



## **TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**

Camarillo City Hall, Administrative Conference Room

601 Carmen Drive, Camarillo, CA

Thursday, June 13, 2019

1:30 p.m.

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# **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 April 11, 2019 meeting.*

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

**ITEM 7 ASSET MANAGEMENT COMPLIANCE | SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**

**ITEM 8 AUTOMATIC VEHICLE LOCATOR (AVL) PROJECT – Update**

**ITEM 9 REVISION TO PROPOSITION 1B TRANSIT CAPITAL PROGRAM – For Action**

**ITEM 10 UPDATE ON THE CALTRANS CALL FOR PROJECTS FOR FTA SECTION 5310 SMALL URBAN AND RURAL FUNDS FOR ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES – For Information Only**

**ITEM 11 UPDATE ON THE STATE OF GOOD REPAIR (SGR) PROGRAM – Discussion**

**ITEM 12 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN (TEPP) – Update**

**ITEM 13 FISCAL YEAR 2019/20 PROGRAM OF PROJECTS – For Action**

**ITEM 14 FUTURE AGENDA ITEMS – For Information**

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

**ITEM 15 ADJOURNMENT**

*In consideration of City of Camarillo staff, please use the exit door directly to the parking lot.*

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*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, April 11, 2019

1:30 p.m.

## Meeting Minutes

**MEMBERS PRESENT:** Bill Golubics, City of Camarillo (Chair)  
Sergio Albarran, City of Ventura (Vice Chair)  
Tai Chau, City of Santa Paula  
Ben Gonzales, City of Simi Valley  
Mike Houser, City of Thousand Oaks  
Treena Gonzalez, County of Ventura  
Vanessa Rauschenberger, Gold Coast Transit District

Ben Cacatian, VCAPCD (ex-officio)

**MEMBERS ABSENT:** City of Fillmore  
City of Moorpark  
City of Ojai  
City of Port Hueneme  
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. Sergio Albarran, City of Ventura, announced the "Amgen Tour" is taking place Tuesday, May 14th, in the City of Ventura. He also mentioned the "Bike To Work Week" is set to begin the week of May 13th.*

*Ms. Judith Johnduff, VCTC, made a brief announcement, the FTA Quarterly reports are due tomorrow – Friday, April 12th.*

*Ms. Claire Grasty, VCTC, made a brief announcement, the Origin, Destination Satisfaction Surveys kicked off this week (all data collected, will be provided to each agency accordingly).*

*Ms. Vanessa Rauschenberger, GCT, announced their operations director, Andy Mickelson, has left the agency and Margaret Heath is the interim Operations Manager.*

**ITEM 3 PUBLIC COMMENT**

*None.*

**ITEM 4 AGENDA ADJUSTMENTS**

*None.*

**ITEM 5 APPROVAL OF MINUTES**

**ACTION**

**Houser moved, Gonzalez seconded, that the Committee approve the March 14, 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 month of March 2019.*

**ITEM 7 TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS MANUAL**

*Ms. Sally De George, VCTC, thanked the Committee for the comments and feedback received for the new Ventura County Transportation Commission (VCTC) TDA Claims Manual. She mentioned there are a few minor changes – under LTF Requirements (pg. 18) 50% limitation vs the Farebox Requirements, it is either or (article 4 or 8). There will be clarification to the Farebox Ratio, related to the urban vs. non-urban, and regular vs. elderly and disabled. Additional information will be added concerning record retention information, which is four years, (it is subject to audit and will need to be made available to the State Auditors); and the other clarification will be made to the city, that VCTC auditors will not perform the audit. Lastly, she asked if there are any additional comments and or feedback, please contact her and or email her as soon as you can.*

Ben Cacatian, VCAPCD arrived at 1:34

Mr. Mike Culver, MMP arrived at 1:39pm

Ms. Rauschenberger, GTCD arrived at 1:41pm

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

*Mr. De Haan reviewed with the Committee at the FTA Triennial Review Training Workshop held last month; one issue arose 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 ¾ 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 is likely to come up during the upcoming review and could impact the complementary paratransit fares and organizational structure.*

**ITEM 9 FISCAL YEAR 2019/20 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS FINDINGS**

*Ms. Grasty provided the Unmet Transit Needs Assessment and comments received through the process, see attachment – Unmet Transit Needs Assessment 2019-20 combined.*

*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.*

**ITEM 10      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 COMMITTEE**

*Ms. Johnduff announced the Commission has approved the Call-for-Projects for 5310 funds and JARC funds. There will be a notice sent out today and is already posted on the VCTC website, along with the applications and guidelines (click the working with VCTC grants tab) a mass email will be sent out today as well. She asked for the appointment of two members to the sub-committee to evaluate project applications.*

**ACTION**

**The Committee appointed representatives from the City of Simi Valley and the City of Camarillo.**

**ITEM 11      FISCAL YEAR 2019/20 ESTIMATED FEDERAL PROGRAM OF PROJECTS (POP) FUNDS**

*Mr. De Haan reviewed with the Committee the Ventura County Transportation Commission's process for developing the Program of Projects (POP) for transit projects to be programmed in FY 2019/20 in Ventura County. He reminded the Committee, each year all projects funded by the Federal Transit Administration (FTA) must be included in a publicly-reviewed POP, which is adopted by VCTC. He asked each transit operator to provide to VCTC staff by April 25th a program of projects that is proposed for funding using its share of the available funds.*

**ITEM 12      FUTURE AGENDA ITEMS – For Information**

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

**ITEM 17      ADJOURNMENT**

*Chair Golubics adjourned the meeting at 2:31 p.m.*



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**DATE:** June 13, 2019

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM:** PETER DE HAAN, PROGRAMMING DIRECTOR

**SUBJECT:** ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM  
UPDATE

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**RECOMMENDATION:**

- Receive and file the monthly ADA Certification services report and Mileage Reimbursement Program update.

**DISCUSSION:**

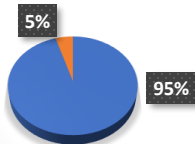
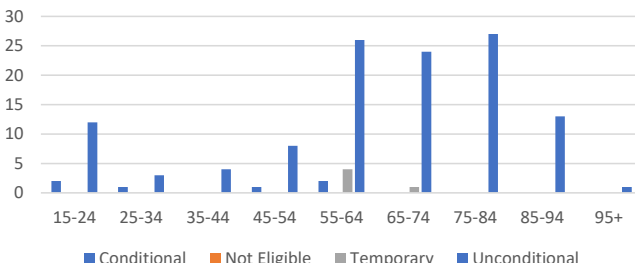
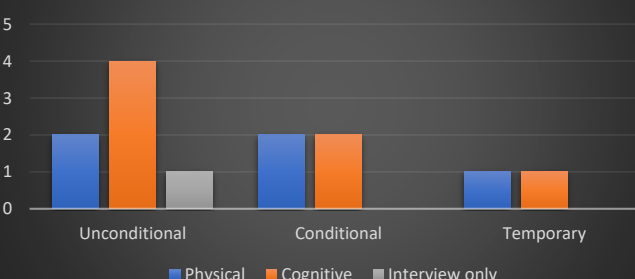
Attached are the April and May 2019 ADA Certification Services Reports from Mobility Management Partners (MMP) for review at the TRANSCOM meeting.

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 April and May 2019 updates on the Mileage Reimbursement Program (MRP) are attached. For the May report, MMP has added an additional page breaking down the travel training activities.



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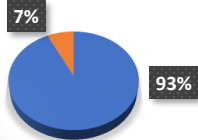
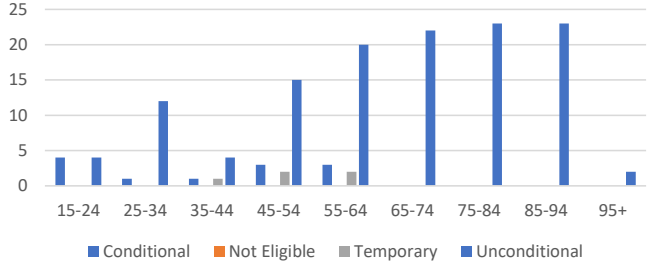
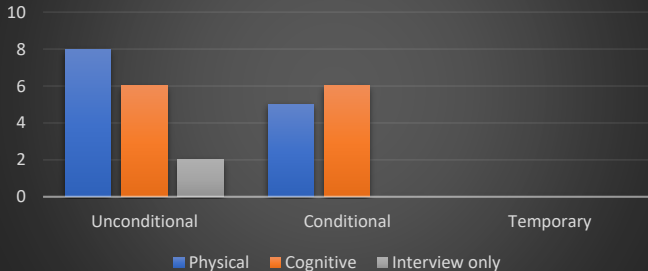
Apr-19								
		Apr.	Mar.	Feb	Jan	Dec	Nov	
Call Center	Inbound ADA Calls	579	549	534	613	471	180	Total phone calls inbound/outbound: 762
	Outbound ADA calls	183	103	56	170	156	41	
	Average hold time (in seconds)	5.37	4.17	3.76	5.4	3.19	5.26	
	Outbound Area Transmittals	10	5	4	13	8	8	Riders requesting service outside of Ventura County
	Inbound Area Transmittals	5	4	1	6	7	3	Riders requesting service into Ventura County
Applications Received	Recertification	38	56	56	52	32	47	Total applications received: 127 Online Applications Received: 3 (4%)
	New Applications	89	89	60	84	47	30	
Applications Received by Service Area	Camarillo Area	13	8	8	14	6	3	<div>Applications by Language</div>  <div>■ ENGLISH ■ SPANISH</div>
	Gold Coast Area	46	54	47	51	29	34	
	Valley Express Area	6	8	2	5	3	6	
	Moorpark Area	3	5	3	6	0	2	
	Simi Valley Area	34	44	26	34	27	20	
	Thousand Oaks	23	25	28	24	12	12	
	Out of County	2	2	2	2	2	0	
Completed Determinations by Evaluation Type	Complete, with Functional Evaluation	12	13	22	11	8	20	<div>Evaluations by Age and Determination Type</div>  <div>■ Conditional ■ Not Eligible ■ Temporary ■ Unconditional</div>
	Complete, Interview w/o Functional Evaluation	1	0	1	0	0	2	
	Complete, Special Circumstance (no Interview)	57	36	33	37	29	33	
	Complete, Over 85+	20	17	11	24	12	6	
	Complete, Phone Interview	4	3	3	1	2	0	
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0	
	Complete, Recertifications	35	43	50	47	31	30	
Completed Determinations	129	112	120	120	82	91		
Delays in Processing (Cumulative)	Due to incomplete application by client	5	6	6	5	4	2	
	Pending Professional Evaluation (PE)	13	31	6	12	5	7	
	Applications that failed to meet 21 day rule	0	0	0	0	0	0	
	Applicants awaiting in-person interviews	18	6	9	12	5	4	
Assessments	Assessment Catagories	Total	CAM	VCTC	SIMI	T.O.	MPK	<div>In-person Interviews by Eligibility and Assessment Type</div>  <div>■ Physical ■ Cognitive ■ Interview only</div>
	With Physical Assessment	5	0	5	0	0	0	
	With Cognitive Assessment	7	0	3	2	1	1	
	Interview only (at assessment sites)	1	1	0	0	0	0	
	No Shows	4	0	2	1	1	0	
	Total in-person interviews scheduled	17	1	10	3	2	1	
	Total Number of appointment days	9	1	3	2	2	1	
Determinations by Eligibility				Total	%			
Unconditional (including S.C., Over 85+ , Phone interviews,short-term)				118	91%			
Conditional				6	5%			
Temporary				5	4%			
Denials				0	0%			
Short Term				0	0%			

Apr-19				
Applications Received - GCT Area Cities	April	March	Feb	Jan
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	0	0	1	2
Oak View	0	0	1	0
Oxnard	30	32	26	32
Port Hueneme	1	2	3	5
Ventura	15	20	16	12
Applications Received-Valley Express Area Cities				
Fillmore	2	3	1	1
Piru	0	1	0	0
Santa Paula	4	4	1	4
Travel Training				
Training Statistics	April	March	Feb	Jan
Referrrals received	11	12	4	2
Assessments	5	13	13	0
Trainings	5	4	0	0
Referral Source				
ADA-Camarillo Area	1	1	0	0
ADA-Gold Coast Area	5	4	0	0
ADA-Valley Express Area	1	0	0	0
ADA-Moorpark Area	0	2	0	0
ADA-Simi Valley Area	1	3	0	0
ADA-Thousand Oaks Area	0	0	0	0
Workshops	0	0	0	0
Other	3	2	4	2
Transit 101 Workshops				
Hosting Agency	Date	Attendees	Riders	Referrals
N/A				

Mileage Reimbursement Program Monthly Report - Apr 2019							
Category	Item Measured	Apr	Mar	Feb	Jan	Dec	Nov
Application Process	Total Interest Applications	16	12	9	10	3	7
	Total Complete Applications	15	11	5	9	2	4
	Applications approved by EDC	7	2	9	0	0	0
	Total claims processed	92	88	85	90	83	85
Mileage Claims	Total miles reimbursed	11852	10792	11383	10697	10791	10852
	Total one-way trips claimed	2248	2086	2161	2171	2005	2115
Statistics by Service Area							
Camarillo	Claims Received	18	20	19	22	20	19
	Miles Reimbursed	2330	2443	2541	2748	2808	2498
	One-way trips claimed	469	486	497	575	529	479
Gold Coast	Claims Received	30	29	27	28	22	25
	Miles Reimbursed	3890	3625	3636	3211	2998	3047
	One-way trips claimed	817	769	723	727	576	664
Moorpark	Claims Received	2	2	3	3	3	3
	Miles Reimbursed	172	162	310	310	280	260
	One-way trips claimed	30	24	64	60	64	60
Simi Valley	Claims Received	4	2	3	3	4	4
	Miles Reimbursed	726	184	424	366	497	465
	One-way trips claimed	70	30	40	30	48	53
Thousand Oaks	Claims Received	34	31	29	31	30	30
	Miles Reimbursed	4122	3788	3950	3572	3618	3874
	One-way trips claimed	805	709	784	727	725	780
Valley Express	Claims Received	4	4	4	3	4	5
	Miles Reimbursed	612	590	522	490	590	708
	One-way trips claimed	57	68	53	52	63	79
Other Statistics							
	Average Trip Length (Miles)	5.3	5.2	5.3	4.9	5.4	5.1
	Average Cost per Trip	\$ 1.85	\$ 1.81	\$ 1.84	\$ 1.72	\$ 1.88	\$ 1.80



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May-19								
		May	Apr.	Mar.	Feb	Jan	Dec	
Call Center	Inbound ADA Calls	601	579	549	534	613	471	Total phone calls inbound/outbound: 752
	Outbound ADA calls	151	183	103	56	170	156	
	Average hold time (in seconds)	2.89	5.37	4.17	3.76	5.4	3.19	
	Outbound Area Transmittals	8	10	5	4	13	8	Riders requesting service outside of Ventura County
	Inbound Area Transmittals	10	5	4	1	6	7	Riders requesting service into Ventura County
Applications Received	Recertification	64	38	56	56	52	32	Total applications received: 152 Online Applications Received: 14 (18%)
	New Applications	88	89	89	60	84	47	
Applications Received by Service Area	Camarillo Area	16	13	8	8	14	6	<div>Applications by Language</div>  <div>■ ENGLISH ■ SPANISH</div>
	Gold Coast Area	52	46	54	47	51	29	
	Valley Express Area	7	6	8	2	5	3	
	Moorpark Area	7	3	5	3	6	0	
	Simi Valley Area	37	34	44	26	34	27	
	Thousand Oaks	31	23	25	28	24	12	
	Out of County	2	2	2	2	2	2	
Completed Determinations by Evaluation Type	Complete, with Functional Evaluation	25	12	13	22	11	8	<div>Evaluations by Age and Determination Type</div>  <div>■ Conditional ■ Not Eligible ■ Temporary ■ Unconditional</div>
	Complete, Interview w/o Functional Evaluation	2	1	0	1	0	0	
	Complete, Special Circumstance (no Interview)	40	57	36	33	37	29	
	Complete, Over 85+	17	20	17	11	24	12	
	Complete, Phone Interview	1	4	3	3	1	2	
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0	
	Complete, Recertifications	58	35	43	50	47	31	
	Completed Determinations	143	129	112	120	120	82	
Delays in Processing (Cumulative)	Due to incomplete application by client	9	5	6	6	5	4	
	Pending Professional Evaluation (PE)	14	13	31	6	12	5	
	Applications that failed to meet 21 day rule	0	0	0	0	0	0	
	Applicants awaiting in-person interviews	15	18	6	9	12	5	
Assessments	Assessment Catagories	Total	CAM	VCTC	SIMI	T.O.	MPK	<div>In-person Interviews by Eligibility and Assessment Type</div>  <div>■ Physical ■ Cognitive ■ Interview only</div>
	With Physical Assessment	13	1	10	1	1	0	
	With Cognitive Assessment	12	1	6	1	4	0	
	Interview only (at assessment sites)	2	1	1	0	0	0	
	No Shows	7	1	5	0	1	0	
	Total in-person interviews scheduled	34	4	22	2	6	0	
Total Number of appointment days		10	1	5	2	2	0	
Determinations by Eligibility				Total	%			
Unconditional (including S.C., Over 85+ , Phone interviews,short-term)				126	88%			
Conditional				12	8%			
Temporary				5	4%			
Denials				0	0%			
Short Term				0	0%			

May-19				
Applications Received - GCT Area Cities	May	April	March	Feb
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	5	0	0	1
Oak View	0	0	0	1
Oxnard	23	30	32	26
Port Hueneme	5	1	2	3
Ventura	19	15	20	16
Applications Received-Valley Express Area Cities				
Fillmore	3	2	3	1
Piru	0	0	1	0
Santa Paula	4	4	4	1
Travel Training				
Training Statistics	May	April	March	Feb
Referrrals received	29	11	12	4
Assessments	13	5	13	13
Trainings	4	5	4	0
Referral Source				
ADA-Camarillo Area	3	1	1	0
ADA-Gold Coast Area	9	5	4	0
ADA-Valley Express Area	3	1	0	0
ADA-Moorpark Area	0	0	2	0
ADA-Simi Valley Area	3	1	3	0
ADA-Thousand Oaks Area	2	0	0	0
Workshops	1	0	0	0
Other	8	3	2	4
Transit 101 Workshops				
Hosting Agency	Date	Attendees	Riders	Referrals
Simi Valley Transit	5/24/2019	7	7	0

Mileage Reimbursement Program Monthly Report - May 2019							
Category	Item Measured	May	Apr	Mar	Feb	Jan	Dec
Application Process	Total Interest Applications	15	16	12	9	10	3
	Total Complete Applications	12	15	11	5	9	2
	Applications approved by EDC	3	7	2	9	0	0
	Total claims processed	88	93	88	85	90	83
Mileage Claims	Total miles reimbursed	11511	11916	10792	11383	10697	10791
	Total one-way trips claimed	2014	2250	2086	2161	2171	2005
Statistics by Service Area							
Camarillo	Claims Received	20	18	20	19	22	20
	Miles Reimbursed	2694	2330	2443	2541	2748	2808
	One-way trips claimed	505	469	486	497	575	529
Gold Coast	Claims Received	26	31	29	27	28	22
	Miles Reimbursed	3434	3954	3625	3636	3211	2998
	One-way trips claimed	621	819	769	723	727	576
Moorpark	Claims Received	3	2	2	3	3	3
	Miles Reimbursed	266	172	162	310	310	280
	One-way trips claimed	42	30	24	64	60	64
Simi Valley	Claims Received	2	4	2	3	3	4
	Miles Reimbursed	369	726	184	424	366	497
	One-way trips claimed	23	70	30	40	30	48
Thousand Oaks	Claims Received	34	34	31	29	31	30
	Miles Reimbursed	4258	4122	3788	3950	3572	3618
	One-way trips claimed	793	805	709	784	727	725
Valley Express	Claims Received	3	4	4	4	3	4
	Miles Reimbursed	490	612	590	522	490	590
	One-way trips claimed	30	57	68	53	52	63
Other Statistics							
	Average Trip Length (Miles)	5.7	5.3	5.2	5.3	4.9	5.4
	Average Cost per Trip	\$ 2.00	\$ 1.85	\$ 1.81	\$ 1.84	\$ 1.72	\$ 1.88

**Ventura Catch-A-Ride Program**  
**Travel Training and Outreach Summary**  
**May 2019**

<b>Individual Travel Trainings</b>	
<b>Activity</b>	<b>Count</b>
Assessments Completed	13
Trainings Completed	4
Trainings in Progress (not yet completed)	1
Trainings Interrupted and/or Cancelled	0
Referrals Received (All)	29
Referrals Received (awaiting response)	20

<b>Group Workshops</b>	
<b>Activity</b>	<b>Count</b>
Transit 101 Workshops	1
Explore Your City Workshops	0
Total Workshop Attendees	7

<b>Outreach Statistics</b>	
<b>Activity</b>	<b>Count</b>
Total Facility Contacts	32
Individual Facilities Contacted	29
Outreach Events Attended	6
Total Outreach Impressions	157





**DATE:** JUNE 13, 2019

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM:** MATT GLEASON, SENIOR REGIONAL PLANNER, [gleason@scag.ca.gov](mailto:gleason@scag.ca.gov), 213-236-1832

**SUBJECT:** TRANSIT ASSET MANAGEMENT REGIONAL TARGET SETTING

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**DISCUSSION:**

Staff previously reported to the RTTAC regarding the TAM requirements in the Federal Transit Administration (FTA) Final Rule, including the requirement that transit operators establish initial TAM targets by January 1, 2017. SCAG was required to establish initial regional TAM targets within 180 days, or by July 1, 2017; these targets were adopted July 6, 2019. Staff reported to the RTTAC at its January 2019 meeting regarding the initial targets and plans received from the region's transit operators.

**BACKGROUND:**

The Federal Transit Administration (FTA) issued the Transit Asset Management Final Rule (49 CFR 625), effective October 1, 2016, to implement the asset management provisions of the Moving Ahead for Progress in the 21st Century Act (MAP-21). This Final Rule mandates the development of a National Transit Asset Management System, defines "state of good repair," requires transit providers to develop asset management plans. It further requires States, Metropolitan Planning Organizations (MPOs), and transit providers to develop locally coordinated performance targets, and to report on progress towards meeting the targets to the National Transit Database. The Statewide and Nonmetropolitan Transportation Planning and Metropolitan Transportation Planning Final Rule (23 CFR 450), published on May 27, 2016, outlines the timelines and processes by which states and MPOs must coordinate in target setting. The Final Rule (49 CFR 625) establishes a National Transit Asset Management System to monitor and manage public transportation capital assets to enhance safety, reduce maintenance costs, increase reliability, and improve performance. The FTA defines SGR as the condition in which a capital asset is able to operate at a full level of performance. SGR standards must be met in order for an asset to achieve a state of good repair. These SGR standards include:

The FTA identifies four categories of assets (equipment, rolling stock, infrastructure, and facilities) and a measure for each class. These categories and measures are further discussed in the table below. Asset management planning requirements apply to all recipients and subrecipients of federal financial assistance under Federal Transit Act Chapter 53 (49 USC Chapter 53) that own, operate, or manage capital assets used in providing public transportation.

Under the rule, transit providers are separated into two tiers. All tier I providers (having 101 or more vehicles in peak revenue service, or operating rail fixed-guideway service) must develop and implement an individual asset management plan. Group asset management plans are to be developed by a State or a direct recipient to cover tier II transit providers (those with 100 bus vehicles or less and which do not operate any rail service) and all subrecipients under the 5311 Rural Area Formula Program. Native American tribes can elect to participate in a group asset management plan or develop their own asset management plan. Tier II providers must carry out the asset management plan. Transit providers that are also direct recipients of FTA Section 5307 funds must develop their own tier I or tier II asset management plan.

Requirements for asset management plans include:

- Asset management plans must include an inventory of capital assets and a condition assessment
- Asset management plans must include a project-based prioritization of investments, by year
- Asset management plans must cover at least four years, be updated every four years, and coincide with the Federal Transportation Improvement Program and Federal Statewide Transportation Improvement Program (FTIP/FSTIP)
- An initial asset management plan must be developed within two years of the effective date of the rule
- Tier I providers have additional asset management plan requirements, including an asset management and SGR policy, implementation strategy, list of key annual activities, identification of resources, and evaluation plan

Requirements for target setting include:

- SGR performance targets must be set for the following fiscal year for each asset class in the asset management plan, and this must be done within three months of the effective date of the rule
- At least once every fiscal year, every transit provider or group asset management plan sponsor must set performance targets for the following fiscal year
- To the maximum extent practicable, a transit provider or group asset management plan sponsor must coordinate with the State and MPO in selecting the State and MPO performance targets

Requirements for documentation and reporting include:

- A transit provider or group asset management plan sponsor must make its asset management plan and any supporting documents available to the State and MPO to aid in the planning process
- Annual reports must be submitted to FTA's National Transit Database (NTD) including targets for the following fiscal year, a current assessment of the condition of the provider's system, and a narrative description about the progress made to meet targets set in the previous year

The table below contains the asset categories to be tracked in an asset management plan, and the measures the FTA will require. All vehicles will be measured with Useful Life Benchmarks, and facilities will require a condition assessment and the use of the FTA TERM model or a similar tool. Only two agencies, Metro and Metrolink, are currently expected to have to address the infrastructure category.

Category	Capital Assets	Measure/Target
Rolling Stock	Revenue vehicles by asset class	<u>Age (Useful Life Benchmark or ULB)</u> % of revenue vehicles within a particular asset class that have met or exceeded their ULB
Equipment	Non-revenue, support-service and maintenance vehicles equipment	<u>Age (ULB)</u> % of vehicles that have met or exceeded their ULB
Facilities	Maintenance and administrative facilities, passenger stations, and parking facilities	<u>Condition (TERM)</u> % of facilities within an asset class, rated below 3.0 on the TERM scale (1=poor to 5=excellent)
Infrastructure	Rail fixed-guideway, track, signals and systems	<u>Performance (%)</u> % of track segments with performance restrictions

Transit agencies were responsible for developing initial targets by January 1, 2017. Regional targets were approved by the Regional Council July 6, 2017. There were one set of targets for each county, and another set for Metrolink. These targets were compiled by constructing a weighted average using the sum of the products of the number of revenue vehicles by reported targets divided by the county total of revenue vehicles.

Where self-reported revenue vehicle numbers were available, those were used. Where they were not available, 2015 NTD asset data were used.

Staff reported to the RTTAC on this target development process in March and May of 2017. Transit agencies and plan sponsors were responsible for developing transit asset management plans by October 2018. Staff requested these plans and initial targets from local agencies, and a list of responses was presented to the RTTAC in January 2019.

**NEXT STEPS:**

SCAG will need to establish regional targets as part of the development of the Connect SoCal. By October 2018, transit operators must complete their first TAM plans, establish targets for Fiscal Year (FY) 2019, and report those targets to the National Transit Database (NTD). In setting the 2020 RTP targets, SCAG will continue to coordinate with the county transportation commissions and transit operators, through the RTTAC. The development of regional TAM targets for the 2020 RTP is anticipated to occur through Spring/Summer 2019.

The phase-in schedule of the new performance-based planning requirements into SCAG's RTP and Federal Transportation Improvement Program (FTIP) is identified in the Metropolitan Transportation Planning Final Rule at 23 CFR 450.340. The Final Rule requires that any RTP and FTIP developed on or after May 27, 2018, must meet the new performance-based planning requirements. Furthermore, any RTP or FTIP adopted on or after October 1, 2018, must be developed according to the performance-based provisions and requirements in the TAM Final Rule.

Once the TAM targets are established in the adopted 2020 RTP, future RTPs must report on progress achieved in meeting the targets, in comparison with system performance recorded in previous reports (23 CFR 450.324(f)(4)(i)). Additionally, future FTIPs must describe the anticipated effect toward achieving the TAM targets set in the RTP, linking investment priorities to those targets (23 CFR 450.326(d)). It is expected that SCAG will require additional information from county transportation commissions and transit agencies as part of the RTP and FTIP development and project submittal processes to support these new reporting requirements.

Consultant assistance in target development has been retained, and the consultants will present on their target development process to the RTTAC.

**ATTACHMENTS:**

Power Point Presentation.



**DATE:** JUNE 13, 2019

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM:** JUDITH JOHNDUFF, PROGRAM MANAGER

**SUBJECT:** REVISION TO PROPOSITION 1B TRANSIT CAPITAL PROGRAM

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**RECOMMENDATION:**

- Revise the scope of the Gold Coast Transit Replacement Paratransit vehicle Project to add the purchase nine (9) electric transit relief service vehicles and two additional paratransit vans with on-demand scheduling software and related equipment.

**BACKGROUND:**

Proposition 1B was approved by the voters in 2006 and included \$3.6 billion statewide for transit capital projects which was distributed to transit operators and regional agencies by formula. The Ventura County Transportation Commission's (VCTC) total apportionment was approximately \$39.5 million. VCTC has programmed all of the available Proposition 1B funding and local agencies are currently working on completing and closing out all projects.

**DISCUSSION:**

VCTC approved programming \$2,596,667 to purchase 26 replacement paratransit vehicles and paratransit scheduling software for Gold Coast Transit. The replacement vehicles were purchased in groups with the oldest vehicles being replaced first. The intention was to replace all of the vehicles with similar vehicles; however, Gold Coast Transit District (GCTD) was able to include some smaller, less expensive Ford Transit Vans to complete the replacement project. This has resulted in a balance of \$494,767.42. Therefore, GCTD is requesting to use the residual funds to purchase nine (9) electric transit relief service vehicles and two (2) additional paratransit vans with on-demand scheduling software and related vehicle equipment.

Staff recommends TRANSCOM approve the additional scope of work for the Gold Coast Transit District Replacement Paratransit Van project.



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**DATE:** JUNE 13, 2019

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM:** JUDITH JOHNDUFF, PROGRAM MANAGER

**SUBJECT:** UPDATE ON THE CALTRANS CALL FOR PROJECTS FOR FTA SECTION 5310 SMALL URBAN AND RURAL FUNDS FOR ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

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**RECOMMENDATION:**

- Information only.

**BACKGROUND:**

Caltrans is expected to announce the 2019 call for projects for Small Urban and Rural Federal Transportation Administration (FTA) Section 5310 funds on July 1, 2019, with applications due by September 2019. In Ventura County, projects serving Camarillo, Simi Valley, Santa Paula, Fillmore, and the rural portions of the unincorporated areas are eligible to receive these funds. The program provides capital and operating assistance grants for projects that meet the transportation needs of seniors and individuals with disabilities; where public mass transportation services are otherwise unavailable, insufficient or inappropriate; that exceed the requirements of the ADA; that improve access to fixed route service; or that provide alternatives to public transportation.

The program Fact Sheet and Timeline are attached.



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## FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities, Federal Fiscal Years 2018 & 2019



# PROGRAM FACT SHEET & TIMELINE

### Program Purpose:

- To improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available.

### Funding:

- Approximately **\$19 Million** in Federal Grant funds for Large Urbanized Areas and **\$14 Million** for Small Urban and Rural communities.
- This is a competitive grant process.
- The Federal Transit Administration (FTA) mandates that at least 55% of funding is used for Traditional Projects.
- FTA mandates that no more than 45% of funding be used for Expanded Projects.

### Eligible Applicants:

- Private non-profit corporations (Traditional and Expanded Projects)
- Public Agencies where no non-profits provide service (Traditional Projects)
- Public Agencies approved by the State to coordinate services (Traditional Projects)
- Public Agencies (Expanded Projects)

### Eligible Capital Expenses (Traditional):

- Accessible vans and buses
- Mobile radios and communication equipment
- Computer hardware and software

### Vehicle Replacement (Traditional) Projects:

- Vehicle(s) must be in active service
- A replacement bus or van must meet or exceed useful life at the time of application.

### Service Expansion Vehicle (Traditional) Projects:

- Services to additional persons; or
- Expanding the service area or hour; or
- Increasing the number and/or frequency of trips

### Examples of Eligible Mobility Management (Expanded)

#### Projects: (but not limited to)

- Planning, development, implementation of coordinated transportation services
- Travel training/trip planning

### Examples of Eligible Operating Assistance (Expanded)

#### Projects: (but not limited to)

- Expansion of hours/service of paratransit service beyond the requirement of the American with Disabilities Act (ADA)
- Enhancement of services (same day; etc.)
- New or expansion of Volunteer Driver Programs

### Program Requirements:

- Grantees are responsible for the proper use, operating costs, and maintenance of all project equipment.
- Grantees certify that they will comply with State and Federal requirements.
- Grantees must certify that all projects are ready for implementation at time of application.

### Information:

- See Caltrans Division of Rail and Mass Transportation (DRMT) Section 5310 webpage at: [www.dot.ca.gov/drmt/fed5310.html](http://www.dot.ca.gov/drmt/fed5310.html)
- Applications are submitted through BlackCat at: <http://cadot.blackcatgrants.com>
- Call for projects expected on **July 1 2019**.





## 5310 PROGRAM TIMELINE

### Spring 2019:

- MPO/RTPA/Sub-Recipient Survey
- Townhall Meeting

### July/August 2019:

- Call for Projects
- Grant Application Workshops/Webinar

### September/October 2019:

- Applications close on BlackCat Electronic Grant Management (EGM) system
- MPO/RTPA score applications
- The State Review Committee (SRC) verifies MPO/RTPA scores

### October 2019:

- MPOs/RTPAs verify regional prioritized lists on BlackCat to be submitted to the Federal Transit Administration (FTA) by Caltrans

### November 2019:

- Regional scores are merged into a statewide-prioritized list of projects

### December 2019:

- Submit draft list to the California Transportation Commission (CTC)
- CTC distributes public draft of the Program of Projects (POP)

### January 2020:

- CTC conducts staff level conference for the SRC to hear any filed appeals
- CTC conducts public hearing to adopt final POP
- Final POP distributed publicly
- Projects are programmed in the Federal Transportation Improvement Program (FTIP)

### Spring 2020:

- Schedule Successful Applicant Webinar, verify new agency information
- After verification that all projects are programmed, approved POP submitted to FTA for funding approval
- After FTA's final approval, Standard Agreement process initiated
- Procurement process begins

### Program Note:

*FTA Section 5310 vehicles are purchased by Caltrans using a State procurement process. Upon Caltrans approval, public agencies may follow their own local procurement process. However, the grantee must comply with State and Federal procurement procedures when purchasing with local funds. Upon project completion, the grantee request reimbursement from Caltrans for the Federal Share.*

*\* Timeline dates are subject to change.*



**DATE:** APRIL 11, 2019

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM:** JUDITH JOHNDUFF, PROGRAM MANAGER

**SUBJECT:** FY2019/2020 STATE OF GOOD REPAIR PROGRAM

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**RECOMMENDATION:**

- Information and Discussion.

**BACKGROUND:**

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1, includes a program that provides additional revenues for transit maintenance, rehabilitation and capital projects. This investment in public transit is referred to as the State of Good Repair (SGR) program. The program provides approximately \$105 million annually to the State Transit Assistance (STA) Account for the State of Good Repair Program with funds distributed to Transit Operators using the same formula as State Transit Assistance.

The preliminary estimate for the FY19/20 SGR Program released by the State Controller's Office in January is shown in the table below:

Agency	January Estimate (PUC 99313)	January Estimate (PUC 99314)
City of Camarillo		\$9,098
Gold Coast Transit		\$48,029
City of Moorpark		\$3,715
City of Simi Valley		\$5,436
City of Thousand Oaks		\$6,980
SCRRA		\$118,024
VCTC	\$1,161,246	

**DISCUSSION:**

**2019 SB1 DRAFT State of Good Repair Guidelines**

The 2019 SB 1 State of Good Repair (SGR) Formal DRAFT Guidelines have been posted to the Caltrans SGR website at: <http://www.dot.ca.gov/drmt/spstasgr.html>

According to the Draft Guidelines, the State Controller's Office (SCO) is expected to release the final revised allocation estimate for the FY19/20 SGR program at the beginning of August 2019 with FY19/20 Project Lists due to Caltrans by September 1, 2019.

**Notable Changes to the Draft Guidelines:**

1. Caltrans SGR staff is developing a process for the submittal of project lists via the CalSMART online reporting tool.
2. Transit Operators would be required submit their project lists directly to VCTC.
3. VCTC would be responsible for reviewing the Transit Operator's submittals to ensure:
  - a. the projects meet the SGR eligibility requirements,
  - b. the submittals contain a Board Resolution approving the project or ensuring the project is included in an adopted document such as the short-range transit plan. (Note: VCTC could require a signed cover letter on agency letterhead from agencies instead of a Board Resolution).
  - c. the project is appropriate for the overall transit plan designed for the region,
  - d. the total estimated amount of SGR funds to be made available to the region agrees with the August estimate letter issued by the California State Controller's Office.
4. VCTC would be required to submit one cover letter and Board Resolution (or equivalent for the whole county),
5. VCTC would also be responsible for reviewing changes to project lists.

Comments or Questions on the Draft Guidelines can be submitted to the SGR Program via the email account before July 24, 2019: [SB1SGRcomments@dot.ca.gov](mailto:SB1SGRcomments@dot.ca.gov)

**Discussion Topics:**

- Ways to streamline the submittal process
- Deadlines for Local Agencies to submit Projects Lists to VCTC
- Basis for determining whether projects are consistent with the "overall transit plan designed for the region".



**DATE:** JUNE 13, 2019

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM:** PETER DE HAAN, PROGRAMMING DIRECTOR

**SUBJECT:** APPROVE FISCAL YEAR 2019/20 PROGRAM OF PROJECTS

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**RECOMMENDATION:**

- Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2019/20 (Attachment).

**BACKGROUND:**

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review transit projects proposed to be funded with federal dollars. As the designated recipient of federal transit funds, the VCTC is required to hold a public hearing and adopt a POP which lists projects to be funded with federal funds in each of the four urban areas in Ventura County. Thus, VCTC prepares the POP using separate programs for the Oxnard/Ventura, Thousand Oaks/Moorpark, Simi Valley, and Camarillo urbanized areas, as defined by the U.S. Census Bureau.

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

Last month VCTC staff provided the transit operators with tables showing the calculation of estimated revenues and expenses for the four urbanized areas. That information was discussed at the last Committee meeting. The transit operators were then to provide proposed programs based on the amounts of funds shown in the tables as being available for each operator.

Under VCTC's adopted policy, the estimated amount to be generated under the FTA formula by each transit operator's service provides the target amount for that operator's program. For agencies providing local bus service, the programming target includes the amount generated under the formula for the jurisdiction's population, after subtracting out a share of costs for countywide planning activities. As discussed last month at TRANSCOM the countywide planning totals \$2,265,600.

It is important to mention that the estimated FY 2019/20 funding is based on the amount authorized in the FAST Act reauthorization. Should the adopted FY 2020 Federal transportation budget be lower than these estimates, it will be necessary to make changes to the Program of Projects. (The adopted FY 2018/19 budget provides slightly more than the authorized amount, which is highly unusual.)

In prior years, rather than include a small amount of Section 5339 funds in each operator's program based on what they generate, the POP swapped each local operator's share of 5339 funds with 5307 funds generated by Gold Coast or VCTC Intercity Bus, thus assigning all Section 5339 funds to those two operators. However, since VCTC is currently in discussions with RATP-Dev to purchase the remaining leased buses in the VCTC Intercity fleet, VCTC will have less ability to utilize Section 5339 funds. Therefore, this year each operator will be expected to use the Section 5339 funds it generates for eligible uses, which include bus capital costs, but not maintenance or operations.

As TRANSCOM is aware, VCTC is currently reviewing the JARC and Section 5310 projects submitted in the recent call for projects. The Final POP will include the projects selected in the call for projects for the first year of funding. However, since the One-Call / One-Click project was approved to receive funds "off-the-top," that project is shown in the draft POP for the approved Section 5310 funding amounts.

As was discussed by TRANSCOM last year, due to the end of the Proposition 1B Transit Security program, VCTC can no longer point to the Proposition 1B expenditures as justifying an exemption from the federal requirement to set aside 1% of large urban 5307 apportionments for security. Staff is proposing that the funds for the Automatic Vehicle Locator again be counted as the required qualifying security expenditure.

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 July 12<sup>th</sup> meeting.