheduled.				
	Complete, without functional evaluation	20	42	25	44	22	18	12					
Recertifications	Number of renewals deemed complete	15	5	6	20	5	18	9					
	Due to incomplete application by client	3	0	4	5	5	1	4					
Delays in Processing (Cumulative)	Pending physician's evaluation (PE)	72	36	69	37	45	25	3	75 total (3 + 72) Delays in Processing due to incomplete applications or pending receipt of physician's evaluations, applicants awaiting in person interviews.				
	Applicants awaiting in-person interviews	77	65	58	48	28	36	28					
	Applications that failed to meet "21 day rule"	0	0	0	0	0	0	0					
June 2014 Assessments													
		6/4/2014	6/5/2014	6/9/2014	6/10/14	6/12/14	6/17/14	6/18/14	6/24/14	6/26/14	6/27/14		
	Totals	T.O.	Oxnard	Oxnard	Simi	OAC	floorpar	T.O.	Simi	OAC	OAC		
In-person Assessments	Appointment date												
	Appointment location												
	With Physical Assessment	14	1	0	0	1	2	1	2	3	3	1	
	With Cognitive Assessment	11	1	0	1	2	2	1	2	1	1	0	
	Field Assessment	20	1	3	0	4	1	2	3	2	1	3	
	Recert/Photo/Field Assessment	0	0	0	0	0	0	0	0	0	0	0	
	Recert/Phone/Field Assessment	0	0	0	0	0	0	0	0	0	0	0	
No Shows	18	4	4	4	0	2	1	1	1	1	0		
	Total number of interviews scheduled	63	7	7	5	7	7	8	7	6	4		

Determination Types:	Total	%
Unconditional	46	77%
Conditional	9	15%
Temporary	5	8%
Denials	0	0%