



AGENDA

TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Thursday, October 8, 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.

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| Item #1 | CALL TO ORDER |
| Item #2 | INTRODUCTIONS AND ANNOUNCEMENTS |
| Item #3 | PUBLIC COMMENTS |
| Item #4 | SEPTEMBER 10, 2015 MEETING MINUTES – PG. 3 <ul style="list-style-type: none">• Approve the September 10, 2015 meeting minutes. |
| Item #5 | FTA PROPOSED RULE FOR TRANSIT AGENCIES TO ACHIEVE STATE OF GOOD REPAIR <ul style="list-style-type: none">• Receive and file. |
| Item #6 | STATUS OF 2017 TRANSPORTATION IMPROVEMENT PROGRAM – PG. 4 <ul style="list-style-type: none">• Receive and file. |
| Item #7 | STATUS OF FEDERAL CMAQ PROJECTS – PG. 5 <ul style="list-style-type: none">• Review and update the project schedules. |
| Item #8 | FTA FY 2015 LOW OR NO EMISSION (LoNo) VEHICLE DEPLOYMENT PROGRAM FUNDING OPPORTUNITY – PG. 9 <ul style="list-style-type: none">• Receive and file. |
| Item #9 | ADA CERTIFICATION AND MILEAGE REIMBURSEMENT PROGRAM UPDATE – PG. 11 <ul style="list-style-type: none">• 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 front section of Camarillo City Hall. Thank you

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

September 10, 2015

1. Call to Order

Vanessa Rauschenberger called the meeting to order at 1:30 p.m. A quorum was present. Self-introductions were performed and the following people were present:

Bill Golubics	Camarillo	Lindy Moore	Camarillo
Margaret Heath	Gold Coast Transit Dist.	Vanessa Rauschenberger	Gold Coast Transit Dist.
Shaun Kroes	Moorpark	Michael Culver	MMP, Inc.
Cesar Hernandez	Santa Paula	Alex Portlier	Thousand Oaks
Kathy Connell	Ventura County	Ben Cacatian	VCAPCD
Aaron Bonfilio	VCTC Intercity Bus	Kara Elam	VCTC
Peter De Haan	VCTC	Treena Gonzalez	VCTC
Vic Kamhi	VCTC		

2. Introductions and Announcements

Moorpark's Public Works Director, David Klotzle, resigned at the City of Moorpark and will commence work for the City of Camarillo in October. Vic Kamhi announced that he will be retiring on October 8. The APTA annual meeting will be in San Francisco the first week of October. The CTA annual meeting will be in Pasadena at the end of November.

3. Public Comments

No public comments were made.

4. August 13, 2015 Meeting Minutes – Action

Aaron Bonfilio moved to approve the August 13, 2015 meeting minutes. Shaun Kroes seconded the motion. The motion passed with no objections.

5. FTA Proposed Rule Regarding ADA Fares

Discussion was had regarding the recent proposed rule to allow flexibility in setting fares for complementary ADA paratransit service. Staff will compose a draft comment on behalf of VCTC only on the proposed FTA rulemaking regarding Access Services fare structure and send it to Operators for their review and comment.

6. ADA Certification and Mileage Reimbursement Program Update

MMP provided an update on the ADA Certification Services. The August 2015 ADA Certification Services Report was provided to TRANSCOM, as well as a sample of the revised reporting format which will be presented in September. In August, there were 149 ADA Applications received. MMP also provided an update on the Mileage Reimbursement Program. In July, they had 75 claims for reimbursement submitted. Currently, the net cost per mile is 98 cents. MMP projects that the net cost will decrease in the future, with the increase in claims.

7. Adjournment – Action

Chair Vanessa Rauschenberger moved to adjourn the meeting at 2:18 p.m. The motion passed with no objections.



Item #6

October 8, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: JUDITH JOHNDUFF, PROGRAM ANALYST

SUBJECT: STATUS OF 2017 TRANSPORTATION IMPROVEMENT PROGRAM

RECOMMENDATION:

- Receive and file.

DISCUSSION:

Federal law requires that federally-funded transportation projects, as well as regionally-significant projects funded with state and local funds be included in an approved Transportation Improvement Program (TIP). VCTC prepares Ventura County's portion of the TIP for the Southern California Association of Governments (SCAG). The TIP is required to be updated every two years and covers a period of not less than four years. The SCAG 2017 TIP will cover a 6-year period from October 1, 2016 (FY 2016/17) through September 30th of 2022 (FY 2021/22).

The first step in drafting the 2017 TIP is to obtain accurate up-to-date information for each project. Therefore, VCTC sent each jurisdiction a request to:

1. Update the project information currently listed on the 2015 TIP Project Sheets and,
2. Submit new Project Sheets for any new Federally-funded project or new locally funded regionally significant project (except for road rehabilitation projects) through FY 21/22. *For TIP purposes, a regionally significant project is defined as a roadway capacity-enhancement located on a freeway or other state highway, or major arterial; or a major new transit center.*

We have asked for the information to be submitted to VCTC by **October 23rd**. Once VCTC receives the project information we will enter the data into the SCAG database so that SCAG can start the adoption process.

The current TIP will still be in effect until the adoption of the 2017 TIP, therefore, staff will continue to process project amendments to the current TIP to accommodate changes in funding and project schedules.



Item #7

October 18, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: STATUS OF FEDERAL CMAQ PROJECTS

RECOMMENDATION:

- Review and update project schedules.

DISCUSSION:

Under federal law, STP and CMAQ funds apportioned to California lapse if they are not used within three years. AB 1012, which became law in October, 1999, applies the three-year lapsing rule to CMAQ and STP funds in each county. It is important for VCTC to have an accurate schedule of STP and CMAQ projects to ensure that our region does not lose funds. (TRANSCOM only reviews the status of CMAQ projects, since VCTC has not programmed any STP for transit projects.)

VCTC also uses this project schedule to ensure that the Federal Transportation Improvement Program (FTIP) includes all of the projects which are ready-to-go and to manage the county's Obligation Authority (OA). The 2015 FTIP is now federally-approved and VCTC has also gotten approval of amendments for the projects as indicated on this list.

VCTC staff has received some project status information from the local agencies and this information has been included in the spreadsheet provided. Staff requests the Committee review the table and inform staff of any revisions that should be made. It is particularly important to have the correct status information and schedule for projects in the upcoming fiscal year (2015/16). For transit projects that are administered by FTA, the "Planned Obligation" column should contain the date that funds are expected to be transferred to FTA for inclusion in a grant.

CMAQ PROJECTS FY 2015/16**Estimated Beginning Balance****\$ 24,162,397**

(includes FY 15/16 apportionment estimate)

Project Title	Agency	TIP ID	Planned Obligation (E-76 date)	Amount	Current Project Status	FTIP Status
Countywide Transit Marketing	VCTC	VEN54070	Nov-15	\$500,000		Currently in 2015 FTIP
East-West Connector Service	VCTC	VEN150608	Nov-15	\$2,178,286		Currently in 2015 FTIP
Wells Road - Nyland Acres Route	Gold Coast Transit	VEN150609	Nov-15	\$2,315,803		Currently in 2015 FTIP
Shelters and Stop Improvements	Ojai	VEN150611	Nov-15	\$199,193		Currently in 2015 FTIP
Downtown Trolley	Downtown Vta Partners	VEN150613	Nov-15	\$176,846		Currently in 2015 FTIP
Heritage Valley Bus Stops Impr	Santa Paula	VEN150610	Nov-15	\$82,500		Currently in 2015 FTIP
Transit Management System	Simi Valley	VEN150612	Nov-15	\$292,100		Currently in 2015 FTIP
Moorpark Rd Impr PE	Thousand Oaks	VEN150622	Nov-15	\$87,480	PE Phase RFA in progress	Currently in 2015 FTIP
Oxnard Boulevard Bicycle and Pedestrian Facilities PE*	Oxnard	VEN150907	Nov-15	\$99,597	Request for authorization to proceed with preliminary engineering to be prepared by Nov. 2015. Proposal to on-call engineering consultant for design to be sent 12/2015.	Amendment submitted
Rancho Rd Ped Impr PE*	Thousand Oaks	VEN150616	Jan-16	\$98,600	PE Phase RFA in progress	Currently in 2015 FTIP
Countywide Transit Marketing FY17*	VCTC	VEN54070	Apr-16	\$500,000		Currently in 2015 FTIP
2nd Downtown Trolley*	Downtown Vta Partners	VEN150613	Apr-16	\$176,846		Currently in 2015 FTIP
Transportation Center Improvements*	Thousand Oaks		Apr-16	\$1,500,000		Amendment required
Bus Purchase*	Thousand Oaks		Apr-16	\$1,500,000		Amendment required
Pleasant Valley Rd Bike Lanes PE*	Camarillo		Jun-16	\$500,000		Amendment required
Las Posas Road Bike Lanes*	County	VEN150615	Nov-16	\$483,000	PE to begin 2/15/16; Env Clearance 8/15/16; E-76 by 11/30/16; Construction to begin 06-15-17	Currently in 2015 FTIP
Sheridan Way/Ventura River Bike Trail PE	S.B. Ventura	VEN110304	Jul-16	\$44,265		Currently in 2015 FTIP
Fox Canyon Barranca Bike Bridge	Ojai	VEN130601	Jul-16	\$102,975		Currently in 2015 FTIP
Bike facilities for NECSP	Oxnard	VEN130101	Jul-16	\$585,360	PE authorization rec'd 8/15/2014 for \$58,536. Contract for on-call engineering consultant for design sched for City Council approval 9/15/15 Env clearance rec'd from Caltrans 1/26/15	Currently in 2015 FTIP

Project Title	Agency	TIP ID	Planned Obligation (E-76 date)	Amount	Current Project Status	FTIP Status
Arneill/Dunnigan Traffic Signal	Camarillo	VEN130106	Jul-16	\$200,000		Currently in 2015 FTIP
Hwy 126 Bike Path Gap Closure RW	S.B. Ventura	VEN031230	Jul-16	\$53,118		Currently in 2015 FTIP
C Street Bike Facilities	Oxnard	VEN130102	Jul-16	\$278,250	PE authorization rec'd 8/15/2014 for \$27,825. Negotiating with on-call engineering consultant for proposal for design. Env clearance rec'd from Caltrans 2/18/15	Currently in 2015 FTIP
Bike Trail in Railroad ROW	Santa Paula	VEN111102	Jul-16	\$1,110,000		Currently in 2015 FTIP
Sheridan Way/Ventura River Bike Trail CON	S.B. Ventura	VEN110304	Jul-16	\$177,060		Currently in 2015 FTIP
Hwy 126 Bike Path Gap Closure CON	S.B. Ventura	VEN031230	Jul-16	\$743,652		Currently in 2015 FTIP
Rose Ave Sidewalk CON	Oxnard	VEN120402	Jul-16	\$401,555		Currently in 2015 FTIP
Ventura Blvd Sidewalk CON	Oxnard	VEN120403	Jul-16	\$846,346		Currently in 2015 FTIP
Passenger Rail Ticket Vending Machines	SCRRA		Jul-16	\$900,251		Amendment required
Five Expansion Buses*	Gold Coast Transit		Jul-16	\$2,478,840		Amendment required
Five Points Improvements	Ventura	VEN150618	Jul-16	\$300,000		Currently in 2015 FTIP
Regional Ridsharing 16/17*	VCTC	VEN54070	Jul-16	\$443,000		Currently in 2015 FTIP
Las Posas Road Bike Lanes PE*	Camarillo	VEN150614	Jul-16	\$100,000		Currently in 2015 FTIP

Total obligations in FY 15/16 \$19,454,923
Remaining balance \$4,707,474
Lapsing Funds \$7,290,525

FY 2013/14	\$7,290,525	Lapses October 1, 2016
FY 2014/15	\$8,321,872	Lapses October 1, 2017
FY 2015/16	\$8,550,000	Lapses October 1, 2018
TOTAL	\$24,162,397	

FY 16/17 and Beyond

Pleasant Valley Rd / E Fifth Str Impr	County	VEN130104	Jun-18	\$840,000	Design begin 06-01-16; Env Clearance 08-15-17; R/W Clearance 03-15-18; E-76 by 06-30-18; Construction to begin 09-15-18	Currently in 2015 FTIP
Rio Real School Ped Improvements	County	VEN150619	Sep-16	\$280,000	PE to begin 1/15/16; Env Clearance 7/15/16; E-76 by 09/30/16; Construction to begin 03-15-17	Currently in 2015 FTIP
Camarillo Heights School Ped Improv	County	VEN150621	Sep-16	\$400,000	PE to begin 1/15/16; Env Clearance 7/15/16; E-76 by 09/30/16; Construction to begin 03-15-17	Currently in 2015 FTIP
Ojai Ave / Maricopa Ped Impr	Ojai	VEN150620		\$500,000		Currently in 2015 FTIP
Moorpark Rd Impr Con	Thousand Oaks	VEN150622		\$483,200		Currently in 2015 FTIP
Pedestrian Crossing Beacons	Oxnard	VEN150901		\$295,274	Revised scope of work approved by VCTC staff 9/14/15. Request for proposal for design sent to on-call engineering consultant 9/2015.	Amendment requested
Oxnard Blvd Bike/Ped Facility*	Oxnard	VEN150907		\$1,280,303	VCTC forgot to place this in the last TIP amendment. Request for proposal for on-call engineering design pending.	Amendment requested
Las Posas Road Bike Lanes*	Camarillo	VEN150614		\$231,988		Currently in 2015 FTIP
Rancho Rd Ped Impr*	Thousand Oaks	VEN150616		\$723,000		Currently in 2015 FTIP
Pleasant Valley Rd Bike Lanes*	Camarillo			\$1,713,250		Amendment required
Santa Ana Road Bike Lanes*	County	VEN150617	RTIP Amendment - Shift \$56K from PE to Con Phase \$854K for a grand total of \$910K for Con	\$910,000	Design in process; Env Clearance 05-15-16; R/W Clearance 12-15-16; E-76 by 03-2017; Construction to begin 06-15-17	Currently in 2015 FTIP

*Shelf List Projects



Item #8

October 8, 2015

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: JUDITH JOHNDUFF, PROGRAM ANALYST

SUBJECT: FTA FY 2015 LOW OR NO EMISSION (LoNo) VEHICLE DEPLOYMENT PROGRAM FUNDING OPPORTUNITY

RECOMMENDATION:

- Receive and file.

DISCUSSION:

The Federal Transit Administration (FTA) has issued a call for projects for the FY 2014-15 Low or No (LoNo) Emission Vehicle Deployment Program. A total of \$22.5 million is available nationwide. The program is discretionary and FTA plans to award the funds by the following categories:

- \$19.5 million is available for buses; and
- \$3.0 million is available for supporting facilities and related equipment.

The main purpose of the LoNo Program is to deploy the cleanest and most energy efficient U.S.-made transit buses that have been largely proven in testing and demonstrations but are not yet widely deployed in transit fleets. The LoNo Program provides funding for capital acquisitions and leases of zero emission and low-emission transit buses, including acquisition, construction, and leasing of required supporting facilities such as recharging, refueling, and maintenance facilities. The LoNo Program is a capital program focused on deploying new production vehicles that are market-ready or near market-ready. It is not a program for designing and developing prototypes. The program gives priority consideration to the deployment of buses with the lowest energy consumption and least harmful emissions, including direct carbon emissions.

ELIGIBLE LEAD APPLICANTS/DIRECT RECIPIENTS:

Due to FTA rules, the lead or direct applicant must be the Section 5307 Designated Recipient for that urbanized area (UZA) with a population greater than 200k. For the Thousand Oaks and Oxnard UZAs, VCTC is the eligible entity that may apply directly to FTA for the funds.

ELIGIBLE SUBRECIPIENTS AND TEAM MEMBERS:

Public transit providers such as operators, local jurisdictions and as well as non-profits are eligible to apply.

ELIGIBLE PROJECTS:

The following projects are eligible for funding:

- Acquiring or leasing a minimum of five (5) low or no emission transit buses;
- Constructing or leasing facilities and related equipment for low or no emission transit buses;
- Constructing new public transportation facilities to accommodate low or no emission transit buses;
- Rehabilitating or improving existing public transportation facilities to accommodate low or no emission transit buses.

COST SHARING OR MATCH:

The LoNo Program strongly encourages proposals that leverage other funds such that LoNo Program funds are used to cover only the incremental cost of procuring the proposed transit bus model above that of a more conventional higher-emission transit bus.

Minimum Match: 15% of the cost of all transit bus acquisitions and 10% of the cost for all related equipment and facilities.

APPLICATION DEADLINE: 11/23/2015**ADDITIONAL INFORMATION:**

Additional information regarding the LoNo Program, including eligible projects/vehicles, cost sharing, project requirements, and application content information, is available at:

http://www.fta.dot.gov/grants/13077_16577.html.



Item #9

October 8, 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:

Over the past several months, VCTC staff has been working with the transit operators to make a number of changes to the ADA Certification process. The impetus for these changes were the various comments, suggestions, and directions received from the VCTC Board, the transit operators, and others during the recent certification contract procurement process which resulted in the rehiring of MMP as VCTC's certification services contractor. Attached to this report is a summary of the changes that have been completed or are currently underway. It should be noted that staff has focused first on the changes that can be made most quickly with the greatest impact, which is why some of the changes on the list are still underway but not yet complete. Also attached is a report prepared by MMP which compares the application processing time compared to one year ago, quantifying that the changes made thus far have had a major impact on streamlining the ADA certification process. In the coming month's further improvement can be expected as the remaining changes are implemented. In approving the MMP contract the VCTC Board directed that periodic presentations be prepared on the progress in implementing the proposed certification process improvements, so in the coming months after all changes have gone into effect staff will begin to prepare an evaluation for presentation at a future Commission meeting.

The September 2015 ADA Certification Services Report, as well as the verbal report on the Mileage Reimbursement Program, will be provided at the meeting.

ADA Certification Process Progress

Based on the discussions by the VCTC Board, the TRANSCOM, and the contract interview panel, as well as the original RFP provisions, there were many recommendations on improvements to the ADA certification process. Work to implement these recommendations has been ongoing since the Board's decision in May to award the contract to MMP. The status is as follows:

Completed Improvements-

- On-line application submittal
- Initial detailed application review to identify applicants who can be certified without in-person interviews
- Elimination of ID card photos to facilitate approval without in-person meetings
- Revamped TRANSCOM monitoring report to better track responsiveness
- New MMP phone equipment to improve call response time tracking – data reported to VCTC (less than 10% of calls going to voice mail as required by contract)
- Provision to applicants of VCTC phone number for complaints; deployment of VCTC complaint tracking procedure
- “Lifetime” eligibility designation to allow renewal with no application

Improvements Underway / Not Yet Finished-

- Revised instructions to allow completion of evaluation form by health professionals other than M.D.s
- Simplified renewal application (non-“Lifetime” renewals)
- Revamped / lengthened application to allow more determinations to occur without in-person meeting (draft application complete)
- Revised interview protocol with possible physical evaluation emphasizing the identification of the best possible transportation alternative (s) for each person
- Transit operator electronic access for certification records

**ADA Eligibility Analysis of Processing Times
Comparing June - August of 2014 vs 2015**

Month	Total Count	App to PE Days	PE to Appt Days	Appt to Elig Days	App to Elig Days
June 2014	118	18	34	12	64
June 2015	128	11	21	5	37

Month	Total Count	App to PE Days	PE to Appt Days	Appt to Elig Days	App to Elig Days
July 2014	112	13	35	17	65
July 2015	129	12	10	1	24

Month	Total Count	App to PE Days	PE to Appt Days	Appt to Elig Days	App to Elig Days
August 2014	83	20	32	20	73
August 2015	88	13	7	0	21

- Notes:
- 1) "Total Count" = the total number of applications received during each month that completed the process.
 - 2) "App to PE" = the average number of days from the date the application was received to the date the completed PE form was received.
 - 3) "PE to Appt" = the average number of days from when the PE form was received to when the applicant was interviewed (if applicable).
 - 4) "Appt to Elig" = the average number of days from when the applicant was interviewed to when the determination was made.
 - 5) "App to Elig" = the average number of days to complete the entire process, from receipt of application to determination.