



TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Camarillo City Hall, Administrative Conference Room

601 Carmen Drive, Camarillo, CA

Thursday, November 8, 2018

1:30 p.m.

AGENDA

- ITEM 1** **CALL TO ORDER**
- ITEM 2** **INTRODUCTIONS & ANNOUNCEMENTS**
- ITEM 3** **PUBLIC COMMENT**
Any member of the public may address the Committee for up to two minutes on any subject within the jurisdiction of the Committee that is not scheduled for a public discussion before the Committee.
- ITEM 4** **AGENDA ADJUSTMENTS**
- ITEM 5** **APPROVAL OF MINUTES – For Action**
Waive the reading and approve the minutes of the October 11, 2018 meeting.
- ITEM 6** **ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM – Receive and File**
- ITEM 7** **REVISION | CONGESTION MITIGATION AND AIR QUALITY PROGRAM (CMAQ) – For Action**
- ITEM 8** **PROGRAMMING OF CONGESTION MITIGATION AND AIR QUALITY PROGRAM OF PROJECTS (CMAQ) – For Action**
- ITEM 9** **APPROVE 2018/19 FINAL PROGRAM OF PROJECTS (POP) – For Action**
- ITEM 10** **ADA CERTIFICATION SERVICES CONTRACT EXTENSION – For Action**
- ITEM 11** **FUTURE AGENDA ITEMS – For Information**
- Public Transit Agency Safety Plan
 - Dial-A-Ride Policies and Procedures
- ITEM 12** **ADJOURNMENT**
In consideration of City of Camarillo staff, please use the exit door directly to the parking lot.

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. 118. 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.



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

Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA
Thursday, October 11, 2018
1:30 p.m.

Meeting Minutes

MEMBERS PRESENT:

Shaun Kroes, City of Moorpark
Ben Gonzales, City of Simi Valley
Mike Houser, City of Thousand Oaks
Sergio Albarran, City of Ventura
Treena Gonzalez, County of Ventura (Chair)
Vanessa Rauschenberger, Gold Coast Transit District
Aaron Bonfilio, VCTC Intercity Bus

Ray Porras, CSU Channel Islands (ex-officio)

MEMBERS ABSENT:

City of Camarillo
City of Fillmore
City of Oxnard
City of Port Hueneme
City of Santa Paula
Caltrans District 7 (ex-officio)

Ben Cacatian, VCAPCD (ex-officio)

VCTC STAFF PRESENT:

Martin Erickson, Public Transit Director
Judy Johnduff, Program Manager
Peter De Haan, Programming Director

ITEM 1

CALL TO ORDER

Chair Gonzalez, called the meeting to order at 1:30 p.m.

ITEM 2

INTRODUCTIONS & ANNOUNCEMENTS

Mr. Mike Houser, City of Thousand Oaks, made a brief announcement that their Transit RFP will be submitted before the end of this month.

Mr. Aaron Bonfilio, VCTC, announced that the Commission has approved moving forward with a fare increase. Material is being developed and will be provided to all the transit operators.

Ms. Priscilla Freduah-Agyemang, City of Thousand Oaks, reminded the Committee of the

Senior Specific Travel Training being held at the Goebel Adult Community Center on Thursday, October 18th and will also be at the Rotary Street Fair on Sunday, October 21st.

Mr. Ben Gonzales, City of Simi Valley, announced in early December they will be having a public workshop for the recommendations on their short-range transit plan.

Ms. Vanessa Rauschenberger, Gold Coast Transit District, made a couple of announcements, 1) Thanking "VCTC" for making arrangements with Nextbus to keep the service running while the new Syncromatics system is currently being installed, and 2) GCTD is in the early stages of developing its short-range transit plan and a survey is available online. Also, new GCTD bus stop signs are being installed throughout the City of Oxnard and they are working their way through each of the other member cities.

Mr. Martin Erickson, VCTC, made a brief announcement, Metrolink recently purchased new Tier 4-Locomotives which are more efficient and powerful train locomotives. One of them was already featured at the Moorpark's Country Day's event last year. The Amtrak service is also purchasing new locomotives and will be featured on the Pacific Surfliner.

Ms. Judith Johnduff, VCTC, wanted to remind the committee that FTA quarterly progress reports are due today and asked if that they please be submitted as soon as possible, it would be appreciated.

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

None.

ITEM 5 APPROVAL OF MINUTES

ACTION

Albarran moved, Rauschenberger seconded, that the Committee approve the September 13, 2018 meeting minutes. The motion passed with no objections.

ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM – For Information

Mr. De Haan, provided a brief summary of the ADA Certification Service and Mileage Reimbursement program. He stated that there have been no significant changes in the amount of applications being received for the ADA Certification program and the Mileage Reimbursement program has continued to be at a steady pace. If there are any questions, Mr. Mike Culver from MMP is available to answer any of your questions.

Discussion

Mr. Brian Hollander, ILRC-Trico Inc., asked if the mileage reimbursement program can be utilized by seniors who have a PA that is providing them transportation to a doctor's appointment who is receiving assistance through another program such as the Home Community Based services which does not offer mileage reimbursement.

Mr. Mike Culver, MMP, noted as long as the consumer has not received mileage reimbursement through another type of service program, one would then be able to submit a request through the Mileage Reimbursement Program.

ITEM 7

CONGESTION MITIGATION AND AIR QUALITY PROGRAM PROJECTS (CMAQ) – For Action

Mr. De Haan, reviewed with the Committee at last month's meeting, there was extensive discussion on the federal FAST Act which provides for a rescission based on the unobligated apportionment balance at the end of FY 2018/19. Therefore, VCTC had requested information from local agencies regarding which existing projects will be obligated in FY 2018/19, projects from the approved CMAQ Shelf List that can be obligated by September 30th, or projects previously approved in VCTC calls for projects that have encountered cost increases. Based on the responses, if all currently-approved CMAQ projects anticipated to be obligated in FY 2018/19 are in fact obligated according to the submitted schedules, the estimated balance at the end of the fiscal year will be \$8,535,000, as calculated (see Attachment B).

Also discussed at last month's meetings, both TRANSCOM and TTAC requested additional time to consider additional potential cost increases. Both committees also recommended that consideration be given to funding the highest-ranked projects that were "below the line" in the last CMAQ call for projects, in 2017. (Please see Attachment C which provides for reference the lists of Shelf List and "below the line" projects from that call for projects.)

Discussion

The Committee discussed and reviewed the following recommendations 1) VCTC approve the programming of a total of \$6,588,512 in CMAQ funds for the projects shown in Attachment A, including \$3,069,142 in CMAQ Shelf List projects and \$3,519,370 in cost increases to previously approved CMAQ and Proposition 1B projects, contingent upon these funds either being obligated in federal FY 2018/19 or ready to obligate pending fund availability 2) VCTC approve the transferring of \$801,877 in Proposition 1B Transit Capital funds from the Simi valley CNG Project to the Moorpark Metrolink Station Parking Project 3) VCTC approve a loan of \$3,925,000 in CMAQ apportionment to the San Bernardino County Transportation Authority, with repayment after the FY 2019/20 apportionment becomes available, and with the provision that staff could later loan more CMAQ should the opportunity still be available and unanticipated changes cause the forecasted September 30, 2019 unobligated balance to remain above \$0.

ACTION

Rauschenberger moved, seconded by Kroes, that the Committee approve each of the three recommendations made by Staff to VCTC. The motion passed with no objections.

ITEM 8

APPROVE 2018/19 FINAL PROGRAM OF PROJECTS – For Action

Mr. De Haan, mentioned with the prior item reviewed with the Committee on this agenda, staff is recommending the programming of additional CMAQ projects to avoid a rescission of apportionment balances. Therefore, it is necessary to revise the POP which TRANSCOM approved at its last meeting. Staff recommends TRANSCOM approve the attached revised FY 2018/19 POP which has been modified to include the proposed additional transit CMAQ projects.

ACTION

Walker moved, seconded by Kroes, that the Committee approve the final Program of Project for federal transit operating, planning, and capital assistance for Fiscal Year 2018-19 with the following revisions: Under “Capital Assistance” remove both the Outreach/Branding Effort (CMAQ Funds) and Bus Shelter Improvements (CMAQ Funds) projects listed for the City of Simi Valley. The motion passed with no objections.

ITEM 9

FUTURE AGENDA ITEMS – For Information

- *Mileage Reimbursement Program Expansion*
- *Public Transit Agency Safety Plan*
- *Dial-A-Ride Policies and Procedures*

ITEM 10

ADJOURNMENT

Chair Gonzalez adjourned the meeting at 2:35 p.m.



DATE: November 8, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

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:

Due to the relative earliness of this month's meeting, the October 2018 ADA Certification Services Reports from Mobility Management Partners (MMP) were not available for the agenda. Copies will be available for review at the TRANSCOM meeting.

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. The October 2018 update on the Mileage Reimbursement Program (MRP) will be distributed at the meeting.



DATE: November 8, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: REVISION TO CMAQ PROGRAM

RECOMMENDATION:

- Recommend VCTC approve reprogramming a total of \$348,674 in unexpected balances from completed CMAQ in Oxnard, Moorpark, and Ojai, to cover a shortfall in the Thousand Oaks Municipal Service Center Expansion project.

BACKGROUND

The following previously-approved CMAQ projects have been completed with unexpended balances as follows. All of these projects are in the same FTA grant, and for transit CMAQ projects the unexpended balances can only be applied to other projects included in the same grant.

Moorpark Extended Service:	\$130,735
Oxnard Bus Stop Enhancements:	84,449
Oxnard Line 6 Stop Improvements:	133,488
Ojai Extended Service:	<u>2</u>
TOTAL	\$348,674

Another project in the same CMAQ grant, the Thousand Oaks Service Center expansion, was completed by Thousand Oaks only after the contract was downscoped to address higher than anticipated bids. Therefore, by shifting these unexpended balances to the Thousand Oaks project, the Thousand Oaks will be able to complete the originally-intended scope of its project. Staff therefore recommends the Committee approve shifting the \$348,674 in unexpended balances from completed projects to the Thousand Oaks project.



DATE: November 8, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: PROGRAMMING OF CMAQ PROJECTS

RECOMMENDATION:

- Beyond what was approved last month, recommend VCTC approve the programming of three additional project cost increases, for VCTC and Oxnard, for a total of \$671,371.
- Recommend VCTC approve a loan of \$1,500,000 in CMAQ apportionment to the San Bernardino County Transportation Authority, with repayment after the FY 2019/20 apportionment becomes available, and with the proviso that staff could later loan more CMAQ should the opportunity remain available and unanticipated changes cause the forecasted September 30, 2019 unobligated balance to remain above \$0.

BACKGROUND

As discussed last month, the federal FAST Act provides for a rescission based on the unobligated apportionment balance at the end of FY 2018/19. Any remaining unobligated CMAQ balance is subject to a proportional share in the rescission scheduled in the FAST Act. The actual proportion of the unobligated balances to be rescinded will be based on the nationwide unobligated balance, which will not be known until that time. As a result, VCTC should consider how to reduce the Ventura County unobligated CMAQ balance to minimize the impact of the rescission on the county. For transit projects, for purposes of lowering the unobligated balance a project is considered obligated when the funds are transferred to FTA.

VCTC had requested information from local agencies regarding which existing projects will be obligated in FY 2018/19, projects from the approved CMAQ Shelf List that can be obligated by September 30th, or projects previously approved in VCTC calls for projects that have encountered cost increases. Based on the responses, if all currently-approved CMAQ projects anticipated to be obligated in FY 2018/19 are in fact obligated according to the submitted schedules, the estimated balance at the end of the fiscal year will be \$8,535,000, as calculated in Attachment B.

At last month's meetings, the Committees approved a total of \$6,588,512 in additional CMAQ funds to projects that were either on the shelf list or had been approved in a prior call for projects but had experienced cost increases, with all the funds identified as ready to be obligated in FY 2018/19. The written agenda item recommended that the remaining balance be loaned to the San Bernardino County Transportation Authority, and TRANSCOM approved that recommendation, but at the TTAC meeting staff requested that the loan approval be deferred to allow more time to consider additional Ventura County projects. The Commission agenda for November included an item to approve the \$6,588,512 in programming recommended by staff and the Committees.

DISCUSSION:

The Attachment summarizes the revised plan for obligating the complete CMAQ balance in FY 2018/19. There have been three projects added, shown in bold italics, with cost increases totaling \$671,371. Of the increased amount, \$500,000 is for operating costs for the new VCTC Intercity East/West line, with the cost increase being associated with the higher costs of VCTC's revised operations contract with RATP-DEV.

Staff recommends that the remaining estimated unobligated CMAQ balance be loaned to the San Bernardino County Transportation Authority which has indicated it can obligate the funds in early FY 2018/19. One issue for TTAC consideration in particular is whether the recommended loan amount of \$1,500,000 should be increased to cover for potential bicycle/pedestrian project delivery slippage. Given the need for all agencies to reduce balances to avoid the rescission, it is likely that there will be a relatively short availability for the loan to San Bernardino County.

VCTC PLAN TO REDUCE FY 2018/19 CMAQ BALANCE

Estimated end-of-year balance, based on committed projects only	\$8,535,000
Pending Santa Paula Deobligation	284,000
Additional Projects Than Can Be Obligated In FY 2018/19 –	
<u>Shelf List Projects</u>	
Gold Coast Transit - Bus Repowering / Ventura Road Service	2,669,142
Camarillo - Springville Road Bike Path Design	400,000
<u>Cost Increases to Approved CMAQ / Prop 1B Projects</u>	
Thousand Oaks – Rancho Road Bike/Ped Construction	280,370
Camarillo – Las Posas / Pleasant Valley Bike Lanes Design	500,000
Thousand Oaks – Transit Center Improvement Construction	825,000
County Unincorporated – Camarillo Heights Project Construction	341,000
County Unincorporated – Kenney Street Ped Project Design	23,000
County Unincorporated – Central Avenue Ped Project Design	150,000
Simi Valley – CNG Fueling System Upgrade	598,123
<i>Oxnard – Ventura Road Bus Line Stops</i>	<i>77,571</i>
<i>Oxnard – Pedestrian Crossing Beacons</i>	<i>93,800</i>
<i>VCTC – East/West Bus Line Operations</i>	<i>500,000</i>
<u>Replacement of Prop 1B PTMISEA with CMAQ*</u>	
Simi Valley CNG Fueling Upgrade	<u>801,877</u>
<u>Total Additional 2018/19 Obligations</u>	<u>\$7,259,883</u>
ESTIMATED REMAINING 2018/19 BALANCE	<u>\$1,559,117</u>
Recommended Loan to San Bernardino County = \$1,500,000	

*Prop 1B \$801,877 from Simi Valley to be transferred to Moorpark for Metrolink Station North Parking Lot Resurfacing. (Previously-approved Prop 1B project not eligible for CMAQ)

NOTE: Projects added in November shown in ***bold italics***.



DATE: November 8, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: APPROVE 2018/19 FINAL PROGRAM OF PROJECTS

RECOMMENDATION:

- Approve the final Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year (FY) 2018/19.

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 urban area of Ventura County. Since 2003, VCTC has prepared the POP using separate programs for the Oxnard/Ventura, Thousand Oaks/Moorpark, and Camarillo urbanized areas, as defined by the U.S. Census Bureau. Later, VCTC also began to prepare the POP for Simi Valley based on a decision by Caltrans to delegate to VCTC the Designated Recipient status for Simi Valley.

DISCUSSION

In another item in this Committee agenda, staff is recommending programming of \$671,371 for additional CMAQ projects to avoid a rescission of apportionment balances. These projects must be obligated or, in the case of transit projects, have FTA transfers approved by the end of Federal FY 2018/19 to reduce the CMAQ balance. Therefore, it is necessary to again revise the POP to include the CMAQ transit projects being programmed. Staff recommends TRANSCOM approve the attached revised FY 2018/19 POP which has been modified to include the proposed additional transit CMAQ projects.

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 December 7th meeting.

Program of Projects

The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2018/19 Fiscal Year (FY 2019). The funds available in FY 2019 are estimated to be \$425,000 in Section 5310 funds and \$26,200,000 in other funds for the Oxnard UA, \$170,000 in Section 5310 funds and \$8,025,000 in other funds for the Thousand Oaks UA, \$2,615,000 for the Camarillo UA, and \$4,725,000 for the Simi Valley UA, based on anticipated FY 2019 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, December 7, 2018, in the Camarillo City Council Chamber, 601 Carmen Drive, in Camarillo. The POP is available for public inspection at 950 County Square Drive, Suite 207, Ventura CA 93003. Unless a subsequent list is published, this list will become the final Program of Projects for inclusion in the Southern California Association of Governments Federal Transportation Improvement Program.

FY 2018/19 Federal Transit Program of Projects

	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
Gold Coast Transit			
<u>Operating Assistance</u>			
Ventura Road Transit Service (FY 18/19, 19/20 & 20/21)(CMAQ Funds)	\$ 4,215,196	\$ 3,731,713	\$ 483,483
Operating Assistance	\$ 2,500,000	\$ 1,250,000	\$ 1,250,000
	\$ 6,715,196	\$ 4,981,713	\$ 1,733,483
<u>Capital Assistance</u>			
Preventive Maintenance	\$ 1,662,895	\$ 1,330,316	\$ 332,579
Midlife Bus Refurbishment & Engine Replacement for 14 buses (CMAQ Funds)	\$ 3,696,082	\$ 3,272,141	\$ 423,941
Operations and Maintenance Facility Debt Service	\$ 486,815	\$ 389,452	\$ 97,363
Operations and Maintenance Facility Debt Service (5339 Funds)(FY 17/18)	\$ 282,545	\$ 226,036	\$ 56,509
Operations and Maintenance Facility Debt Service (5339 Funds)	\$ 888,185	\$ 710,548	\$ 177,637
ADA Paratransit Service	\$ 1,147,500	\$ 918,000	\$ 229,500
	\$ 8,164,022	\$ 6,846,493	\$ 1,317,529
Total Gold Coast	\$ 14,879,218	\$ 11,828,206	\$ 3,051,012
Ventura County Transportation Commission			
<u>Operating Assistance</u>			
VCTC Intercity Operating Assistance (FY 19/20)	\$ 2,449,156	\$ 1,224,578	\$ 1,224,578
VCTC Intercity East/West Line (CMAQ funds)	\$ 564,780	\$ 500,000	\$ 64,780
CalVans Vanpool (JARC funds)	\$ 100,000	\$ 25,000	\$ 75,000
County Human Services Agency Work			
Reliability Transport (FY 2017/18 - JARC funds)	\$ 36,000	\$ 30,000	\$ 6,000
County Human Services Agency Work			
Reliability Transport (FY 2018/19 - JARC funds)	\$ 72,000	\$ 60,000	\$ 12,000
	\$ 3,221,936	\$ 1,839,578	\$ 5,061,514
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 19/20)	\$ 393,783	\$ 315,026	\$ 78,757
Regional Transit Information Center (FY 19/20)	\$ 280,000	\$ 224,000	\$ 56,000
Countywide Outreach Activities (FY 19/20) (CMAQ Funds)	\$ 600,000	\$ 600,000	\$ -
Fare Collection/Passenger Counting Data Management (FY 19/20)	\$ 350,000	\$ 280,000	\$ 70,000
Elderly/Disabled Planning/Evaluation (FY 19/20)	\$ 278,750	\$ 223,000	\$ 55,750
Bus Service Planning (FY 19/20)	\$ 565,000	\$ 452,000	\$ 113,000
	\$ 2,467,533	\$ 2,094,026	\$ 373,507
<u>Capital Assistance</u>			
Regional Transit Tech Equipment (FY 19/20)	\$ 118,750	\$ 95,000	\$ 23,750
Purchase 3 VCTC Intercity Buses (CMAQ Funds)	\$ 2,138,099	\$ 1,892,859	\$ 245,240
MetroLink Preventive Maintenance (FY 19/20)	\$ 1,820,228	\$ 1,820,228	\$ -
MetroLink Capital Rehab (Sec 5337)	\$ 737,861	\$ 737,861	\$ -
MetroLink Capital Rehab (FY 19/20)(Sec 5337)	\$ 2,477,608	\$ 2,477,608	\$ -
MetroLink Prev Maintenance (FY 19/20)(Sec 5337)	\$ 2,460,937	\$ 2,460,937	\$ -
	\$ 9,634,733	\$ 9,389,493	\$ 245,240
Total VCTC	\$ 15,324,202	\$ 13,323,097	\$ 5,680,261

Valley Express			
<u>Operating Assistance</u>			
Operating Assistance (FY 19/20)	\$ 1,254,396	\$ 627,198	\$ 627,198
Total Valley Express	\$ 1,254,396	\$ 627,198	\$ 627,198
TOTAL	\$ 31,457,815	\$ 25,778,501	\$ 9,358,470

THOUSAND OAKS/MOORPARK URBANIZED AREA

Ventura County Transportation Commission			
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 19/20)	\$ 570,971	\$ 456,777	\$ 114,194
	\$ 570,971	\$ 456,777	\$ 114,194
<u>Capital Assistance</u>			
VCTC Svcs - Cap Leases (FY19/20)	\$ 352,981	\$ 282,385	\$ 70,596
VCTC Svcs - Cap Leases (FY19/20) (Sec 5339)	\$ 166,735	\$ 166,735	\$ -
Regional Transit Tech Equipment (FY 19/20)	\$ 37,500	\$ 30,000	\$ 7,500
Regional Transit Tech Equipment (FY 19/20) (Sec 5339)	\$ 144,600	\$ 144,600	\$ -
Metrolink Preventive Maintenance (FY 19/20)	\$ 742,381	\$ 742,381	\$ -
Metrolink Capital Rehab (Sec 5337)	\$ 515,786	\$ 515,786	\$ -
Metrolink Capital Rehab (FY 19/20)(Sec 5337)	\$ 1,694,545	\$ 1,694,545	\$ -
Metrolink Prev Maintenance (FY 19/20)(Sec 5337)	\$ 1,683,883	\$ 1,683,883	\$ -
	\$ -	\$ -	\$ -
	\$ 5,338,411	\$ 5,260,315	\$ 78,096
Total VCTC	\$ 5,909,383	\$ 5,717,092	\$ 192,291

City of Thousand Oaks			
<u>Planning Assistance</u>			
Transit Planning & Education	\$ 187,500	\$ 150,000	\$ 37,500
	\$ 187,500	\$ 150,000	\$ 37,500
<u>Capital Assistance</u>			
Transit Center Improvements (CMAQ Funds)	\$ 825,000	\$ 825,000	\$ -
Transit Vehicle Maintenance	\$ 500,000	\$ 400,000	\$ 100,000
Transit Facilities / Bus Stops Maintenance	\$ 187,500	\$ 150,000	\$ 37,500
Transit Vehicle Capital Lease	\$ 187,500	\$ 150,000	\$ 37,500
Inter-City ADA	\$ 62,500	\$ 50,000	\$ 12,500
	\$ 1,762,500	\$ 1,575,000	\$ 187,500
Total Thousand Oaks	\$ 1,950,000	\$ 1,725,000	\$ 225,000

City of Moorpark			
<u>Operating Assistance</u>			
Fixed Route/Paratransit Operating Assistance	\$ 240,000	\$ 120,000	\$ 120,000
	\$ 240,000	\$ 120,000	\$ 120,000
<u>Capital Assistance</u>			
Metrolink Station South Entrance + Other Station Improvements / Upgrades	\$ 126,928	\$ 101,542	\$ 25,386
Dial-a-Ride Capital Leases / Cap Maint	\$ 93,750	\$ 75,000	\$ 18,750
	\$ 220,678	\$ 176,542	\$ 44,136
Total Moorpark	\$ 460,678	\$ 296,542	\$ 164,136
TOTAL	\$ 8,320,060	\$ 7,738,634	\$ 581,426

CAMARILLO URBANIZED AREA

Ventura County Transportation Commission			
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 19/20)	\$ 164,430	\$ 131,544	\$ 32,886
	\$ 164,430	\$ 131,544	\$ 32,886
<u>Capital Assistance</u>			
VCTC Svcs - Cap Leases (FY18/19) (Sec 5339)	\$ 186,125	\$ 186,125	\$ -
VCTC Svcs - Cap Leases (FY19/20) (Sec 5339)	\$ 169,392	\$ 169,392	\$ -
	\$ 355,517	\$ 355,517	\$ -
Total VCTC	\$ 519,947	\$ 487,061	\$ 32,886

City of Camarillo			
<u>Operating Assistance</u>			
Camarillo Area Transit Operating Assistance	\$ 924,100	\$ 462,050	\$ 462,050
	\$ 924,100	\$ 462,050	\$ 462,050
<u>Capital Assistance</u>			
Metrolink Quiet Zone Improvements	\$ 400,000	\$ 400,000	\$ -
Bus Capital Maintenance	\$ 728,500	\$ 582,800	\$ 145,700
Rail Station Capital Maintenance	\$ 83,780	\$ 67,024	\$ 16,756
	\$ 1,212,280	\$ 1,049,824	\$ 162,456
Total Camarillo	\$ 2,136,380	\$ 1,511,874	\$ 624,506
TOTAL	\$ 2,656,327	\$ 1,998,935	\$ 657,392

SIMI VALLEY URBANIZED AREA			
Ventura County Transportation Commission			
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 19/20)	\$ 277,282	\$ 106,653	\$ 170,629
	\$ 277,282	\$ 106,653	\$ 170,629
<u>Capital Assistance</u>			
VCTC Svcs - Cap Leases (FY18/19) (Sec 5339)	\$ 280,557	\$ 280,557	\$ -
VCTC Svcs - Cap Leases (FY19/20) (Sec 5339)	\$ 326,533	\$ 326,533	\$ -
	\$ 326,533	\$ 326,533	\$ -
Total VCTC	\$ 603,815	\$ 433,186	\$ 170,629
City of Simi Valley			
<u>Operating Assistance</u>			
Simi Valley Transit Operating Assistance	\$ 4,151,850	\$ 2,075,925	\$ 2,075,925
	\$ 4,151,850	\$ 2,075,925	\$ 2,075,925
<u>Capital Assistance</u>			
CNG Fueling System Upgrade (CMAQ Funds)	\$ 1,400,000	\$ 1,400,000	\$ -
Preventive Maintenance	\$ 280,400	\$ 224,320	\$ 56,080
Non Fixed-Route ADA Paratransit Capital	\$ 339,291	\$ 271,433	\$ 67,858
Dispatch Software	\$ 45,000	\$ 36,000	\$ 9,000
	\$ 2,064,691	\$ 1,931,753	\$ 132,938
Total Simi Valley	\$ 6,216,541	\$ 4,007,678	\$ 2,208,863
TOTAL	\$ 6,820,356	\$ 4,440,864	\$ 2,379,492

FY 2018/19 SECTION 5310 / NEW FREEDOM PROGRAM OF PROJECTS

OXNARD/VENTURA URBANIZED AREA			
<u>Planning Assistance</u>			
Program Administration	\$ 27,326	\$ 27,326	\$ -
	\$ 27,326	\$ 27,326	\$ -
<u>Operating Assistance</u>			
Gold Coast Access Direct Service to Camarillo	\$ 101,333	\$ 81,066	\$ 20,267
Area Agency on Aging MediRide	\$ 157,500	\$ 105,000	\$ 52,500
	\$ 258,833	\$ 186,066	\$ 72,767
<u>Capital Assistance</u>			
Gold Coast Young Adult Mobility Education	\$ 60,000	\$ 48,000	\$ 12,000
	\$ 60,000	\$ 24,000	\$ 12,000
Total Enhanced Mobility	\$ 346,159	\$ 237,392	\$ 84,767

THOUSAND OAKS/MOORPARK URBANIZED AREA			
<u>Planning Assistance</u>			
Program Administration	\$ 17,040	\$ 17,040	\$ -
	\$ 17,040	\$ 17,040	\$ -
<u>Operating Assistance</u>			
Moorpark Free Senior/Disabled Fares	\$ 12,750	\$ 10,200	\$ 2,550
ECTA Saturday Senior ADA Service	\$ 25,000	\$ 20,000	\$ 5,000
Thousand Oaks Free Rides ADA/DAR	\$ 25,000	\$ 20,000	\$ 5,000
Area Agency on Aging MediRide	\$ 105,000	\$ 70,000	\$ 35,000
	\$ 167,750	\$ 120,200	\$ 47,550
<u>Capital Assistance</u>			
ECTA Intercity Service Vehicle Lease	\$ 25,000	\$ 20,000	\$ 5,000
	\$ 25,000	\$ 20,000	\$ 5,000
Total Enhanced Mobility	\$ 209,790	\$ 157,240	\$ 52,550



DATE: November 8, 2018

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: ADA CERTIFICATION SERVICES CONTRACT EXTENSION

RECOMMENDATION:

- Recommend that the commission exercise the contract option with Mobility Management Partners, Inc., (MMP) to extend the contract by one year through June 30, 2020 at a cost not to exceed \$303,664 for the extension period, as specified in the option.

BACKGROUND:

In 2015 VCTC conducted a competitive procurement for ADA certification services, selecting MMP, the prior service provider, for the contract. As specified in the RFP, the contract is for a three-year term ending June 30, 2018, with options for two one-year extensions.

There was an extensive discussion leading to the consultant selection, with many comments regarding suggestions for improving the eligibility process. Furthermore, the RFP called for the selected contractor to make certain changes from VCTC's previous program. At the May, 2016 meeting, staff reported to the Commission on the status of the changes, with an evaluation of the contractor's effectiveness. At that time there was general satisfaction with the progress made, particularly because the average application processing time had dropped from 52 to 11 days (March 2016). Meanwhile, the number of determinations had risen from an average of 800 per year in 2013/14 to 1,150 per year in 2015/16. In 2016/17 the number of determinations had stabilized. At the May, 2016 meeting the Commission also amended the MMP contract to increase the contract ceiling due to the greater than expected number of determinations.

In November, 2017, the Commission approved the first of the two one-year extensions for the MMP contract, extending the contract to June 2019. The final one-year extension option would extend the contract to June 2020.

DISCUSSION:

Over the past year VCTC staff has received a relatively low level of complaints from ADA applicants, and the few complaints have generally had to do with the determination that was made rather than hold-ups in the process as was common in years past. There appears to be general satisfaction with the work of MMP as it has carried out this contract. Attached for the Committee's review is a table summarizing the certification statistics over the length of the contract.

During the procurement process in 2015 the only other proposal received for a similar work scope, including in-person evaluations where appropriate, had a cost averaging \$223 per evaluation for the 2018/19 contract option. The price for the MMP contract option averages \$199 per evaluation for 2019/20 so this price appears reasonable based on the information available to VCTC.

	15/16 Q1	15/16 Q2	15/16 Q3	15/16 Q4	16/17 Q1	16/17 Q2	16/17 Q3	16/17 Q4	17/18 Q1	17/18 Q2	17/18 Q3	17/18 Q4	18/19 Q1
Total Applications	378	255	315	364	375	290	311	351	367	290	336	380	369
Averages (in days)													
Application to Professional Evaluation	17.0	9.8	12.2	8.1	9.0	8.9	6.8	7.7	5.5	9.1	6.4	7.0	5.1
Professional Evaluation to Appointment	17.0	9.8	12.2	8.1	9.0	8.9	6.8	7.7	5.5	9.1	6.4	7.0	5.1
Application to Appointment	28.5	21.8	22.5	19.7	18.3	23.1	13.7	15.3	12.6	19.3	12.8	10.8	9.4
Appointment to Eligibility	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Application to Eligibility	28.7	21.8	22.5	19.7	18.3	23.1	13.7	15.3	12.7	19.3	12.8	10.8	9.5
Eligibility Results													
Unconditional	299	193	231	274	295	212	238	275	285	231	282	328	302
Conditional	20	18	28	30	20	22	29	29	32	19	19	21	14
Temp/Unconditional	14	16	14	18	21	16	16	25	12	18	20	14	25
Temp/Conditional	0	1	1	0	1	1	3	1	1	0	2	0	3
Not Eligible	0	0	2	0	3	3	3	2	4	1	2	2	1
Applicant Did Not Complete Process	45	27	39	42	35	36	22	19	33	21	11	15	24
Total Eligibility Determinations	333	228	276	322	340	254	289	332	334	269	325	365	345
Percentage													
Unconditional	79.1%	75.7%	73.3%	75.3%	78.7%	73.1%	76.5%	78.3%	77.7%	79.7%	83.9%	86.3%	81.8%
Conditional	5.3%	7.1%	8.9%	8.2%	5.3%	7.6%	9.3%	8.3%	8.7%	6.6%	5.7%	5.5%	3.8%
Temp/Unconditional	3.7%	6.3%	4.4%	4.9%	5.6%	5.5%	5.1%	7.1%	3.3%	6.2%	6.0%	3.7%	6.8%
Temp/Conditional	0.0%	0.4%	0.3%	0.0%	0.3%	0.3%	1.0%	0.3%	0.3%	0.0%	0.6%	0.0%	0.8%
Not Eligible	0.0%	0.0%	0.6%	0.0%	0.8%	1.0%	1.0%	0.6%	1.1%	0.3%	0.6%	0.5%	0.3%
Applicant Did Not Complete Process	11.9%	10.6%	12.4%	11.5%	9.3%	12.4%	7.1%	5.4%	9.0%	7.2%	3.3%	3.9%	6.5%
Assessment Types													
Cognitive	34	23	38	46	33	39	41	35	38	30	28	28	41
Physical	43	42	35	42	41	33	35	38	27	29	35	28	24
Interview Only	80	14	19	18	22	23	14	24	27	16	12	13	13
No Appointment	176	149	184	216	244	159	199	235	242	194	250	296	267
Percentage													
Cognitive	10.2%	10.1%	13.8%	14.3%	9.7%	15.4%	14.2%	10.5%	11.4%	11.2%	8.6%	7.7%	11.9%
Physical	12.9%	18.4%	12.7%	13.0%	12.1%	13.0%	12.1%	11.4%	8.1%	10.8%	10.8%	7.7%	7.0%
Interview Only	24.0%	6.1%	6.9%	5.6%	6.5%	9.1%	4.8%	7.2%	8.1%	5.9%	3.7%	3.6%	3.8%
No Appointment	52.9%	65.4%	66.7%	67.1%	71.8%	62.6%	68.9%	70.8%	72.5%	72.1%	76.9%	81.1%	77.4%

ADA Applications Received Electronically - By Fiscal Year Quarter

	15/16 Q1	15/16 Q2	15/16 Q3	15/16 Q4	16/17 Q1	16/17 Q2	16/17 Q3	16/17 Q4	17/18 Q1	17/18 Q2	17/18 Q3	17/18 Q4	18/19 Q1
Total Applications	378	255	315	364	375	290	311	351	367	290	336	380	369
Electronic Applications	10	29	30	25	32	39	35	43	47	52	49	78	55
Percentage of Electronic Applications	3%	11%	10%	7%	9%	13%	11%	12%	13%	18%	15%	21%	15%

ADA Applications Received Electronically - By Month

Month	FY 15/16	FY 16/17	FY 17/18	FY 18/19
July	0	10	7	19
August	1	14	20	18
September	9	8	20	18
October	9	10	21	
November	13	19	17	
December	7	10	14	
January	4	13	17	
February	20	5	11	
March	6	17	21	
April	13	15	29	
May	5	13	20	
June	7	15	29	
Total	94	149	226	55