



THURSDAY, October 11, 2012, 1:30 P.M.

Meeting must end at 3 P.M.

Camarillo City Hall

Camarillo

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

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| Item #1 | CALL TO ORDER
Chair will call the meeting to order. |
| Item #2 | INTRODUCTIONS AND ANNOUNCEMENTS |
| Item #3 | PUBLIC COMMENTS |
| Item #4 | MEETING SUMMARY THURSDAY, SEPTEMBER 13, 2012
That TRANSCOM approve the meeting summary of the September 13, 2012 TRANSCOM meeting |
| Item #5 | MEETING SUMMARY THURSDAY, SEPTEMBER 25, 2012
That TRANSCOM approve the meeting summary of the September 25, 2012 TRANSCOM meeting. |
| Item #6 | UPDATE OF FEDERAL TRANSIT ADMINISTRATION (FTA) TITLE VI REQUIREMENTS
Staff will present a report on the newly approved FTA Title VI requirements. This is an informational report. |
| Item #7 | REPORT ON THE STATUS OF THE VENTURA COUNTY EAST OPERATORS MOU
East County staffs will report on the status of the Ventura East County operator's MOU development. (no attachments) |
| Item #8 | ADJOURN |



Item #4

**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
THURSDAY, September 13, 2012, 1:30 P.M.
Camarillo City Hall
Camarillo
Meeting summary**

Item #1

CALL TO ORDER

Chair Houser called the meeting to order at 1:30 pm.

Item #2

INTRODUCTIONS AND ANNOUNCEMENTS

Roc Pulido reported that beginning October 1, Roadrunner would begin operating all Camarillo transit services. Ben Cacatian announced that the VCAPCD received a memo from the US Environmental Protection Agency that Ventura County met the 1997 8-hour ozone standard; however, we will still need to meet the 2012 revised ozone standard, and need to have a plan by 2012. Peter Dehaan introduced new VCTC staff, James Hinkamp – replacing Kerry Forsythe. Vic Kamhi reminded TRANSCOM members about the upcoming California Transit Association meeting.

Chair Houser, with consent of TRANSCOM, re-ordered the agenda, moving items 11 and 9 ahead of item 5.

Item #3

PUBLIC COMMENTS

NONE

Item #4

MEETING SUMMARY THURSDAY, AUGUST 9, 2012

That TRANSCOM approve the meeting summary of the August 9, 2012 TRANSCOM meeting with a motion by Shaun Kroes to strike the comment about progress of the East county MOU, and noting that Mike Culver was not in attendance for the Trapeze item.

Item #5

AUTHORIZE CALL FOR PROJECTS FOR FTA SECTION 5307 (JOBS ACCESS AND REVERSE COMMUTE) AND SECTION 5310 (SENIORS AND DISABLED) GRANTS

Stephanie Young reported on the JARC program and the FTA Section 5310 programs. There was discussion regarding the old and any new rules under MAP 21. That TRANSCOM recommended that the

Commission authorize calls for projects for FTA Section 5307 Jobs Access and Reverse Commute (JARC) funds and Section 5310 (Seniors and Disabled). That TRANSCOM also recommended that the Commission approve criteria for JARC and Section 5310 project selection, on a motion by Helene Buchman, second by Kathy Connell.

Item #6

PROPOSITION 1B PUBLIC TRANSPORTATION MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) PROJECTS

Stephanie Young noted that the action was basically covered as part of item #9. TRANSCOM approved recommending the Commission approve programming of \$867,000 in PTMISEA funds for the Simi Valley and Moorpark rail projects, programming of \$2,814,000 in PTMISEA funds for bus projects, and reserving \$13,450,000 in PTMISEA for future bus replacement projects and construction of the new Gold Coast Transit facility. They also shifted van replacement funds to the Moorpark bus purchase, and discussed the support for funding the Santa Paula vehicles acquisitions. The item as approved on a motion by Shaun, second by Helene.

Item #7

VCTC SMALL BUSINESS PROGRAM

Peter presented the VCTC Small Business Program, as required by the Federal Transit Administration. TRANSCOM accepted the program on a motion by Steve Brown, second by Roc.

Item #8

APPROVE 2012/13 PROGRAM OF PROJECTS

Peter presented the POP, noting that he had added the new FTA Section 5337 funds into the program. That TRANSCOM recommended that the Commission approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year (FY) 2012/13, with minor clean-up noted by Shaun, on a motion by Helene, seconded by Jeff Herford.

Item #9

PROGRAMMING OF MAP-21 AND PROPOSITION 1B TRANSIT CAPITAL FUNDS

TRANSCOM discussed the alternatives for programming funds, issues with CMAQ funds, bike and pedestrian facility planning, construction of an HOV lane on Highway 101, and the overall impacts of MAP 21. The discussed and supported have a separate "call for projects" for JARC funding, and wanted an combined transit investment program to address both CMAQ and Prop 1B funds.

To make the item more clear, TRANSCOM also addressed item #6, and supported funding of the use of Prop 1B funds for buses and vehicles in Santa Paula and Moorpark, and interim facility improvements for Gold Coast Transit. They supported funding for ridesharing, and deferred action on future bus transit programming to a future date.

TRANSCOM supported the staff recommendations regarding the rail funding; and deferred other actions, except to refer use of highway funds to TTAC.

TRANSCOM unanimously approved the recommendations, as amended, on a motion by Mike Houses, seconded by Helene Buchman.

Item #10

DISCUSSION OF VCTC TRANSIT FUNDING POLICY

There was a discussion regarding the future of transit and transit funding in Ventura County. Vic Kamhi stated that there would be a special TRANSCOM, where staff would provide information about the funding of the VCTC transit operational services. Mike Houser asks if VCTC would consider a one year extension of the transition of VISTA and other services.

Item #11

ADA CERTIFICATION UPDATE

Mike Culver, MMP Director of Operations for the ADA Certification Program, provided the monthly report regarding ADA certifications in Ventura County.

Item #12

ADJOURN

The chair adjourned the meeting at 3:48 pm.



TRANSCOM

DATE 5 Sept.
Aug 9, 2012

NAME

Andrew Mikkelson

Ben Cacatian

City of Fillmore (Bert Rapp)

Chuck Perkins

Darren Kettle

Dave Fleish

Debra Solomon

Drew Lurie

Elizabeth Amador

Fernando Castro

Andy Santamaria

Gina Summey

Gloria Sotelo

Grahame Watts

Helene Buchman

Jeff Hereford

Joanna Capelle

~~John Quinn~~

Kathy Connell

Kerry Forsythe

Kimberly Gayle

Linda Wright

Martin Erickson

Mary Travis

Matt Gleason

Ron Calkins

Mike Houser

Myra Montejano

Peter DeHaan

Roc Pulido

Shaun Kroes

Steve Brown

Steve Rosenberg

Tom Mericle

Vic Kamhi

Darlene Cochran

Jacqui Cervantez Roberts

Dennis Miranda

Jim Moore

Leticia Leon

Mike Culver

Jim White

Susan White

Sue Tatangelo

Maria Tello

Jesus Galvan

DANNY HAWS DL
Charles Sandlin
Des Sandlin RL



Item #5

TUESDAY, September 25, 2012, 1:00 P.M.
VISTA Bus Facility - Roadrunner
425 Durley Avenue (on the Camarillo Airport)
Camarillo

SPECIAL MEETING
VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Meeting summary

- Item #1** **CALL TO ORDER**
Chair Houser called the meeting to order at 1:03 pm.
- Item #2** **INTRODUCTIONS AND ANNOUNCEMENTS**
During introductions, Mark from the City of Simi Valley announced that Debbie Solomon had been in an accident and was in the Los Robles Hospital.
- Item #3** **PUBLIC COMMENTS**
None
- Item #4** **STUDYSESSION REGARDING VCTC TRANSIT OPERATIONS AND TRANSITION**
1. Sources and levels of VCTC Funding
Vic Kamhi presented a report on the sources and levels of funding available to transit in Ventura County. There was some discussion, with specific questions raised about the use of FTA Section 5307 funds for transit operation, the uses of CMAQ funds for transit, and the carryover balance of State Transit Assistance funds (STA) by the VCTC.
2. Funding of VCTC Transit operations to be transitioned
Vic Kamhi presented a report on the budget amounts of funding for each VCTC TRANSIT OPERATIONS activity, and the source of the funds for each activity and VISTA service. TRANSCOM discussed how the funding for the VISTA services in the future would be determined and flow. VCTC staff responded that that is one of the issues that VCTC would have to address working with the operators.
- Item #5** **ADJOURN**
The meeting was adjourned by the chair at 3:15 p.m.



Item #6

October 11, 2012

MEMO TO: TRANSIT OPERATORS COMMITTEE

FROM: FABIAN GALLARDO, TRANSIT INTERN

SUBJECT: UPDATE OF FEDERAL TRANSIT ADMINISTRATION (FTA) TITLE VI REQUIREMENTS

RECOMMENDATION:

That TRANSCOM receive this summary report and maintain compliance with the requirements.

BACKGROUND

Title VI is a Federal statute and provides that no person shall, on the grounds of race, color, or national origin, including the denial of meaningful access for limited English proficient (LEP) persons, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. In September 2012, FTA issued new updated guidance which goes into effect in October 2012. This report provides a summary of the requirements all transit providers must comply with as a condition of receiving or using federal transit funding.

How does it affect my transit operation?

Title VI for transit operators is split into **two** separate categories, those that operate a fixed route system with **fewer** than 50 vehicles at peak hours and those fixed route systems that operate **50 or more vehicles during peak hours** and **operate in a UZA** with a population greater than **200,000**.

Requirements that apply to BOTH:

- 1) ALL General Requirements of Chapter III of Circular
 - a. **REQUIREMENT TO PROVIDE TITLE VI ASSURANCES:** Every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications

and assurances to FTA. The text of FTA's annual certifications and assurances is available on FTA's website.

b. **REQUIREMENT TO PREPARE AND SUBMIT A TITLE VI PROGRAM:** All direct and primary recipients must document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including sub recipients), the Title VI Program must be approved by the recipients board of directors or governing entity.

Necessary Contents of Title VI Program:

- (1) Copy of recipients Title VI notice to the public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Include a list of locations where the notice is posted.
- (2) A copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form.
- (3) A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission. List should include only those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs and that pertain to the recipient submitting the report, not necessarily the larger agency or department of which the recipient is a part.
- (4) A public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations. As well as a summary of outreach efforts made since the last Title VI Program submission.
- (5) A copy of the recipients plan for providing language assistance to LEP people, based on the Department of Transportation LEP Guidance.
- (6) Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, shall provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils.
- (7) Primary recipients shall include a narrative or description of efforts the primary recipient uses to ensure sub recipients are complying with Title VI, as well as a schedule of sub recipient Title VI program submissions.
- (8) If the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning state with regard to the location of the facility.
- (9) Additional information as specified in chapters IV, V, and VI, depending on whether the recipient is a fixed route transit provider, a State, or an MPO.

c. **REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI:**

All recipients are required to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, recipients shall disseminate information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, stations, stops, etc. The required content can be found on Chapter III-4 of DOT's Circular.

d. REQUIREMENT TO DEVELOP TITLE VI COMPLAINT PROCEDURES AND COMPLAINT FORM: All recipients, in order to comply with the reporting requirements, shall develop procedure for investigating and tracking Title VI complaints filed against them and makes their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form, and the form and procedure for filing a complaint shall be available on the recipient's website. In order to save time, sub recipients may adopt the Title VI complaint investigation and tracking procedures and complaint form developed by the primary recipient. Samples are available in Appendices C and D or DOT's Circular.

e. REQUIREMENT TO RECORD AND REPORT TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS: All recipients are required by FTA to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations conducted by entity other than FTA, lawsuits; and complaints naming the recipient. This list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to, the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to the FTA every three years. See Appendix E of Circular for how to report this information.

f. PROMOTING INCLUSIVE PUBLIC PARTICIPATION: All recipients shall promote inclusive public participation. The content and consideration of Title VI, the Executive Order on LEP, and the DOT LEP Guidance shall be integrated into each recipients established public participation plan or process (i.e. the document that explicitly describes the proactive strategies, procedure, desired outcomes that underpin the recipients public participation activities). FTA has developed a Circular, 4703.1 "Environmental Justice Policy Guidance for Federal Transit Administration Recipients," that includes many examples of effective strategies for engaging minority and low-income populations.

g. REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LEP PERSONS: All recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited-English proficient (LEP). Review DOT's LEP guidance for additional information.

h. MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES: Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

i. MONITORING SUBRECIPIENTS: Recipients should assist their sub recipients in complying with DOT's Title VI regulations, including the general reporting requirement. Primary recipients should provide the following to sub recipients: Sample notices, sample procedures for tracking and investigating Title VI complaints, any collected demographic information on the race and English proficiency of residents serviced by the sub recipient, and any other recipient-generated or obtained data, such as travel patterns, surveys, etc., that will assist sub recipients in complying with Title VI.

J. DETERMINATION OF SITE OR LOCATION OF FACILITIES: In determining site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially

impairing the accomplishment of the objectives of the Act or this part. "Facilities" does not include bus shelters, as these are transit amenities and are covered in Chapter IV of Circular.

2) Requirement to set system-wide service standards and policies

a. FTA requires all fixed route transit providers to develop quantitative standards for all fixed routes modes of operation for the indicators listed below. Providers may set additional standards as appropriate or applicable to the type of service they provide.

(1) Vehicle load for each mode. Transit providers must describe the specific vehicle load standards for peak and off-peak for each mode of fixed route transit service (i.e. bus, express bus, bus rapid transit, light rail, heavy rail, commuter rail, passenger ferry, etc, as applicable).

(2) Vehicle headway for each mode. Vehicle headway is the amount of time between two vehicles travelling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Vehicles headways are measured in minutes; service frequency is measured in vehicle per hour.

(3) On-time performance for each mode. On-time performance is a measure of runs completes as scheduled. What counts as on-time is left up to transit providers. Measurements must be consistent.

(4) Service availability for each mode. Transit provider must set a standard for bus stops.

b. FTA requires fixed route transit providers to develop a policy for each of the following service indicators. For further information please turn to Chapter IV-6 of Circular.

(1) Distribution of transit amenities for each mode.

(2) Vehicle assignment for each mode.

Requirements that apply to transit providers that operate 50 or more vehicles in peak service and are located in a UZA of 200,000 or more in population ONLY. These requirements are all in addition to the ones already mentioned:

1) REQUIREMENT TO COLLECT AND REPORT DEMOGRAPHIC DATA: Requires recipients to collect and analyze racial and ethnic data.

a. Prepare demographic and service profile maps and charts after each decennial census and prior to proposed service reductions or eliminations. Transit providers may use decennial census data to develop maps and charts until the next decennial census or they may use the American Community Survey (ACS) data between censuses. Should be prepared using GIS, however, alternative methods can be used if lack of access exists.

b. demographic ridership and travel patterns. Collect information on the race, color, national origin, English proficiency, language spoken at home, and household income and travel patterns of their riders using customer surveys.

2) REQUIREMENT TO MONITOR TRANSIT SERVICE: FTA requires that public transportation providers that operate 50 or more fixed route vehicles in peak service and are located in a UZA of 200,000 or more in population monitor performance of their transit system relative to their system-wide service standards and service policies (i.e., vehicle load, vehicle assignment, transit amenities, etc.) not less than every three years using the following method:

a. Use the minority transit route definition to implement this monitoring program. Transit providers shall select a sample of minority and nonminority routes from all modes of service provided. (See Circular Chapter IV-9 for more details)

b. Transit providers shall assess the performance of each minority and non-minority route in the sample for each of the transit provider's service standards and service policies.

- c. Transit providers shall compare the transit service observed in the assessment to the transit providers established service policies and standards.
- d. For cases in which the observed service for any route exceeds or fails to meet the standard policy, depending on the metric measured, the transit provider shall analyze why the discrepancies exist, and take steps to reduce the potential effects.
- e. Transit providers shall evaluate their transit amenities policy to ensure amenities are being distributed throughout the transit system in an equitable manner.
- f. Transit providers shall develop a policy or procedure to determine whether disparate impacts exist on the basis of race, color, or national origin, and apply that policy or procedure to the results of the monitoring activities.
- g. Transit providers shall brief and obtain approval from the transit providers policy making officials, generally the board of directors or appropriate governing entity responsible for policy decisions regarding the results of the monitoring program;
- h. Submit the results of the monitoring program as well as documentation (e.g., a resolution, copy of meeting minutes, or similar documentation) to verify the boards or governing entity or official(s)'s consideration, awareness, and approval of the monitoring results to FTA every three years as part of the Title VI Program.

3) REQUIREMENT TO EVALUATE SERVICE AND FARE CHANGES: Transit providers are required to prepare and submit service and fare equity analyses as described in Chapter IV-11 of Circular. To further ensure compliance, all providers shall develop written procedures consistent with this section to evaluate, prior to implementation, any and all service changes that exceed the transit providers major service change threshold, as well as all fare changes, to determine whether those changes will have a discriminatory impact based on race, color, or national origin.

- a. Service Equity Analysis for Minority Populations: Requirements can be found on Chapter IV-12, but include: Major Service Change Policy, Adverse Effects, Disparate Impact Policy, Public Participation, Data Analysis, and Assessing Service Impacts.
- b. Service Equity Analysis for Low-Income Populations: Requirements can be found on Chapter IV-17, but include: Major Service Change Policy, Adverse Effects, Disproportionate Burden Policy, Public Participation, Selection of Comparison Population, Data Analysis, and Assessing Service Impacts.
- c. Fare Equity Analysis: applies to all fare changes regardless of the amount of increase or decrease. Requirements can be found on Chapter IV-19, but include: Data Analysis, Assessing Impacts, Minority Disparate Impact Policy, Public Participation Process, Modification of Proposal, Finding a Disparate Impact on the Basis of Race, Color, or National Origin, Examining Alternatives, and Low-Income Disproportionate Burden Policy.
- d. Service and Fare Equity Analysis for New Starts and Other New Fixed Guide way Systems: Transit providers that have implemented or will implement a New Start, Small Start, or other new fixed guide way capital project shall conduct a service and fare equity analysis. The service and fare equity analysis will be conducted six months prior to the beginning of revenue operations, whether or not the proposed changes to existing service rise to the level of "major service change" as defined by the transit provider. The service equity analysis shall include a comparative analysis of service levels pre-and post- the New Starts/Small Starts/new fixed guide way capital project.

Recap:

**Fixed Routes Under 50 Buses vs. Fixed Routes Over 50
Buses & UZA Population Over 200,000**

Requirement	Transit Providers that operate fixed route service	Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in a UZA of 200,000 or more in population
General Requirements of Chapter III of Circular	Required	Required
Set system-wide standards and policies	Required	Required
Collect and report data	Not required	Required: 1)Demographic and service profile maps and charts 2)Survey data regarding customer demographic and travel patterns
Evaluate service and fare equity changes	Not required	Required
Monitor transit service	Not required	Required