



AGENDA

TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Thursday, December 10, 2015, 1:30 P.M.

Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Committee meeting, please contact the Clerk of the Committee at (805) 642-1591 ext. 111. 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.

- Item #1 CALL TO ORDER**
- Item #2 INTRODUCTIONS AND ANNOUNCEMENTS**
- Item #3 PUBLIC COMMENTS**
- Item #4 OCTOBER 8, 2015 MEETING MINUTES – PG. 3**
 - Approve the October 8, 2015 meeting minutes.
- Item #5 2016 MEETING SCHEDULE – PG. 5**
 - Approve the 2016 TRANSCOM meeting schedule.
- Item #6 REVISION TO PROPOSITION 1B TRANSIT CAPITAL PROGRAM – PG. 7**
 - Reprogram up to \$8,000 of available funding from the Proposition 1B Heritage Valley Bus Purchase project for engine replacement for a Camarillo Healthcare District vehicle.
 - Reprogram City of Thousand Oaks Proposition 1B project balances along with any accrued interest to purchase of a new transit support vehicle for the City of Thousand Oaks.
- Item #7 OVERVIEW OF UPCOMING CAP AND TRADE FUNDING PROGRAMS– PG. 8
TO BE PROVIDED UNDER SEPARATE COVER**
 - Receive a brief presentation from Ellen Talbo about cap & trade funding programs and requirements.
- Item #8 VENTURA COUNTY REVISED AIR QUALITY MANAGEMENT PLAN
PRESENTATION – PG. 9**
 - Receive a presentation from the Air Pollution Control District on the revised Air Quality Management Plan.

**Item #9 ADA CERTIFICATION AND MILEAGE REIMBURSEMENT PROGRAM
UPDATE – PG. 10**

- Receive and file the monthly ADA Certification Services Report and Mileage Reimbursement Program update.

Item #10 ADJOURNMENT

In consideration of our host, the City of Camarillo, please exit this meeting quietly through the Exit door located directly right of the Administrative Conference Room, not back through the front section of Camarillo City Hall. Thank you.

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

October 8, 2015

1. Call to Order

Chair Vanessa Rauschenberger called the meeting to order at 1:34 p.m. A quorum was present. Self-introductions were performed and the following people were present:

Lindy Moore	Camarillo	Tyler Nestved	Camarillo
Ray Porras	CSU Channel Islands	Margaret Heath	Gold Coast Transit Dist.
Vanessa Rauschenberger	Gold Coast Transit Dist.	Shaun Kroes	Moorpark
Michael Culver	MMP, Inc.	Drew Lurie	Ojai
John Ilasin	Santa Paula	Mark MacDougall	Thousand Oaks
Mike Houser	Thousand Oaks	Kathy Connell	Ventura County
Ben Cacatian	VCAPCD	Aaron Bonfilio	VCTC Intercity Bus
Ellen Talbo	VCTC	Judith Johnduff	VCTC
Kara Elam	VCTC	Peter De Haan	VCTC
Treena Gonzalez	VCTC	Vic Kamhi	VCTC

2. Introductions and Announcements

The California Air Resources Board (CARB) is hosting a teleconference workshop on October 21 for the Zero-Emission Truck and Bus Pilot Commercial Deployment. Sixty million could be available for Fiscal Year (FY) 2015/16. Applications are due to CARB by January 29, 2016. The City of Moorpark's new CNG buses are currently going through final inspection and should be in operation the first week of November. Ellen Talbo noted subrecipient quarterly reports are due to VCTC as soon as possible.

3. Public Comments

No public comments were made.

4. September 10, 2015 Meeting Minutes – Action

Shaun Kroes moved to approve the September 10, 2015 meeting minutes. Kathy Connell seconded the motion. The motion passed with no objections.

5. FTA Proposed Rule for Transit Agencies to Achieve State of Good Repair

Discussion was had on the recently proposed rule issued by the FTA, which would require transit agencies to monitor capital assets and prepare a Transit Asset Management (TAM) Plan. Staff provided TRANSCOM a copy of the FTA circular, noting that the first TAM plan would be due two years from the date the final rule is established and that the FTA is accepting comments up until November 30, 2015.

6. Status of 2017 Transportation Improvement Program (TIP)

Staff had previously requested agencies submit up-to-date information on all federally, state and locally funded projects, as well as provide information on any new projects, for the purposes of updating the 2017 TIP. All project updates should be submitted to Judith Johnduff, VCTC's Program Analyst, by October 23, 2015.

7. Status of Federal CMAQ Projects

Staff presented a table of current information on transit CMAQ projects and requested agencies submit up-to-date project information regarding the status and schedule of obligation for projects.

8. FTA FY2015 Low or No (LoNo) Emission Vehicle Deployment Program Funding Opportunity

Discussion was had on the FY 14/15 LoNo Emission Vehicle Deployment Program Call for Projects, including the intent of the program as well as eligibility requirements. Applications are due to FTA by November 23, 2015.

9. ADA Certification and Mileage Reimbursement Program Update

Staff provided TRANSCOM updates on the ADA Certification process progress made through the ADA Certification Subcommittee meetings, which have been ongoing since July 2015. MMP provided an update on the ADA Certification Services. The revised September 2015 ADA Certification Services Report was provided to TRANSCOM. In September, there were 131 ADA determinations made. TRANSCOM asked that the ADA Certification Services Report be reformatted slightly, as follows:

- Separate the area that includes data by month from the area that includes data by agency or jurisdiction
- Separate the data on alternative interviews by either operator or jurisdiction.

MMP explained that the Mileage Reimbursement Program data for September is still being compiled. In August, they had 75 claims for reimbursement submitted. TRANSCOM asked that data on the Mileage Reimbursement Program be provided, as follows:

- Details on funds expended to date and the status of the program within the funding cycle.
- The number of denials made to date for “mileage overages”.
- Details on the trip origin and destination (city only, specific locations are not tracked).

10. Adjournment – Action

Chair Vanessa Rauschenberger moved to adjourn the meeting at 2:37 p.m. The motion passed with no objections.



Item #5

December 10, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: ELLEN TALBO, REGIONAL TRANSIT PLANNING MANAGER

SUBJECT: 2016 MEETING SCHEDULE

RECOMMENDATION:

- Approve the 2016 Meeting Schedule with meetings continuing to be held at 1:30 p.m. on the second Thursday of every month at Camarillo City Hall.

DISCUSSION:

The following is the proposed 2016 Meeting Schedule for the Committee's consideration. This schedule will continue the practice of meeting the second Thursday of the month, with the exception of August:

January 14
February 11
March 18
April 14
May 12
June 9
July 14
September 8
October 13
November 10
December 8



City of Camarillo

Office of the City Clerk

MEMORANDUM

DATE: October 26, 2015 via email: ketarn@goventura.org
TO: Kara Elam
VCTC
FROM: Jeffrie Madland, City Clerk
SUBJECT: Use of City Facilities – 2016 Transcom Meetings

We have reserved the Administrative Conference Room for the Transcom meetings on the second Thursday of each month from 1:30 p.m. to 3:30 p.m. with the exception of August.

Please note the following conditions for the use of the room:

- Food and drinks are allowed in the conference room. However, you must supply your own coffee, water, cups, and utensils.
- The facilities must be left in the condition you found them. You are responsible for cleaning up after your meeting. You may be subject to a janitorial fee if clean-up is necessary by the city.
- Tables cannot be moved. If you need to move chairs for your event, please put them back in their place before you leave.
- If you require use of the audio/visual equipment, please contact Janet Starr in Administrative Services at 383-5677, at least one week prior to your use. You must supply your own laptop.
- Please come prepared for your meeting. Your approved use does not include use of the City's telephone system (unless prearranged), fax machine, or copy machine.
- Please notify us at least 24 hours before your event if you need to cancel.

If you have any questions, please call me at 388-6353.

cc: Bill Golubins



Item #6

December 10, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: JUDITH JOHNDUFF, PROGRAM ANALYST

SUBJECT: REVISION TO PROPOSITION 1B TRANSIT CAPITAL PROGRAM

RECOMMENDATION:

Approve reprogramming Proposition 1B Transit Capital Funds as follows:

- Reprogram up to \$8,000 of available funding from the Proposition 1B Heritage Valley Bus Purchase project for engine replacement for a Camarillo Healthcare District vehicle.
- Reprogram City of Thousand Oaks Proposition 1B project balances along with any accrued interest to purchase of a new transit support vehicle for the City of Thousand Oaks.

DISCUSSION:

Camarillo Healthcare District Vehicle: In 2009, VCTC approved the allocation of American Recovery and Reinvestment Act (ARRA) funds to purchase 5 vehicles for the Camarillo Healthcare District. The District provides transportation for medical appointments and other activities of daily living. The engine on one of the vehicles, a 2010 fourteen passenger bus, needs to be replaced. The estimated cost to replace the engine is \$7,800. Even though there are only 43,000 miles on this vehicle, the 5 year maintenance warranty has expired. The District primarily uses the bus to transport sight-impaired clients to the Braille Institute in Santa Barbara. This vehicle has low mileage and is otherwise in a good state of repair. Therefore, it is recommended that TRANSCOM approve reprogramming up to \$8,000 of available funding from the Proposition 1B Heritage Valley Bus Purchase project to make the necessary repairs to extend the useful life of the Camarillo Healthcare District vehicle. The Heritage Valley buses have been purchased and the \$8,000 will not be required for that project.

City of Thousand Oaks Proposition 1B Project Balances: Three City of Thousand Oaks Proposition 1B projects have been completed or are near completion and have small remaining balances. These projects include the Portable Bus Lift Project, the Bus Parking Improvement Project and the CNG Fueling Upgrade Project. The remaining balances for these projects total approximately \$16,000. The City of Thousand Oaks would like to use these funds to purchase a new support vehicle for their Transit Program. It is therefore recommended that TRANSCOM approve reprogramming the Proposition 1B project balances along with any accrued interest to purchase a new transit support vehicle for the City of Thousand Oaks.



Item #7

December 10, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: ELLEN TALBO, TRANSIT PLANNING MANAGER

SUBJECT: OVERVIEW OF UPCOMING CAP AND TRADE FUNDING PROGRAMS

RECOMMENDATION:

- Receive a brief presentation from Ellen Talbo about cap & trade funding programs and requirements.

BACKGROUND:

To be provided to TRANSCOM under separate cover on 12/14/15.



Item #8

December 10, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: BEN CACATIAN, AIR QUALITY SPECIALIST

SUBJECT: VENTURA COUNTY REVISED AIR QUALITY MANAGEMENT PLAN

RECOMMENDATION:

- Receive and file a presentation from the Air Pollution Control District on the revised Air Quality Management Plan.

BACKGROUND:

The U.S. Environmental Protection Agency (EPA) established a more stringent federal ozone standard on March 12, 2008. The National Ambient Air Quality Standard (NAAQS) for ozone was established to protect the environment and public health. Ventura County was designated as a "serious" non-attainment area for the ozone pollutant and must attain the NAAQS by year 2021. The District is currently developing a revised Air Quality Management Plan (AQMP) to demonstrate attainment of the 2008 8-hour ozone NAAQS. The AQMP is due to EPA by July 15, 2016. The AQMP submittal to EPA will become the Ventura County portion of the State Implementation Plan (SIP) to meet the 2008 8-hour ozone NAAQS.

Mobile sources consist of a large portion of the emissions contributing to the air quality problem in Ventura County. The AQMP outlines the control measures necessary to meet the ozone NAAQS by year 2021. Transportation Control Measures (TCMs) play an important role in reducing mobile emissions by reducing the number of vehicle trips and vehicle miles traveled. The Clean Air Act requires Reasonable Available Control Measures (RACM) and Transportation Conformity to ensure TCMs are developed and implemented in a timely manner.

A RACM analysis is required during the AQMP development process. An extensive list of existing and potential TCMs are prepared to evaluate and determine whether the individual TCMs are technically or economically feasible to adopt in Ventura County. A RACM list will be prepared by the District and will be used as a starting point to determine if additional TCMs are available for Ventura County. When TCMs are established and funded, the federal Transportation Conformity regulation ensures their timely implementation and continued funding. Because TCMs play an important role in meeting the ozone NAAQS, by the attainment date, conformity to the goals and strategies in the AQMP/SIP are required from transportation plans, programs, and projects.



Item #9

December 10, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

**SUBJECT: ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT
PROGRAM UPDATE**

RECOMMENDATION:

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

DISCUSSION:

The October and November 2015 ADA Certification Services Report from Mobility Management Partners, Inc. (MMP) is attached.

MMP received Section 5310 funding to expand its services to include the development and implementation of a pilot volunteer driver mileage reimbursement program in cooperation with the Area Agency on Aging and other agencies serving the needs of the county's senior population. MMP will provide an oral update on the Mileage Reimbursement Program (MRP).

Monthly ADA Certification Services Report October 2015						
Category	Item Measured	October	Sept.	August	July	June
Call Center	Inbound ADA Calls	1190	1066	1390	1139	1148
	Outbound ADA calls	221	161	131	165	202
	Average hold time (in seconds)	6.49	9.53	6.27	8.59	11.97
	Outbound Area Transmittals	3	5			
	Inbound Area Transmittals	3	3	1	4	5
phone calls inbound/outbound: 1411						Total
Applications Received	Recertification	38	32	32	40	31
	New Applications	92	93	120	124	125
Total applications received: 130 New: 92 Recertification: 38						
Applications Received by Service Area	Camarillo Area	13	12	13	36	
	Gold Coast Area	45	42	53	52	
	Heritage Valley Area	7	3	4	6	
	Moorpark Area	6	9	7	4	
	Simi Valley Area	31	32	39	38	
	Thousand Oaks Area	28	26	30	25	
	Out of County	0	1	3	3	
Completed Evaluations In-person, Short-Term and Recertifications	Complete, with Functional Evaluation	39	29	32	45	52
	Complete, interview w/o Functional Evaluation	8	7	70	75	55
	Complete, Special Circumstance (no interview)	26	37			
	Complete, Over 85+	12	26			
	Complete, Phone Interview	2	1			
	Complete, Short-Term Certification (60 days)	2	2	2	1	4
	Complete, Recertifications	25	29	15	27	26
Total Evaluations		114	131	119	148	137
A Total of 114 Evaluations were completed in the month of October						
Delays in Processing (Cumulative)	Due to incomplete application by client	3	6	3	0	1
	Pending Professional Evaluation (PE)	26	23	46	32	33
	Applications that failed to meet 21 day rule	0	0	0	0	0
	Applicants awaiting in-person interviews	54	36	44	70	86
28 delays in processing due to incomplete applications or pending receipt of Professional Evaluations						
MONTHLY ASSESSMENTS BY CITY						
Assessments	Assessment Categories	TOTALS	OAC	SIMI	T.O.	MPK
	With Physical Assessment	28	13	9	4	2
	With Cognitive Assessment	11	10	0	1	0
	Interview only (at assessment sites)	8	5	0	3	0
	No Shows	11	7	1	3	0
	Total In-person interviews scheduled	58	35	10	11	2
	Total Number of appointment days	9	4	2	2	1
Determination Types:		Totals	%			
Unconditional (including S.C., Over 85+, Phone Interviews)		92	81%			
Conditional		7	6%			
Temporary		15	13%			
Denials		0	0%			
Short Term		0	0%			

Monthly ADA Certification Services Report November 2015						
Category	Item Measured	Nov.	Oct.	Sept.	August	July
Call Center	Inbound ADA Calls	889	1190	1066	1390	1139
	Outbound ADA calls	188	221	161	131	165
	Average hold time (in seconds)	6.67	6.49	9.53	6.27	8.59
	Outbound Area Transmittals	1	3	5		
	Inbound Area Transmittals	0	3	3	1	4
Total phone calls Inbound/outbound: 1077						
Applications Received	Recertification	11	38	32	32	40
	New Applications	86	92	93	120	124
Total applications received: 87 New: 88 Recertification: 11						
Applications Received by Service Area	Camarillo Area	11	13	12	13	36
	Gold Coast Area	45	45	42	53	52
	Heritage Valley Area	3	7	3	4	6
	Moorpark Area	2	6	9	7	4
	Simi Valley Area	28	31	32	39	38
	Thousand Oaks Area	7	28	26	30	25
	Out of County (Santa Barbara)	1	0	1	3	3
Completed Evaluations In-person, Short-Term and Recertifications	Complete, with Functional Evaluation	26	39	29	32	45
	Complete, Interview w/o Functional Evaluation	5	8	7	70	75
	Complete, Special Circumstance (no interview)	25	26	37		
	Complete, Over 85+	14	12	26		
	Complete, Phone Interview	0	2	1		
	Complete, Short-term Certification (60 days)	1	2	2	2	1
	Complete, Recertifications	20	25	29	15	27
	Total Evaluations	91	114	131	119	148
A Total of 81 Evaluations were completed in the month of November						
Delays In Processing (Cumulative)	Due to incomplete application by client	4	3	6	3	0
	Pending Professional Evaluation (PE)	17	26	23	46	32
	Applications that failed to meet 21 day rule	0	0	0	0	0
	Applicants awaiting in-person interviews	29	54	36	44	70
21 delays in processing due to incomplete applications or pending receipt of Professional Evaluations						
MONTHLY ASSESSMENTS BY CITY						
Assessments	Assessment Categories	TOTALS	OAC	SIMI	T.O.	MPK
	With Physical Assessment	17	10	4	3	0
	With Cognitive Assessment	9	3	1	4	1
	Interview only (at assessment sites)	5	2	1	2	0
	No Shows	8	5	0	0	0
	Total In-person interviews scheduled	36	20	6	9	1
	Total Number of appointment days	8	3	2	2	1
Determination Types:		Totals	%			
Unconditional (Including S.C., Over 85+ , Phone Interviews)		75	83%			
Conditional		10	11%			
Temporary		4	4%			
Denials		1	1%			
Short Term		1	1%			