



TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Camarillo City Hall, Administrative Conference Room

601 Carmen Drive, Camarillo, CA

Thursday, April 11, 2019

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 March 14, 2019 meeting.

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

ITEM 7 TRANSPORTATION DEVELOPMENT ACT CLAIMS MANUAL – For Action

ITEM 8 FEDERAL TRANSIT ADMINISTRATION (FTA) TRIENNIAL REVIEW STATUS FOR VCTC - Update

ITEM 9 FISCAL YEAR 2019/2020 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS FINDINGS – For Update

ITEM 10 JOBS ACCESS/REVERSE COMMUTE 5310 (JARC) CALL FOR PROJECTS – For Action

ITEM 11 FISCAL YEAR 2019/2020 PROGRAM OF PROJECTS (POP) ESTIMATES – For Action

ITEM 12 FUTURE AGENDA ITEMS – For Information

- Micro-Transit/Alternative Transportation Services
- Mileage Reimbursement Program Expansion

ITEM 13 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.



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

Camarillo City Hall, Administrative Conference Room

601 Carmen Drive, Camarillo, CA

Thursday, March 14, 2019

1:30 p.m.

Meeting Minutes

MEMBERS PRESENT:

Bill Golubics, City of Camarillo (Chair)
Shaun Kroes, City of Moorpark
Ellen Debord, City of Ojai
Mike Houser, City of Thousand Oaks
Ben Gonzales, City of Simi Valley
Sergio Albarran, City of Ventura (Vice Chair)
Treena Gonzalez, County of Ventura
Vanessa Rauschenberger, Gold Coast Transit District

Jerry Fernandez, CSU Channel Islands (ex-officio)

Ben Cacatian, VCAPCD (ex-officio)

MEMBERS ABSENT:

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

VCTC STAFF PRESENT:

Martin Erickson, Public Transit Director
Peter De Haan, Programming Director
Claire Grasty, Program Manager | Regional Transit Planning
Judith Johnduff, Program Manager
Sally DeGeorge, Finance Director

ITEM 1

CALL TO ORDER

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

ITEM 2

INTRODUCTIONS & ANNOUNCEMENTS

Mr. Shaun Kroes, City of Moorpark, announced that he provided to Ms. Grasty, the executed Metrolink Maintenance Agreement. This agreement may serve as a model to host cities that do not already have an existing maintenance agreement for the stations they may have in their cities.

Mr. Matt Miller, Gold Coast Transit District, announced they will be holding a kick-off meeting on Wednesday, March 20th, for MVBC first mile-last mile connectivity study. If anyone who would like to be on the stakeholder list please let him know.

Mr. Peter De Haan, VCTC, made a brief announcement that both L.A. Metro and Metrolink will be providing free fares on Earth Day.

Ms. Claire Grasty, VCTC, announced VCTC is in the process of getting the contract signed for the Origin Destination Transfer and Customer Satisfaction Survey and plan to have the approval signed at the next Commission meeting in April. Also, VCTC has received several proposals for the Transportation Emergency Transportation Plan (TEPP) and interviews will be taking place on Tuesday, March 26th.

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

None.

ITEM 5 APPROVAL OF MINUTES

ACTION

Gonzalez moved, Kroes seconded, that the Committee approve the January 10, 2019 meeting minutes. The motion passed with no objections.

ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM

Mr. De Haan, provided a brief summary of the ADA Certification Service and Mileage Reimbursement program for the months of January and February 2019.

ITEM 7 TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS MANUAL

Ms. Sally De George, VCTC, provided an overview of the proposed new Transportation Development Act Claims Manual. She mentioned the last time any changes were made to the manual was back in 1995. The new TDA Claims Manual provides an overview of the TDA process and funding types (including the new State of Good Repair funds) as well as summaries of the various articles including uses and requirements. The claim forms have been updated and converted to excel for easy use by the TDA claimants. The manual provides examples of the claim forms and includes line by line instructions on how to complete the claim forms. The manual also includes important due dates, a glossary and an acronym list for additional assistance. Staff is recommending that TRANSCOM support the VCTC TDA Claims Manual for adoption and use beginning in Fiscal Year 2019/2020.

Discussion

The Committee asked for additional time to review the TDA Claims Manual and is asking the item be brought back at the next TRANSCOM meeting.

Ms. DeGeorge stated there is sufficient time to bring this item back to the next TRANSCOM meeting. She asked if there are any concerns and or questions that you may have, please provide those to her as soon as you can.

ITEM 8 AUTOMATIC VEHICLE LOCATOR (AVL) SYSTEM

Mr. Erikson provided an update to the Committee of the AVL project status with Syncromatics. There was a meeting held earlier in the morning with Syncromatics at the Gold Coast Facilities. In

attendance was the City of Simi Valley and Gold Coast Transit District. He said the meeting was productive and a timeline has been set to complete the project and have existing technical and hardware issues resolved and have the system be fully up and running within the next 3 months or sooner. If there are any additional concerns and or questions please contact Martin for any follow-up.

ITEM 9 FY 2018/19 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) ALLOCATION

Ms. Judith Johnduff, VCTC, staff is requesting TRANSCOM approve the three recommended projects that are listed in the staff report for Ventura County Transportation Commission (VCTC) FY2018/19 VCTC Low Carbon Transit Operations Program (LCTOP) Allocation Request of \$1,621,013.

The three projects to be funded are, 1) \$640,000 for the East-West County Connector Service Project, 2) \$831,013 for the College Ride Transit Fare Promotion Project – which includes a total of \$34,470 of additional LCTOP funds contributed by the cities of Thousand Oaks, Moorpark, Camarillo and Simi Valley, and 3) \$150,000 for seasonal Metrolink Saturday Service. All of the recommended projects are eligible for funding under the LCTOP guidelines and meet the goals and requirements of the LCTOP program.

Ms. Grasty, spoke on the proposed funding for the Seasonal Metrolink Saturday Service. She said due to the increased LCTOP funding available, staff is recommending funding Metrolink Saturday service during the summer of 2020. By providing seasonal Metrolink Saturday service will allow Ventura County resident who do not use Metrolink weekday commuter trips to give the train a try. She also noted that through the Unmet Needs process, one of the most requested service requests is Metrolink weekend service and increased frequency on the line.

ACTION

Rauschenberger moved, Gonzales seconded, that the Committee approve all three projects as recommended by staff. The motion passed unanimously with no objections.

ITEM 10 2019 COMBINED CALL-FOR-PROJECTS FOR FTA SECTION 5310 LARGE URBAN AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS CALL FOR PROJECTS

Ms. Johnduff reviewed with the Committee the proposed funding of \$430,000 of FY18/19 and FY19/20 FTA Section 5310 Funds for the operation of a One-Call/One-Click program. She also reviewed the proposed schedule and Guidelines for a Call-for-Projects to program FY18/19 and FY19/20 FTA Section 5310 Large Urbanized Area (Seniors and Disable) funds and Section 5307 Jobs Access/Reverse Commute (JARC) funds (attachments for each was provided in the staff report).

Discussion

There was extensive discussion amongst the Committee members on the proposed funding for the One-Call/One-Click program. The following recommendation to amend the proposal which is in the scope of the services and in the application process 1) Quarterly Progress Reporting and, 2) prioritization of criteria specific to the performance indicator

ACTION

Kroes moved, Houser seconded, that the Committee approve the recommendations with the following amendments: 1) require applicants to provide a cost/benefit calculation for

their projects, and 2) if approved for funding, require Interface Children and Family Services (the operator of 211) to provide monthly progress reports to TRANSCOM on the performance of the service. The motion passed unanimously with stated recommendations.

ITEM 11 CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROJECT STATUS

Mr. De Haan updated the Committee with the current status on the CMAQ projects listed on the provided tables (attachments A and B). He also informed the Committee a change is being made to the written proposed recommendation in Staff report provided.

*First, Mr. De Haan provided a review of the Federal Law for CMAQ funds apportioned to California lapse if they are not used within three years. AB 1012 applies the three-year lapsing rule to CMAQ funds in each county and why it is important for VCTC to have an accurate schedule of CMAQ projects to ensure that the region does not lose funds. Caltrans announced that as of January 31st, the state overall has \$1.8 billion in available federal apportionments, but based on the federal budget California only has authority to obligate \$1 billion this year. As a result, it is likely that in a few months the state could “run out” of its budget authority to obligate, with no further possibility to obligate funds and avoid a rescission. **Therefore, it is imperative that agencies submit their projects to Caltrans as soon as possible.** For transit projects requiring the FTA Transfer, those Transfer Requests need to be submitted as soon as the required TIP Amendment is approved, which is anticipated for early April. VCTC staff expects to have all the paperwork ready to submit the FTA Transfer for VCTC and subrecipients as soon as the TIP amendment is approved. He advised that Gold Coast and Simi Valley should do the same.*

Second, two agencies have informed VCTC that their projects have slipped from 2018/19 to 2019/20, resulting in a projected unobligated balance of \$2.45 million. The change to the written recommendation is that the Committee authorize Staff to approve an additional loan of \$2.45 million to the Orange County Transportation Authority (OCTA) and is to be repaid no later than the beginning of Fiscal Year 2021.

ACTION

Kroes moved, Gonzales seconded, that the Committee approve the recommended change and authorize Staff to approve an additional loan in the amount of \$2.45 million to the Orange County Transportation Authority (OCTA) and is to be repaid no later than the beginning of Fiscal Year 2021. The motion passed unanimously with no objections.

ITEM 12 FUTURE AGENDA ITEMS – For Information

- *California Air Resources Board (CARB)*
- *Micro-Transit/Alternative Transportation Services*
- *Mileage Reimbursement Program Expansion*
- *Origin of Destination Transfer/Customer Satisfaction Surveys*
- *Transportation Development Administration (TDA) Claims Manual*
- *Unmet Needs*

ITEM 17 ADJOURNMENT

Chair Golubics adjourned the meeting at 3:15 p.m.



DATE: APRIL 11, 2019

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:

Attached is the March 2019 ADA Certification Services Report from Mobility Management Partners (MMP) 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 March 2019 update on the Mileage Reimbursement Program (MRP) is attached.



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Mileage Reimbursement Program Monthly Report - Mar 2019							
Category	Item Measured	Mar	Feb	Jan	Dec	Nov	Oct
Application Process	Total Interest Applications	12	9	10	3	7	13
	Total Complete Applications	11	5	9	2	4	10
	Applications approved by EDC	2	9	0	0	0	4
	Total claims processed	88	85	90	83	85	86
Mileage Claims	Total miles reimbursed	10792	11383	10697	10791	10852	11186
	Total one-way trips claimed	2086	2161	2171	2005	2115	2052
Statistics by Service Area							
Camarillo	Claims Received	20	19	22	20	19	19
	Miles Reimbursed	2443	2541	2748	2808	2498	2670
	One-way trips claimed	486	497	575	529	479	492
Gold Coast	Claims Received	29	27	28	22	25	24
	Miles Reimbursed	3625	3636	3211	2998	3047	3086
	One-way trips claimed	769	723	727	576	664	650
Moorpark	Claims Received	2	3	3	3	3	1
	Miles Reimbursed	162	310	310	280	260	100
	One-way trips claimed	24	64	60	64	60	40
Simi Valley	Claims Received	2	3	3	4	4	4
	Miles Reimbursed	184	424	366	497	465	618
	One-way trips claimed	30	40	30	48	53	84
Thousand Oaks	Claims Received	31	29	31	30	30	33
	Miles Reimbursed	3788	3950	3572	3618	3874	3981
	One-way trips claimed	709	784	727	725	780	700
Valley Express	Claims Received	4	4	3	4	5	5
	Miles Reimbursed	590	522	490	590	708	731
	One-way trips claimed	68	53	52	63	79	86
Other Statistics							
	Average Trip Length (Miles)	5.2	5.3	4.9	5.4	5.1	5.5
	Average Cost per Trip	\$ 1.81	\$ 1.84	\$ 1.72	\$ 1.88	\$ 1.80	\$ 1.91



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Mar-19							
		Mar.	Feb	Jan	Dec	Nov	Oct
Call Center	Inbound ADA Calls	549	534	613	471	180	622
	Outbound ADA calls	103	56	170	156	41	249
	Average hold time (in seconds)	4.17	3.76	5.4	3.19	5.26	5.31
	Outbound Area Transmittals	5	4	13	8	8	3
	Inbound Area Transmittals	4	1	6	7	3	2
Applications Received	Recertification	55	56	52	32	47	52
	New Applications	91	60	84	47	30	94
Applications Received by Service Area	Camarillo Area	8	8	14	6	3	14
	Gold Coast Area	54	47	51	29	34	38
	Valley Express Area	8	2	5	3	6	12
	Moorpark Area	5	3	6	0	2	7
	Simi Valley Area	44	26	34	27	20	43
	Thousand Oaks	25	28	24	12	12	30
	Out of County	2	2	2	2	0	2
Completed Determinations by Evaluation Type	Complete, with Functional Evaluation	13	22	11	8	20	23
	Complete, Interview w/o Functional Evaluation	0	1	0	0	2	1
	Complete, Special Circumstance (no Interview)	36	33	37	29	33	52
	Complete, Over 85+	17	11	24	12	6	22
	Complete, Phone Interview	3	3	1	2	0	4
	Complete, Short-term Certification (60 days)	0	0	0	0	0	1
	Complete, Recertifications	43	50	47	31	30	39
Completed Determinations		112	120	120	82	91	142
Delays in Processing (Cumulative)	Due to incomplete application by client	6	6	5	4	2	5
	Pending Professional Evaluation (PE)	31	6	12	5	7	12
	Applications that failed to meet 21 day rule	0	0	0	0	0	0
	Applicants awaiting in-person interviews	6	9	12	5	4	18
Assessments	Assessment Categories	Total	CAM	VCTC	SIMI	T.O.	MPK
	With Physical Assessment	5	0	3	2	0	0
	With Cognitive Assessment	8	3	5	0	0	0
	Interview only (at assessment sites)	0	0	0	0	0	0
	No Shows	2	0	2	0	0	0
	Total in-person interviews scheduled	15	3	10	2	0	0
Total Number of appointment days		6	1	4	1	0	0
Determinations by Eligibility				Total	%		
Unconditional (including S.C., Over 85+ , Phone interviews,short-term)				102	91%		
Conditional				4	4%		
Temporary				6	5%		
Denials				0	0%		
Short Term				0	0%		

Total phone calls inbound/outbound: 652

Riders requesting service outside of Ventura County

Riders requesting service into Ventura County

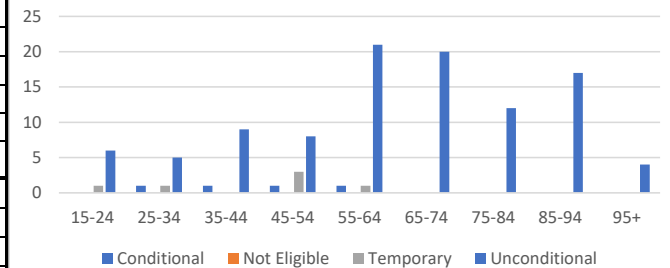
Total applications received: 146

Online Applications Received: 5 (3%)

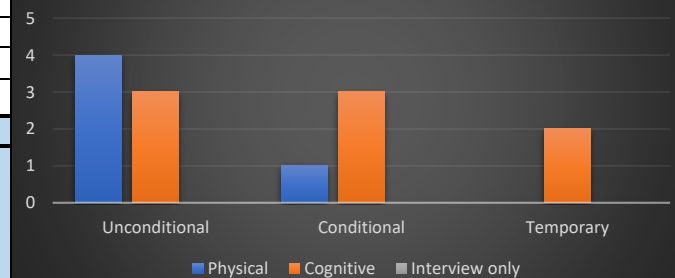
Applications by Language



Evaluations by Age and Determination Type



In-person Interviews by Eligibility and Assessment Type



Mar-19				
Applications Received - GCT Area Cities	March	Feb	Jan	Dec
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	0	1	2	0
Oak View	0	1	0	1
Oxnard	32	26	32	19
Port Hueneme	2	3	5	0
Ventura	20	16	12	14
Applications Received-Valley Express Area Cities				
Fillmore	3	1	1	0
Piru	1	0	0	0
Santa Paula	4	1	4	3
Travel Training				
Training Statistics	March	Feb	Jan	Dec
Referrals received	12	4	2	2
Assessments	14	13	0	0
Trainings	4	0	0	0
Referral Source				
ADA-Camarillo Area	1	0	0	0
ADA-Gold Coast Area	4	0	0	3
ADA-Valley Express Area	0	0	0	0
ADA-Moorpark Area	2	0	0	1
ADA-Simi Valley Area	3	0	0	1
ADA-Thousand Oaks Area	0	0	0	0
Workshops	0	0	0	0
Other	2	4	2	2
Transit 101 Workshops				
Hosting Agency	Date	Attendees	Riders	Referrals
N/A				



DATE: APRIL 11, 2019

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: SALLY DE GEORGE, FINANCE DIRECTOR

SUBJECT: PROPOSED TRANSPORTATION DEVELOPMENT ACT CLAIMS MANUAL

RECOMMENDATION:

- Support the recommendation to adopt the new Transportation Development Act Claims Manual.

BACKGROUND:

The Mills-Alquist-Deddeh Act (SB 325), also known as the Transportation Development Act (TDA), was enacted in 1971 by the California Legislature to fund and improve public transportation services and encourage regional transportation coordination. This law provides funding to be allocated for a wide variety of transit and some non-transit related purposes including community transit services, public transportation, bus and rail projects, pedestrian and bicycle facilities and planning and program activities.

Per the Public Utilities Code, the Ventura County Transportation Commission is the Transportation Planning Agency (TPA) for Ventura County. As the TPA, VCTC is responsible for apportioning, allocating and monitoring compliance of TDA funds including both the Local Transportation Funds (LTF) and the State Transit Assistance (STA) funds as well as the new State of Good Repair (SGR) funds. The TPA is tasked with ensuring compliance with the TDA regulations set forth in the TDA guidebook and adopts policy in areas where the TPA has discretionary authority.

DISCUSSION:

VCTC staff is often called upon to assist with and answer questions about TDA regulations as well as the claims process. In order to facilitate the claims process, uses and auditing of TDA, staff has developed a VCTC Transportation Development Act (TDA) Claims Manual.

The manual provides an overview of the TDA process and funding types (including the new State of Good Repair funds) as well as summaries of the various articles including uses and requirements. The claim forms have been updated and converted to excel for easy use by the TDA claimants. The manual provides examples of the claim forms and includes line by line instructions on how to complete the claim forms. The manual also includes important due dates, a glossary and an acronym list for additional assistance.

The manual is intended to be a primer for those new to the TDA process and a refresher for those who periodically utilize TDA funds and/or complete the claim forms. The manual is not intended to replace the TDA statutes. In fact, the manual provides the TDA code sections throughout the manual so that the user may more fully research the regulations when questions arise. As stated in the manual, the Transportation Development Act Statutes and California Code of Regulations are available on the California Department of Transportation (Caltrans), Division of Mass Transportation website at http://www.dot.ca.gov/drmt/docs/tda/TDA_07-2018.pdf.

The VCTC TDA Claims Manual was reviewed and analyzed by the TDA auditors for compliance with the TDA Statutes and Regulations as well as VCTC policies and suggested best practices. The manual was updated and clarified with suggestions received. Staff is bringing the VCTC TDA Claims Manual to TransCOM for review and comment before it is finalized and presented to the VCTC Commission for adoption and use in the new fiscal year. Staff will include a summary of TransCOM's recommendation in the report to the Commission. Staff is recommending that TransCOM support the VCTC TDA Claims Manual for adoption and use beginning in Fiscal Year 2019/2020.



DATE: APRIL 11, 2019

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: STATUS OF VCTC TRIENNIAL REVIEW

RECOMMENDATION:

- Review and file.

DISCUSSION:

VCTC and Gold Coast Transit are scheduled for their FTA Triennial Reviews in FY 2018/19. Both agencies have received notices of the Triennial Review, but the review consultants are still not assigned so staff is awaiting further instructions regarding submittal of documents for review. Last month FTA provided the Triennial Review Training Workshop.

One issue that was mentioned at the Training Workshop that warrants TRANSCOM attention pertains to the requirement that the ADA complementary paratransit fare be no more than double the regular fixed route fare. FTA staff stated that this requirement applies within service areas of shorter bus lines that have lower fares. For example, a free local circulator bus would trigger a requirement of free ADA paratransit for all trips with origins and destinations within $\frac{3}{4}$ mile of the free bus. This requirement has never before been identified during Triennial Reviews but due to the complex nature of Ventura County's operational arrangements the Committee should start considering how this issue raised by FTA and likely to be enforced during the upcoming review could impact the complementary paratransit fares and organizational structure.



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DATE: APRIL 11, 2019

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: FISCAL YEAR 2019/2020 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS FINDINGS

RECOMMENDATION:

- Review and draft Fiscal Year (FY) 2019/2020 Unmet Transit Needs Findings and staff recommendation.

DISCUSSION:

As part of the annually required Unmet Transit Needs Findings, the Citizen's Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) is required to review and comment on the recommendations which are proposed to be present to the Commission. The findings were brought to CTAC/SSTAC at the March meeting for review and to April meeting for approval. The Unmet Transit Needs Assessment is attached.

Pursuant to Senate Bill 203, the cities of Santa Paula, Fillmore, Moorpark and Camarillo are subject to the Unmet Needs process. Additionally, on June 11, 2018, legislation allowed Thousand Oaks to spend TDA fund on street and roads and they therefore now participate in the process as well. VCTC Intercity service does not utilize Article 8 funds for non-transit purposes; however, service requests for the regional service it provides are included in the process. The Gold Coast Transit District (GCTD), City of Ojai and the City of Simi Valley do not utilize or claim TDA Article 8 funds for non-transit purposes and their service is not subject to the Unmet Transit Needs process.

Adopted Criteria

In order for a request to be considered an Unmet Transit Need, it must meet either of the two following definitions and must receive at least 15 requests for general public service or 10 requests for disabled service:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.

- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

If they fulfill the above criteria, the need must also be determined to be reasonable to meet.

Public Input Process

For FY 19-20, the public comment period for the annual process was held from December 17, 2018 – February 11, 2019, though any comments received throughout the year (before the public comment period) were also included.

VCTC collected public input online, over the phone and in person. VCTC hosted an online survey where over 100 surveys were collected. A social media campaign was conducted that reached nearly 25,000 people. A significant number of comments were received through Facebook, email/website, Instagram and over the phone. VCTC also conducted five community meetings (in Moorpark, Camarillo, Santa Paula, Thousand Oaks and Fillmore) and held a public hearing. Articles and/or public notices were printed in the VC Star, Acorn and Vida.

Analysis

Staff screened each comment received based on the criteria; one request met the 15-comment threshold: service to Santa Clarita. Most comments requested service from Fillmore to Santa Clarita, while some requested the service start in Ventura. However, since this is regional service traveling a significant distance, this request is not reasonable to meet as the service cannot be provided with the existing fleet and would require additional buses. This service is a regional need and while Santa Paula and Fillmore may have LTF funds not being spent on transit, this route would serve more than those two cities and would require funding above what is allocated to them, potentially highlighting a structural issue with TDA law and the Unmet Needs process. VCTC will begin the process to plan for the future implementation of this route by working with partners such as Fillmore, Santa Paula, Santa Clarita and the Gold Coast Transit District to plan for the implementation of this route, including applying for grant funding for the additional buses required and for operations of the route.

VCTC and the operators value all comments and public input as they are essential to improving public transit in Ventura County. The transit providers receive comments about their service through this process and take all feedback received into consideration for future planning purposes.

Comments received spanned a range of service requests from increased frequency to better information. While not at a level to be defined as an Unmet Transit Need, frequently requested comments received were in the following areas:

- Connectivity between Fillmore – Moorpark
- Additional service on the East West Connector
- Weekend or additional Metrolink service
- Later or extended service on the Highway 126 route

Demand expressed for some of these service expansions has been limited and in this case staff is recommending continued monitoring of the ridership demand before pursuing extensive analysis of cost-effectiveness.

The most frequent comments that are not applicable to the Unmet Transit Needs process but are nonetheless valuable for the operators are the following:

- More frequency and extended service on the Coastal Express
- More frequency on numerous routes and services
- Later service
- Improved service to LA county
- Bus stop improvements



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DATE: APRIL 11, 2019

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: JUDITH JOHNDUFF, PROGRAM MANAGER

SUBJECT: 2019 COMBINED CALL-FOR-PROJECTS FOR FTA SECTION 5310 LARGE URBAN AREA (SENIORS AND DISABLED) AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS—PROJECT EVALUATION SUBCOMMITTEE

RECOMMENDATION:

- Appoint two TRANSCOM members to serve on a sub-committee to evaluate project applications.

BACKGROUND:

On April 4, 2019, the Ventura County Transportation Commission approved the schedule and Guidelines for the 2019 Call-for-Projects to program FY 18/19 and 19/20 FTA Section 5310 Large Urbanized Area funds and Section 5307 Jobs Access/Reverse Commute (JARC) funds. The Commission also approved programming \$430,000 of FY 18/19 and 19/20 FTA Section 5310 Funds for the operation of the first two years of the One-Call/One-Click program.

DISCUSSION:

The Call-for-Projects will be announced on April 11th with applications due to VCTC on May 21, 2019. Staff will screen all applications to make sure projects are: 1) eligible for funds, 2) consistent with the recommendations of the Coordinated Public Transit-Human Services Plan, and 3) to ensure the recipient has the capability to deliver the project.

Once projects are determined to be eligible for funding they will be scored, ranked, and prioritized for funding in accordance with the scoring criteria adopted in the Guidelines. Staff recommends TRANSCOM appoint two members to assist staff in scoring and ranking the projects for funding.



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DATE: APRIL 11, 2019

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: PETER DE HAAN, PROGRAM DIRECTOR

SUBJECT: FY 2019/20 ESTIMATED FEDERAL PROGRAM OF PROJECTS FUNDS

RECOMMENDATION:

- Receive and File.

DISCUSSION:

VCTC is now starting the process for developing the Program of Projects (POP) for transit projects to be programmed in FY 2019/20 in Ventura County. As the Committee is aware, each year all projects funded by the Federal Transit Administration (FTA) must be included in a publicly-reviewed POP, which is adopted by VCTC. In addition, projects must be included in the SCAG Regional Transportation Improvement Program (TIP), and VCTC uses the adopted POP as a basis for preparing a TIP Amendment for SCAG to include the upcoming transit projects in the TIP. **Each transit operator is therefore requested to provide to VCTC staff by April 25th a program of projects that is proposed for funding using its share of the available funds.**

The revenue table – Attachment A pg. 1, calculates the amount of funds estimated to be apportioned by FTA to each urbanized area, along with the source of the various funds generated by FTA's formula. The estimated funding amounts are based on what is authorized in the federal Fixing America's Surface Transportation (FAST) Act. The FY 2018/19 federal budget was adopted in February with Section 5307 funded at the level authorized under FAST, and Sections 5337 and 5339 appropriated at a higher slightly higher level. Staff has received the large urban apportionment amounts, and the 2018/19 5337 and 5339 large urban apportionments in excess of what was programmed have been added to the 2019/20 program as prior-year carryover. The amounts appropriated in 2018/19 above the authorized level should be considered one-time funding amounts and therefore the assumption that FY 2019/20 will be at the authorized level, plus carryover, appears appropriate.

The expense table – Attachment A pg.2, shows how the various estimated expenses are funded from the different areas. The amount available for each agency to program is the total of the "Local Bus/Capital" and "5339 Funds" columns. In addition, Gold Coast, Simi Valley, Thousand Oaks, Camarillo, and Moorpark may program up to the amount shown in the "ADA" column for their ADA service, and may also use the funds in the "ADA" column for other eligible transit uses if they chose not to use all of the funds for ADA. For Thousand Oaks and Moorpark, the two cities will need to agree on how much

of the \$1,460,436 available from 5307 and 5339 on the “Thousand Oaks/Moorpark” line (including the ADA funds) will be used by each of their respective cities.

As in past years, Section 5307 funds are taken “off the top” to cover VCTC countywide planning costs. Attachment B tabulates these “off the top” amounts and compares them to the prior year.

The “off the top” planning funds are generally distributed by population, except that (1) the \$100,000 in estimated costs for VCTC to administer grants on behalf of Thousand Oaks, Moorpark, and Camarillo are distributed among those three agencies only; (2) \$280,000 for AVL/farebox equipment costs are distributed among the local operators proportionally to the distribution of the equipment; and (3) in recognition of the fact that the federal funds are apportioned differently than population shares creating hardship for Gold Coast, the Gold Coast “off the top” amount is based solely on Gold Coast’s FTA funding share relative to the other local bus operators.

Since the previous federal transportation authorization, MAP-21, consolidated the Jobs Access Reverse Commute (JARC) program with Section 5307, the portion of 5307 funds generated based on low-income population is separated out. Under VCTC policy, those funds will be distributed to eligible projects based on a call for projects approved by TRANSCOM last month.

VCTC will use the programs submitted by the transit operators to prepare the countywide draft Program of Projects, to be reviewed by TRANSCOM at its May 9, 2019 meeting, and adopted by VCTC at its June 7, 2019 meeting. The final version of the POP will be reviewed by TRANSCOM in July, and approved by VCTC at its September 6, 2019 meeting.

2019/20 ESTIMATED POP REVENUES

	Metrolink 5337 Funds ¹	Metrolink 5307 Funds ¹	VCTC/VE 5307 Funds ²	Bus	Population	Bus/Pop 5339 Funds ³	Jobs Access Reverse Commute	TOTAL
Oxnard/Ventura UZA	\$ 5,516,081	\$ 2,545,219	\$ 1,370,162	\$ 2,113,578	\$ 3,183,333	\$ 986,427	\$ 217,988	\$ 15,932,788
Gold Coast ⁴	\$ -	\$ -	\$ -	\$ 2,113,578	\$ 3,183,333	\$ 754,922		\$ 6,051,833
SCRRA/VCTC ⁴	\$ 1,695,181	\$ 770,184	\$ 1,069,692	\$ -	\$ -	\$ 179,211		\$ 3,714,267
Simi Valley	\$ 2,124,329	\$ 986,782	\$ 68,556	\$ -	\$ -	\$ 11,932		\$ 3,191,599
Camarillo	\$ 1,696,570	\$ 788,253	\$ 79,437	\$ -	\$ -	\$ 13,825		\$ 2,578,086
Thousand Oaks/Moorpark	\$ -	\$ -	\$ 152,477	\$ -	\$ -	\$ 26,537		\$ 179,014
Thousand Oaks/Moorpark UZA	\$ 3,773,375	\$ 758,120	\$ -	\$ 912,309	\$ 1,338,144	\$ 235,402	\$ 54,184	\$ 7,071,535
Thousand Oaks/Moorpark	\$ 3,378,428	\$ 742,381	\$ -	\$ 912,309	\$ 1,003,582	\$ 146,638		\$ 6,183,338
County Unincorporated	\$ -	\$ -	\$ -	\$ -	\$ 334,563	\$ 88,764		\$ 423,327
Simi Valley UZA	\$ -	\$ -	\$ -	\$ -	\$ 2,803,088	\$ 292,407	\$ -	\$ 3,095,494
Camarillo UZA⁴	\$ -	\$ -	\$ -	\$ -	\$ 1,868,268	\$ 147,313	\$ -	\$ 2,015,581
TOTAL FTA Funds	<u>\$ 9,289,456</u>	<u>\$ 3,303,339</u>	<u>\$ 1,370,162</u>	<u>\$ 3,025,887</u>	<u>\$ 9,192,833</u>	<u>\$ 1,661,549</u>	<u>\$ 272,172</u>	<u>\$ 28,115,399</u>

¹Metrolink FTA revenue for Simi Valley and Camarillo Areas is reported to Oxnard/Ventura Area.

Includes carryover due to 18/19 5337 apportionment above FAST authorization, not programmed in 18/19 POP.

²VCTC Intercity FTA Revenue for TO/Moorpark, Camarillo, and Simi Valley Areas is reported to Oxnard/Ventura Area.

³Includes carryover due to 18/19 5339 apportionment above FAST authorization, not programmed in 18/19 POP.

⁴Includes 5307 carryover.

2019/20 POP EXPENSES

	Metrolink 5337 Funds ⁶	Metrolink 5307 Funds ⁶	VCTC/VE 5307 Funds	Countywide Planning ⁷	ADA ⁸	Local Bus/Capital ⁹	Bus/Pop 5339 Funds	Jobs Access Reverse Commute	TOTAL
Oxnard/Ventura UZA⁵	\$ 5,516,081	\$ 2,303,261	\$ 1,612,120	\$ 1,032,751	\$ 937,583	\$ 3,326,577	\$ 986,427	\$ 217,988	\$ 15,932,788
Gold Coast	\$ -	\$ -		\$ 1,032,751	\$ 937,583	\$ 3,326,577	\$ 754,922		\$ 6,051,833
SCRRA/VISTA	\$ 1,695,181	\$ 528,226	\$ 1,311,650	\$ -	\$ -	\$ -	\$ 179,211		\$ 3,714,267
Simi Valley	\$ 2,124,329	\$ 986,782	\$ 68,556	\$ -	\$ -	\$ -	\$ 11,932		\$ 3,191,599
Camarillo	\$ 1,696,570	\$ 788,253	\$ 79,437	\$ -	\$ -	\$ -	\$ 13,825		\$ 2,578,086
Thousand Oaks/Moorpark JARC	\$ -	\$ -	\$ 152,477	\$ -	\$ -	\$ -	\$ 26,537		\$ 179,014
								\$ 217,988	\$ 217,988
Thousand Oaks/Moorpark UZA	\$ 3,773,375	\$ 758,120	\$ 334,563	\$ 602,093	\$ 304,676	\$ 1,009,122	\$ 235,402	\$ 54,184	\$ 7,071,535
Thousand Oaks/Moorpark	\$ 3,378,428	\$ 742,381	\$ -	\$ 602,093	\$ 304,676	\$ 1,009,122	\$ 146,638		\$ 6,183,338
County Unincorporated ¹⁰ JARC	\$ -	\$ -	\$ 334,563	\$ -	\$ -	\$ -	\$ 88,764		\$ 423,327
								\$ 54,184	\$ 54,184
Simi Valley UZA	\$ -	\$ -	\$ -	\$ 371,751	\$ 277,187	\$ 2,154,149	\$ 292,407	\$ -	\$ 3,095,494
Camarillo UZA	\$ -	\$ -	\$ -	\$ 258,405	\$ 141,023	\$ 1,468,840	\$ 147,313	\$ -	\$ 2,015,581
TOTAL FTA Costs	<u>\$ 9,289,456</u>	<u>\$ 3,061,381</u>	<u>\$ 1,946,683</u>	<u>\$ 2,265,000</u>	<u>\$ 1,660,470</u>	<u>\$ 7,958,688</u>	<u>\$ 1,661,549</u>	<u>\$ 272,172</u>	<u>\$ 28,115,398</u>
Available Revenue									\$ 28,115,398
Surplus (Shortfall)									<u>\$ -</u>

⁶Section 5339 and 5307 monies are combined to fund Metrolink services. Some Metrolink -generated 5307 funds swapped with VCTC Intercity STA funds to reduce Metrolink swap requirement.

⁷Countywide Planning cost is distributed to Gold Coast based on apportionment share, then to remaining areas based on population, except for \$100,000 for grant admin distributed among VCTC subrecipients based on population shares and \$280,000 for farebox/AVL based on distribution of units.

⁸10% of 5307 apportionment.

⁹MAP-21 allows use of up to \$7,661,021 of Oxnard/Ventura funds and \$2,408,143 of Thousand Oaks/Moorpark funds for bus operating assistance.

¹⁰"Non TO/Moorpark" includes revenue for portion of TO/Moorpark area outside of the two cities. These funds are used for VCTC Intercity.

ATTACHMENT B

FY 2019/20 POP Countywide Planning

(FTA Section 5307 funds only)

	18/19 POP			19/20 POP		
	Additional 18/19	Pre Prog 19/20	Total 18/19 Grant	Additional 18/19	Pre Prog 19/20	Total 18/19 Grant
VCTC Bus Planning		452,000	452,000		475,000	475,000
Elderly/Disabled Planning/Evaluation		223,000	223,000		235,000	235,000
Fare Collection / APC Data Management		280,000	280,000		295,000	295,000
Fare/APC/AVL Equip Combined		269,600	269,600		280,000	280,000
Transit Planning & Programming		1,010,000	1,010,000		745,000	745,000
Transit Information Center		224,000	224,000		235,000	235,000
Transit Outreach*			-			-
Total VCTC planning	\$ -	\$ 2,458,600	\$ 2,458,600	\$ -	\$ 2,265,000	\$ 2,265,000

* Transit Outreach funded from CMAQ.