



AGENDA

TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Thursday, July 14, 2016, 1:30 p.m.

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

OFFICERS OF THE COMMITTEE:

MIKE HOUSER, City of Thousand Oaks – CHAIR

SHAUN KROES, City of Moorpark – VICE CHAIR

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** **MAY 12, 2016 MEETING MINUTES – PG. 3**
 - Approve the May 16, 2016 meeting minutes.
- Item #5** **SRTP UPDATES –**
 - Receive verbal reports from Thousand Oaks Transit on the status of their Transit Master Plan, Simi Valley Transit on their Short Range Transit Plan, and Moorpark Transit on their Short Range Transit Plan
- Item #6** **ADA CERTIFICATION, MILEAGE REIMBURSEMENT PROGRAM UPDATE, AND ANNUAL PERFORMANCE EVALUATION – PG. 5**
 - Receive and file the monthly ADA Certification Services Report and Mileage Reimbursement Program update
- Item #8** **CONGESTION MITIGATION AND AIR QUALITY (CMAQ) CALL FOR PROJECTS – PG. 8**
 - Receive and file update on the next CMAQ call for projects

- Item #9** **THE GOLDEN GAVEL AWARD**
- Two words: Kathy Connell

Item #10 **ADJOURN** *In consideration of 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)**

April 14, 2016

1. Call to Order

Chair Mike Houser called the meeting to order at 1:35 p.m. A quorum was present. The following people were in attendance:

Julia Justus	ASM Jacqui Irwin	Katy Crabtree	ASM Jacqui Irwin
Bill Golubics	Camarillo	Tyler Nestved	Camarillo
Lindy Moore	Camarillo	Heather Hanna	First 5 VC
Steve Brown	GCTD	Vanessa Rauschenberger	GCTD
Shaun Kroes	Moorpark	Mike Culver	MMP
Austin Novstrup	Ojai	Greg Grant	Ojai
Joseph Briglio	SCAG	Mara Malch	Simi Valley
Mike Houser	Thousand Oaks	Priscilla Freduah-Agyemang	Thousand Oaks
Ben Cacatian	VCAPCD	Kathy Connell	Ventura County
Ellen Talbo	VCTC Intercity Bus	Martin Erickson	VCTC
Peter De Haan	VCTC	Sally DeGeorge	VCTC
Treena Gonzalez	VCTC	Kara Elam	VCTC

2. Introductions and Announcements

Self-introductions were performed. The Harbor Beaches Dial-a-ride will be discontinuing service at the end of Fiscal Year (FY) 2015-16. Kara Elam resigned from the Administrative Assistant position at VCTC. GCTD received five bids in response to their Automatic Voice Announcement System solicitation. The City of Camarillo and Roadrunner Shuttle finalized a three year contract (effective April 1) for operations and maintenance.

3. Public Comments

No public comments were made.

4. March 17, 2016 Meeting Minutes – Action

Kathy Connell moved to approve the March 17, 2016 meeting minutes. Shaun Kroes seconded the motion. The motion passed with no objections.

5. ADA Certification and Mileage Reimbursement Program Update

March 2016 ADA Certification Services summary report and February 2016 Mileage Reimbursement Program (MRP) summary report were provided to TRANSCOM. In April, MMP staff has received over eighty ADA Certification Applications. The MRP has provided 1,528 one way trips through February 2016.

6. Presentation from First 5 Ventura County

A verbal presentation was provided by Heather Hanna of First 5 Ventura County regarding their partnership with the Ventura County Star newspaper to raise awareness on the importance of early childhood literacy. Take 5 encourages parents and caregivers to talk, read, and sing with young children ages to support their early language development.

7. FY 2016/17 Estimated Federal Transit Apportionments

Discussion was had on the FY 16/17 estimated Federal Transit Apportionments and VCTC's development of its Program of Projects (POP). Staff requested that transit operators provided their proposed program of projects based on estimated FTA apportionments by April 26.

8. Status of Federal CMAQ Projects

Staff provided tables that included CMAQ project obligation information. Staff requested schedule updates on all projects. TTAC members provided verbal updates on projects to staff.

9. Proposed Policy for Transportation Development Act Local Transportation Fund Use – Action

Greg Grant moved to approve the staff recommendation amended to include an effective implementation date of July 1, 2017 (not July 1, 2016). Steve Brown seconded the motion. A voice vote was taken. The motion failed to pass (2-4).

Shaun Kroes moved to approve the staff recommendation as written. Ellen Talbo (VCTC Intercity) seconded the motion. A voice vote was taken. The motion passed (6-2). An additional motion was made by Kathy Connell requesting staff analyze the Commissions existing TDA Article 4.5 policy against the Ojai Trolley service to confirm if the service is a “community transit service” as described in Article 4.5 with the intent that no apportionment be taken off of the top of the Ventura/Oxnard UZA apportionment and that staff examine TDA Regulations for the potential that Ojai Trolley can continue, within the law, to retain a 10% farebox recovery ratio assigned to rural areas. Shaun Kroes seconded the motion. The motion passed unanimously.

10. Adjournment – Action

Chair Mike Houser moved to adjourn the meeting at 3:30 p.m. The motion passed with no objections.



Item #6

July 14, 2016

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:

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 update on the Mileage Reimbursement Program (MRP) at the TRANSCOM meeting. The June 2016 ADA Certification Services Report from Mobility Management Partners is attached.

Monthly ADA Certification Services Report May 2016

Category	Item Measured	May	April	March	Feb	Jan		
Call Center	Inbound ADA Calls	924	780	855	893	891	Total phone calls inbound/outbound: 1152	
	Outbound ADA calls	228	234	157	146	101		
	Average hold time (in seconds)	4.82	4.74	3.67	9.84	14.4		
	Outbound Area Transmittals	10	7	5	4	12	Riders requesting service outside of Ventura County	
	Inbound Area Transmittals	2	4	1	3	1	Riders requesting service into Ventura County	
Applications Received	Recertification	69	34	39	34	20	Total applications received: 155 New: 86 Recertification: 69	
	New Applications	86	100	79	111	70		
Applications Received by Service Area	Camarillo Area	10	9	8	9	14		
	Gold Coast Area	57	61	41	54	37		
	Heritage Valley Area	3	4	1	6	1		
	Moorpark Area	3	1	5	7	4		
	Simi Valley Area	48	25	30	37	20		
	Thousand Oaks Area	31	31	31	31	14		
	Out of County	3	3	2	1	0		
Completed Evaluations In-person, Short-Term and Recertifications	Complete, with Functional Evaluation	38	21	21	25	25	A Total of 123 Evaluations were completed in the month of May	
	Complete, Interview w/o Functional Evaluation	4	8	8	4	3		
	Complete, Special Circumstance (no Interview)	29	29	42	34	28		
	Complete, Over 85+	29	14	12	14	6		
	Complete, Phone Interview	0	4	1	3	1		
	Complete, Short-term Certification (60 days)	2	0	1	1	1		
	Complete, Recertifications	21	19	19	24	11		
	Total Eevaluations	123	95	104	105	75		
Delays in Processing (Cumulative)	Due to incomplete application by client	6	4	4	2	3	36 delays in processing due to incomplete applications or pending receipt of Professional Evaluations	
	Pending Professional Evaluation (PE)	30	23	22	21	24		
	Applications that failed to meet 21 day rule	0	0	0	0	0		
	Applicants awaiting in-person interviews	3	28	14	11	11		
MONTHLY ASSESSMENTS BY CITY								
Assessments	Assessment Catagories	Totals	Triton	MRPK	OAC	SIMI	T.O.	Assessment Tests
	With Physical Assessment	15	0	1	9	3	2	Tinetti Gait & Balance test:Measures Gait/balance while seated, standing, walking FACTS Test- Cognitive skills needed for travel in the community using Public Transit Interview only, no further assessment required
	With Cognitive Assessment	23	4	0	10	3	6	
	Interview only (at assessment sites)	4	0	0	2	1	1	
	No Shows	10	0	0	8	1	1	
	Total in-person interviews scheduled	52	4	1	29	8	10	
	Total Number of appointment days	11	1	1	5	2	2	
Determination Types:		Totals			%			
Unconditional (including S.C., Over 85+ , Phone interviews)		102	83%					
Conditional		9	7%					
Temporary		9	7%					
Denials		1	1%					
Short Term		2	2%					

Monthly ADA Certification Services Report May 2016

APPLICATIONS RECEIVED BY CITY

Gold Coast Transit District	May	April	March	Feb	Jan	Dec	Nov
Casitas Springs	0	0	0	0	0	0	0
Meiners Oaks	0	0	0	0	0	0	0
Miramonte	0	0	0	0	0	0	0
Ojai	5	3	1	1	0	1	5
Oak View	1	1	0	1	0	0	0
Oxnard	29	27	26	37	22	18	24
Port Hueneme	2	3	0	5	1	1	1
Ventura	20	27	14	10	14	8	15
Other	0	0	0	0	0	0	0
Valley Express District							
Fillmore	2	1	1	2	1	2	1
Piru	0	0	0	0	0	0	0
Santa Paula	1	3	0	4	0	2	2



Item # 7

July 14, 2016

MEMO TO: TRANSIT OPERATORS COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: CONGESTION MITIGATION AND AIR QUALITY (CMAQ) CALL FOR PROJECTS

RECOMMENDATION:

- Receive and file.

BACKGROUND:

VCTC receives an apportionment equal to about \$7 million per year of federal CMAQ funds. These funds can be used for many types of projects that improve air quality, including clean fuels bus fleets and support equipment; improved public transit; bicycle/pedestrian improvements; and traffic flow improvements. The federal transportation authorization law, Fixing America's Surface Transportation (FAST) has authorized funds from Fiscal Years 2015/16 to 2019/20, and shortly after the passage of FAST, VCTC programmed the first year's worth of funds by approving the "Shelf List" that had been developed from the previous CMAQ call for projects.

The prior CMAQ call for projects in 2014 was the first time that VCTC followed a policy proposed in the Comprehensive Transportation Plan to program the transit projects separately from the other, primarily bicycle/pedestrian, projects, with half of the funds being set aside for transit under separate prioritization criteria. Attached are the adopted guidelines from the 2014 CMAQ call for projects.

DISCUSSION:

As staff has discussed with TTAC, VCTC is currently underway with a Bicycle Wayfinding Study, and after the completion of that study, expected in early fall, the bicycle/pedestrian project selection criteria will be updated. Based on the policy to consider transit projects separately, it is possible for the CMAQ transit project selection process to move ahead of the process for the other projects. Therefore, staff is prepared to proceed with preparing revised transit project guidelines to be considered at

the next TRANSCOM meeting in September, so that the call for projects would move along the following schedule:

TRANSCOM approves schedule, guidelines/evaluation criteria and appoints sub-committee	September 8, 2016
VCTC Approval of Call Process	September 9
Notification of Funding Availability	September 9
Applications Due to VCTC	November 9
Task Force Review and Approval of Projects	November 15 - 22
TRANSCOM Approval of Transit List	December 8
VCTC Approval	January 6, 2017
Approval of Amendment to Federal Transportation Improvement Program	March, 2017

The following are issues which TRANSCOM may wish to discuss at this time:

Program Years: Due to the passage of FAST, there is the option of programming as much as four years' worth of funds at this time. However, it appears that in this particular round of applications there is particular interest in upgraded transit technology projects such as ticket vending systems and vehicle location systems, where there is currently significant uncertainty regarding future developments. There is also uncertainty due to the potential passage of a transportation funding measure which could affect CMAQ priorities. Staff therefore recommends that at this time the call for projects only commit two years' worth funds, which will be about \$7 million for transit.

Priorities for various types of projects: In recent years the transit CMAQ projects have typically included mostly bus expansion and replacement projects, operation of new bus service, and upgraded bus equipment technology related to increasing ridership. The selection criteria can affect which types of projects are selected. For example, in recent years bus replacement projects have generally been ranked low based on the criteria that have been used. Staff has noted, however, that the VCTC Short Range Transit Plan (SRTP) identifies more replacement bus costs in the next three years than the entire amount of available CMAQ for transit. This SRTP information raises the issue of the relatively priority of bus replacement, as a basic requirement of transit, compared to other potential projects. However, staff is aware that in the short to medium term the bus replacement cost requirements are now likely to be substantially less than identified in the SRTP due to the interest in bus rehabilitation in lieu of replacement.

"Off-the-Top" projects: Given the timing and priority of some upcoming needs of which staff is aware, TRANSCOM may wish to specify that certain projects receive funds "off-the-top," allowing them to receive funds more quickly. For many years, the VCTC Countywide Transit Marketing project has received \$500,000 per year, in recently years "off-the-top." Another possibility would be the replacement of the NextBus system, since the contract with NextBus expires October, 2017, and given the steps to obligate CMAQ funds it will be difficult at this point to complete the project selection process and obligate funds by that date. Another urgent matter is the need for Gold Coast ticket vending machines given that the VCTC is now the last bus ticket sales office in Ventura, but VCTC is moving to Camarillo in late spring of 2017.