



AGENDA

TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Thursday, May 14, 2015, 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** **APRIL 9, 2015 MEETING MINUTES – PG. 2**
- Approve the April 9, 2015 meeting minutes.
- Item #5** **APPROVE FISCAL YEAR 2015/16 PROGRAM OF PROJECTS – PG. 4**
- Approve the Program of Projects for federal transit operating, planning and capital assistance for Fiscal Year 2015/16.
- Item #6** **DRAFT SHORT RANGE TRANSIT PLAN AND VCTC INTERCITY FIVE-YEAR SERVICE PLAN – PG. 6**
- Discuss and comment on the proposed Short Range Transit Plan (S RTP) and the VCTC Intercity Five-Year Service Plan prior to presentation at the June Commission meeting
- Item #7** **ADA CERTIFICATION AND MILEAGE REIMBURSEMENT PROGRAM UPDATE – PG. 7**
- Receive and file the monthly ADA Certification Services Reports and Mileage Reimbursement Program update.
- Item #8** **ADJOURNMENT**

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

April 9, 2015

1. Call to Order

Chair Vanessa Rauschenberger called the meeting to order at 1:31 p.m. The following people were present (an asterisk represents voting Member Agencies):

Bill Golubics	Camarillo	Roc Pulido	Camarillo*
Ray Porras	CSUCI (ex-officio)	Austin Nostrup	Gold Coast Transit Dist.
Meredith Dilg	Downtown Ventura Partners	Claire Johnson-Winegar	Gold Coast Transit Dist.
Kevin Clerici	Downtown Ventura Partners	Margaret Heath	Gold Coast Transit Dist.
Jennifer Martinez	Independent Living Resource Cntr	Vanessa Rauschenberger	Gold Coast Transit Dist.*
Shaun Kroes	Moorpark*	Mike Culver	MMP, Inc.
Jason Lott	Port Hueneme*	Joseph Briglio	SCAG
Chuck Perkins	Simi Valley*	Alex Portlier	Thousand Oaks
Mike Houser	Thousand Oaks*	Jeff Hereford	Ventura*
Kathy Connell	Ventura County*	Jack Tingstrom	VC Caregivers
Aaron Bonfilio	VCTC Intercity Bus*	Amy Ahdi	VCTC
Ellen Talbo	VCTC	Kara Elam	VCTC
Peter De Haan	VCTC	Treena Gonzalez	VCTC
Vic Kamhi	VCTC		

Anne-Louise Rice of Southern California Regional Rail Authority was present via telephone.

2. Introductions and Announcements

Vanessa Rauschenberger thanked those who came to GCTD “Stand Up For Transportation” event held at the Oxnard Transportation Center and introduced Austin Nostrup as GCTD new Planner as well as announcing Claire Johnson-Winegar’s promotion to Planning Manager.

3. Public Comments

Michael Culver expressed concern regarding the ADA eligibility certification contract and asked transit operators to speak to the Commission regarding ensuring the ADA eligibility process remains as comprehensive as it can be.

4. March 12, 2015 Meeting Minutes – Action

Shaun Kroes moved to approve the March 12, 2015 meeting minutes. The motion was seconded by Kathy Connell. A voice vote was taken and the motion passed unanimously.

5. CMAQ Call For Projects – Action

The CMAQ Call for Projects timeline, which began in November 2014, and status of the process were discussed. At the April 2015 Commission meeting, three Commissioners requested that an item be placed on the May 2014 meeting agenda which discusses allowing a late CMAQ application. The potential project would fund three years of the Valley Express fixed route transit service as a demonstration. Staff advised that the potential delay in the process would pertain to scoring the project, should the Commission approve allowing a late application.

- Program \$6,073,994 of CMAQ funds to the prioritized transit projects plus \$500,000 off-the-top for Transit Marketing.
- Approve the shelf list of \$3,353,692 for projects above the shelf list cut off, should the funds become available in FY 2015/16 or before, with the stipulation that TRANSCOM need not be consulted again if projects are approved in order from the shelf list.

Discussions continued about the potential to delay the last year of funding for the top two prioritized projects (VCTC’s East-West Connector or GCTD Wells Center-Nyland Acres Route) so the second shelf list project (Downtown Ventura Partners Replacement and Addition of Two Trolleys) could be funded. Kevin Clerici expressed an urgent need to replace the aged trolley, noting that the project will ensure downtown Ventura remains connected to the Ventura Harbor. Meredith Dilg mentioned that the replacement trolley would allow handicap access, which the current trolley does not.

Discussion was had on the nuances of delaying scheduled funding for one project to allow for a smaller project to continue service. Bus stops are included in the first year of the Wells Center-Nyland Acres Route and the project is ready to commence. Vanessa Rauschenberger requested that funding for the GCTD shelf list project remain as prioritized and no delay to the third year of funding occur. A bus purchase is included in the first year of the East-West Connector and the project relies on local match partnerships with Moorpark, Simi Valley and Camarillo. Vic Kamhi expressed concerned with a scenario in that funding is approved for three years but committed differently because modifications to the initial “rules” of funding could present an issue regarding the agreements made with the project partners. Mike Houser entered a motion to approve, separately, as follows:

- Programming \$6,073,994 of CMAQ funds to the prioritized transit projects, plus \$500,000 off-the-top for Transit Marketing.
- Approve the shelf list of \$3,353,692 for projects above the shelf list cut off, with the conditions that staff re-confirm that the shelf list (as presented) is consistent with the rules adopted prior to the submission of the applications and determine (concurrently with GCTD) whether or not one of the two trolleys requested by DVP can be funded “above the line” if funding is available; if the rules are in conflict, the shelf list will be revised.
- Recommend to the Commission that a late CMAQ project application not be allowed.

Chuck Perkins seconded the motion. A voice vote was taken and the motion passed unanimously.

6. Countywide Transfer Program

Discussion was had on transit operators transfer policies, as well as VCTC’s existing transfer policy and the upcoming change in VCTC Intercity Bus transfer media which will be issued via the new GFI Odyssey farebox starting May 4, 2015. Shaun Kroes expressed concern with allowing transfers issued on his system to be used again on his system i.e. roundtrips. Mike Houser explained he would consider extending the time of transfers on TOT, however allowing passengers to get back onto a TOT bus will likely not be considered. Treena Gonzalez advised that VCTC intercity Bus is currently considering issuing transfers on all of the VCTC fare media however other operators might not issue a transfer on certain fare media (i.e. a monthly pass). Staff advised that the Commission will be asked to consider extending the time of use for transfers from ninety minutes to 120 minutes to ease the use of transfers between VCTC Intercity Bus and GCTD, which generate the highest number of passenger transfers as well as the most frequent use of the aged smartcard system. Vic Kamhi asked agencies to provide him feedback and comments regarding any transfer policy via email.

7. Fiscal Year 15/16 Transportation Development Act Unmet Transit Needs Findings

Discussion was had on the draft FY 2015-16 Unmet Transit Needs Findings. Discussion continued regarding the process VCTC employs to perform outreach and collect/confirm comments from the public. TRANSCOM operators asked that VCTC communicate to each operator, in real time, comments that are applicable to that system.

8. ADA Certification and Mileage Reimbursement Program Update

Mike Culver provided an update on ADA Certification services; the March 2015 ADA Certifications Services Report was provided to the group. Discussions were had on steady increase in ADA applications. Mike Culver explained that, in March 2015, 156 applications were submitted and eighty five determinations were made. Out of the total applications submitted, 121 were new applicants and thirty five were new certifications. Mike Culver provided an update on the Mileage Reimbursement Program (MRP). In March 2015, eleven referrals and thirty four new applications were received. Since its inception, the program has 143 individuals as eligible for mileage reimbursements.

13. Adjournment – Action

Chairperson Vanessa Rauschenberger moved to adjourn the meeting at 3:49 p.m. A voice vote was taken and the motion passed unanimously.



Item #5

May 14, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: APPROVE FISCAL YEAR 2015/16 PROGRAM OF PROJECTS

RECOMMENDATION:

- Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2015/16 (Attachment A – to be provided separately, prior to the meeting).

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 of the four urban areas in Ventura County. Thus, VCTC prepares the POP using separate programs for the Oxnard/Ventura, Thousand Oaks/Moorpark, Simi Valley, and Camarillo urbanized areas, as defined by the U.S. Census Bureau.

In early summer of each year VCTC approves a draft POP which can be used as the basis for a TIP amendment to incorporate the projects into the TIP. The Final POP, to be adopted in September, could incorporate changes based on adopted transit operator budgets, or other updated funding figures, such as the final adopted Metrolink budget.

Last month VCTC staff provided the transit operators with tables showing the calculation of estimated revenues and expenses for the four urbanized areas. The transit operators were then to provide proposed programs based on the amounts of funds shown in the tables as being available for each operator. Not all of the programs have been submitted as of this writing, but are expected very soon, at which time the POP will be forwarded to the Committee, prior to the meeting.

Under VCTC's adopted policy, the estimated amount to be generated under the FTA formula by each transit operator's service provides the target amount for that operator's program. For agencies providing local bus service, the programming target includes the amount generated

under the formula for the jurisdiction's population, after subtracting out a proportional share of costs for countywide planning activities. The countywide planning, summarized in Attachment B, totals \$2,330,000 for the year. The Committee will note that the countywide planning program includes a significant increase for fare collection / APC equipment, from \$250,000 to \$420,000, which is to help provide for the one-time costs associated with establishing a countywide electronic bus pass.

It should be noted that the last extension of the federal transportation authorization law, Moving Ahead for Progress in the 21st Century (MAP-21) legislation, expires at the end of May, and since no new authorization has passed, VCTC conservatively assumed FY 2015/16 funds to be equal to the FY 2014/15 apportionments. Should the adopted FY 2016 Federal transportation budget be lower than these estimates, it will be necessary to make changes in the Program of Projects.

In addition to FTA funds distributed to transit operators based on VCTC policy, the POP also includes projects selected by VCTC through the JARC/Section 5310 and CMAQ calls for projects. Since the CMAQ call for projects was just concluded, this POP includes both the FY 2014/15 and FY 2015/16 CMAQ projects. With the exception of the FY 2014/15 CMAQ funds, all of the funds in the POP cannot be obligated until the federal government extends the transportation authorization through FY 2015/16.

Subsequent to the TRANSCOM meeting, staff will publish the POP for public notice, and will present the POP to the VCTC for Public Hearing and approval at the June 5th meeting.



Item #6

May 14, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: AMY AHDI, TRANSIT PLANNER

SUBJECT: DRAFT SHORT RANGE TRANSIT PLAN AND VCTC INTERCITY FIVE-YEAR SERVICE PLAN

RECOMMENDATION:

- Discuss and comment on the proposed Short Range Transit Plan (S RTP) and the VCTC Intercity Five-Year Service Plan prior to presentation at the June Commission meeting.

BACKGROUND

The VCTC S RTP is broken down into two components; the first half of the document focuses on three major tasks: development of countywide performance metrics, an update to the Countywide Transit Investment Study, refinement of the “gap analysis”. The second half focuses on the VCTC Intercity transit service, specifically, a plan of VCTC Intercity service modifications for the Commission to consider over the next five years and a fare analysis.

The document was developed in coordination with the other transit providers in Ventura County and several chapters have already been reviewed by TRANSCOM.

- November 2014: Vehicle Replacement Plan
- February 2015: Vehicle Replacement Plan, Countywide Performance Metrics and VCTC Intercity Fare Analysis

See attachment(s):

Ventura County Short Range Transit Plan
VCTC Intercity Service Plan



Item #7

May 14, 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 April 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																		
April-15																		
Category	Item Measured	April	March	Feb	Jan	Dec	Nov	Oct	Summary									
Call Center	Inbound ADA Calls	1126	1503	1201	1459	1178	891	1251	Total phone calls inbound/outbound: 1,494									
	Outbound ADA calls	368	343	292	203	204	86	353										
	Average hold time for ADA calls (in seconds)	8.49	8.71	6.17	4.35	2.97	2.75	5.58										
	Out of Area Transmittals	2	3	2	1	0	6	2										
Applications Received	Recertification Applications	37	35	30	29	37	21	31	Total applications received: 158 (New: 121 Recertification: 37)									
	NewApplications	121	121	83	76	69	67	95										
Completed Evaluations (In-person, Emergency and Recertifications)	Complete, with functional evaluation	59	31	20	26	32	21	31	A Total of 127 Evaluations were completed during the month of February									
	Complete, without functional evaluation	42	32	35	26	17	24	51										
	Complete, Emergency Certification (60 days)	0	1	1	4	1	2	2										
	Complete, Recertifications	26	21	20	28	18	15	20										
	Total Evaluations	127	85	76	84	68	62	104										
Delays in Processing (Cumulative)	Due to incomplete application by client	2	4	4	5	3	0	3	Total 73 Delays in Processing due to incomplete applications or pending receipt of Professional Evaluations:									
	Pending Professional Evaluation (PE)	71	45	37	26	7	34	20										
	Applications that failed to meet 21 day rule	0	0	0	0	0	0	0										
	Applicants awaiting in -person interviews	100	86	47	34	31	48	54	Total of applicants awaiting in-person interviews: 100									
Apr-15																		
Assessment s summary	Appointment date		4/1/15	4/2/15	4/7/15	4/8/15	4/9/15	4/14/15	4/15/15	4/16/15	4/20/15	4/21/15	4/23/15	4/27/15	4/27/15	4/28/15	4/30/15	
	Appointment location	Totals	T.O.	OAC	OAC	Moorpar	OAC	Simi	T.O.	OAC	T.O.	oorpar	OAC	T.O.	Simi	Simi	OAC	85+
	With Physical Assessment	36	1	1	3	2	1	3	1	3	1	2	2	4	4	3	5	20
	With Cognitive Assessment	23	4	2	1	0	1	1	3	1	3	2	2	1	1	0	1	
	Field Assessment	42	1	1	0	1	2	4	3	1	0	0	2	2	1	3	1	
	Recert/Photo/Field Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	No Shows	25	1	3	2	1	4	0	1	3	3	1	1	0	3	2	0	
	Total number of interviews scheduled	126	7	7	6	4	8	8	8	8	7	5	7	7	9	8	7	20

Determination Types:	Total	%
Unconditional (including 20 "Over85+")	110	87%
Conditional (including 2 "Episodic")	16	13%
Temporary	1	<1%
Denials	0	0%
Emergency Certifications	0	0%