



**VENTURA COUNTY TRANSPORTATION COMMISSION
Transit Operators Advisory Committee
(TRANSCOM)**

AGENDA

The meeting will be via ZOOM Webinar

<https://us02web.zoom.us/j/83677577803?pwd=V3FRUDFKaWVBVGtXZFBpOXI4MGI4Zz09>

**THURSDAY, September 10, 2020
1:30 PM**

In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the Guidance for Gatherings issued by the California Department of Public Health committee panelists will participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order. Members of the public are encouraged to attend the meeting remotely. Persons who wish to address the TRANSCOM committee on an item to be considered at this meeting are asked to submit comments in writing to the committee at vvega@goventura.org by 4:30PM, Wednesday September 9, 2020. Due to the current circumstances if you would like to participate in a verbal public comment on any item on the agenda during the meeting, please email your public comment to vvega@goventura.org. Any public comment received will be read into the record during the public comment portion of this meeting. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the TRANSCOM meeting, please contact VCTC staff (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 to the meeting.

- ITEM 1 CALL TO ORDER**
- ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**
- ITEM 3 PUBLIC COMMENT**
- ITEM 4 AGENDA ADJUSTMENTS**
- ITEM 5 APPROVAL OF MINUTES – For Action**
Waive the reading and approve the minutes of the August 13, 2020 meeting.
- ITEM 6 ADA CERTIFICATION SERVICES PROGRAM – Update**
- ITEM 7 101 COMMUNITIES CONNECTED FINAL DRAFT – For Information/Discussion**
Receive information and presentation on the Final Draft of 101 Communities Connected (US-101 Multimodal Corridor Study).

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- ITEM 8 SOUTHERN CALIFORNIA ASSOCIATIONS GOVERNMENT (SCAG) AMERICANS WITH DISABILITIES
ACT (ADA) DEMAND TOOL – AMMA PRESENTATION**
- ITEM 9 FUTURE AGENDA ITEMS**

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**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Thursday, August 13, 2020
1:30 p.m.**

**MEETING HELD REMOTELY VIA-ZOOM
Meeting Minutes**

**MEMBERS
PRESENT:**

Sergio Albarran, City of Ventura (Chair)
Matt Miller, Gold Coast Transit District (Vice Chair)
Tyler Nestved, City of Camarillo,
Pete Wessell, City of Oxnard
Shaun Kroes, City of Moorpark
Ben Gonzales, City of Simi Valley
Mike Houser, City of Thousand Oaks
Treena Gonzalez, County of Ventura
Martin Erickson, VCTC InterCity Bus

Chris Jetton, CSU Channel Islands (ex-officio)

**MEMBERS
ABSENT:**

City of Fillmore
City of Ojai
City of Port Hueneme
City of Santa Paula

Caltrans District 7 (ex-officio)
VCAPCD (ex-officio)

**VCTC STAFF
PRESENT:**

Aaron Bonfilio, Program Manager, Transit Services
Judith Johnduff, Program Manager
Claire Grasty, Program Manager, Regional Transit Planning
Heather Miller, Transit Planner

ITEM 1 CALL TO ORDER

Chair Albarran called the regular TRANSCOM meeting to order at 1:42pm VIA-ZOOM.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENT

Mr. Pete Wessel, City of Oxnard, announced they have hired a new traffic engineer, Tim Boucum (his start date will be August 24th).

Mr. Ben Gonzales, made two announcements, they will be receiving two of three new flyer buses in the next couple of weeks, and he introduced Lisett Bautista as the new Senior Transit Analyst.

Mr. Mike Houser, City of Thousand Oaks, made a brief announcement, all changes to the bus routes have been implemented and it has been a successful transition.

Mr. Martin Erickson, VCTC, made two brief announcements. He reminded the Committee of the retirement of Ms. Judith Johnduff, her last day will be Monday, Aug. 31st, and he announced the appointment of Ms. Heather Miller to the position of Program Manager and Ms. Jeni Eddington to Transit Planner, (both appointments will become effective Sept. 1st).

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

Item 8 and Item 9 will be taken before Item 5 and 6, respectively.

ITEM 5 APPROVAL OF JUNE MINUTES

ACTION

Gonzales moved Houser seconded, that the Committee approve the June 14, 2020 meeting minutes. The motion passed with no objections.

ITEM 6 FISCAL YEAR 2020/21 STATE OF GOOD REPAIR PROGRAM PROJECT SUBMITTALS

Ms. Judith Johnduff, VCTC, mentioned the current call for projects is in progress and applications are due by end of day August 28th.

ITEM 7 FEDERAL TRANSIT PROGRAM OF PROJECTS FISCAL YEAR 2020/2021

Mr. Peter De Haan, VCTC, recommended to the Committee to approve the Program of Projects for Fiscal Year 2020/21 (see attachment for projects list).

ACTION

Houser moved Miller seconded, that the Committee approve the Program of Projects (POP) for transit operating, planning and capital assistance for FY 2020/21 with one correction, the City of Thousand Oaks match should be 50% NOT 20%. The motion passed with no objections.

ITEM 8 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN DRAFT UPDATE (TEPP)

Ms. Claire Grasty, provided an update on the draft TEPP plan and she thanked everyone for their participation.

Mr. William Lim, Claris Strategy, provided a PowerPoint presentation on the TEPP and explained the drafted plan (a copy of the presentation will be provided to each agency).

ITEM 9 ONE-CALL, ONE-CLICK

Ms. Grasty, VCTC, introduced Tanya Kellam, with Interface/211 who provided an update on the progress for the project One-Call, One-Click, and the 211 Ride platform.

ITEM 10 ADA CERTIFICATION SERVICES

Mr. Mike Culver, Mobility Management Partners (MMP), provided an update on the ADA Certification services report(s) and program update for the month of July 2020. He noted one correction, the outbound calls should be 204 not 133.

ITEM 11 TRANSIT AGENCIES RESPONSE TO THE CORONAVIRUS

Mr. Erickson, VCTC, thanked the committee for continuing to participate in the weekly conference calls, and he emphasized that everyone continue to follow www.vcemergency.com for the latest updates from Public County Health.

ITEM 12 FUTURE AGENDA ITEMS – For Information

- Gold Coast Fleet Management Plan
- Organizational Fares for Paratransit Seniors (beyond requirements)
- Proposed State Legislation Mandate Free Fares

ITEM 13 ADJOURNMENT

Chair Albarran adjourned the meeting at 2:54pm



September 10, 2020

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: ADA CERTIFICATION SERVICES PROGRAM UPDATE

RECOMMENDATION:

- Receive and file the monthly ADA Certification services report(s) and program update.

DISCUSSION:

MMP is VCTC's service provider for ADA Paratransit Eligibility Certification services.

Attached is the August 2020 ADA Certification Services Report from Mobility Management Partners (MMP) for review at the TRANSCOM meeting.



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Aug-20							
		Aug.	July	June	May	April	March
Call Center	Inbound ADA Calls	220	144	168	107	203	360
	Outbound ADA calls	266	254	247	256	341	35
	Average hold time (in seconds)	1.4	1.4	1.45	0.18	0.11	4.05
	Outbound Area Transmittals	6	1	2	4	1	7
	Inbound Area Transmittals	1	2	5	4	2	2
Applications Received	Recertification	91	85	89	97	116	54
	New Applications	27	28	22	15	24	35
Applications Received by Service Area	Camarillo Area	9	6	12	9	11	3
	Gold Coast Area	36	46	42	43	50	35
	Valley Express Area	4	2	6	4	4	0
	Moorpark Area	7	6	3	4	2	2
	Simi Valley Area	21	31	23	21	39	26
	Thousand Oaks	40	22	23	28	32	22
	Out of County	1	0	2	3	2	1
Completed Determinations by Evaluation Type	Complete, with Functional Evaluation	0	0	0	0	0	12
	Complete, Interview w/o Functional Evaluation	0	0	0	0	0	1
	Complete, Special Circumstance (no Interview)	17	13	13	11	20	16
	Complete, Over 85+	5	7	5	3	6	7
	Complete, Phone Interview	6	8	5	7	13	16
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0
	Complete, Recertifications	85	83	87	93	113	54
	Completed Determinations	113	111	110	114	152	106
Delays in Processing (Cumulative)	Due to incomplete application by client	1	3	2	0	3	12
	Pending Professional Evaluation (PE)	5	3	1	1	5	7
	Applications that failed to meet 21 day rule	0	0	0	0	0	0
	Applicants awaiting in-person interviews	0	0	0	0	0	11
Assessments	Assessment Catagories	Total	CAM	VCTC	SIMI	T.O.	MPK
	With Physical Assessment	0	0	0	0	0	0
	With Cognitive Assessment	0	0	0	0	0	0
	Interview only (at assessment sites)	0	0	0	0	0	0
	No Shows	0	0	0	0	0	0
	Total in-person interviews scheduled	0	0	0	0	0	0
Total Number of appointment days		0	0	0	0	0	0
Determinations by Eligibility				Total	%		
Unconditional (including S.C., Over 85+ , Phone interviews,short-term)				104	92%		
Conditional				1	1%		
Temporary				8	7%		
Denials				0	0%		
Short Term				0	0%		

As of March 17th MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions.

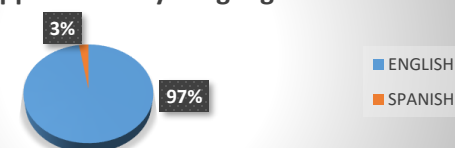
Riders requesting service outside of Ventura County

Riders requesting service into Ventura County

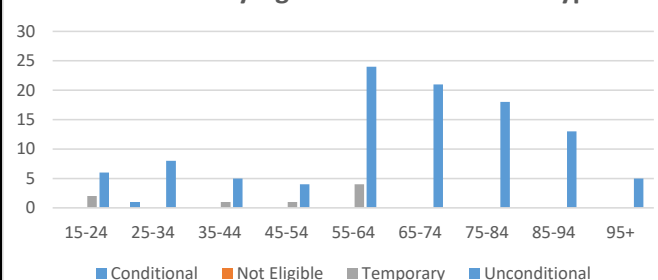
Total applications received: 118

Online Applications Received: 0 (0%)

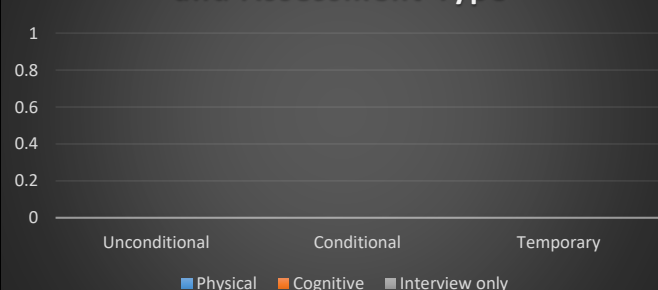
Applications by Language



Evaluations by Age and Determination Type



In-person Interviews by Eligibility and Assessment Type



Aug-20				
Applications Received - GCT Area Cities	August	July	June	May
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	3	0	2	0
Oak View	1	3	0	3
Oxnard	17	23	29	85
Saticoy	0	0	0	28
Port Hueneme	3	3	1	3
Ventura	12	17	10	10
Applications Received-Valley Express Area Cities				
Fillmore	0	2	2	2
Piru	0	0	0	0
Santa Paula	0	0	4	2

Monthly Queue Call Report (August)

	Call Count	Queue Size	Answered	Abandoned	Redirected	Disconnected	Call Count			Hold Time			To VoiceMail	Service Level
	Total In	Max	Total	Total	Total	Total	In	Out	Total	Min	Max	Avg		
Grand Total	220	2	151	9	60	0	220	0	220	0	0	0.00	60	62.73%
Sunday	2	0	0	0	2	0	2	0	2	0	0	0.00	2	0.00%
Monday	43	1	35	2	6	0	43	0	43	0	0	0.00	6	72.09%
Tuesday	56	2	26	5	25	0	56	0	56	0	0	0.00	25	42.86%
Wednesday	48	1	36	1	11	0	48	0	48	0	0	0.00	11	70.83%
Thursday	35	2	29	1	5	0	35	0	35	0	0	0.00	5	71.43%
Friday	32	1	25	0	7	0	32	0	32	0	0	0.00	7	75.00%
Saturday	4	0	0	0	4	0	4	0	4	0	0	0.00	4	0.00%



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DATE: SEPTEMBER 10, 2020

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: CAITLIN BROOKS, PROGRAM MANAGER- TRANSPORTATION PLANNING

SUBJECT: 101 COMMUNITIES CONNECTED FINAL DRAFT

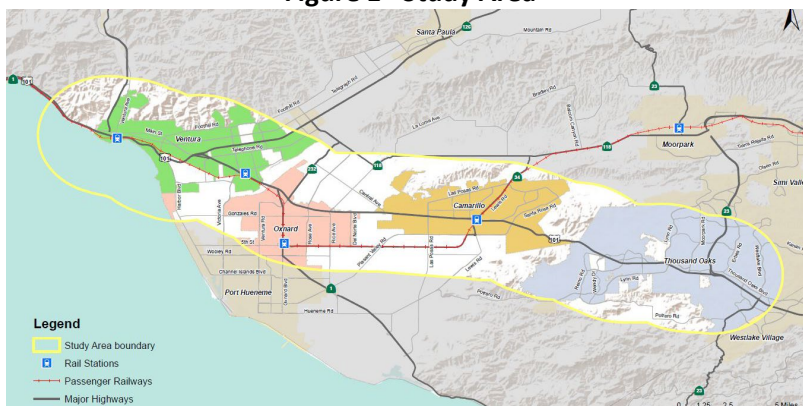
RECOMMENDATION:

- Receive information and a presentation on the Final Draft of 101 Communities Connected (US-101 Multimodal Corridor Study).

DISCUSSION:

In July 2019, with funding from the Southern California Association of Governments (SCAG) and Caltrans, VCTC kicked off the 101 Communities Connected Study (Study), a plan to improve mobility for everyone who travels the US-101 Corridor. The project has entered the final stage and we are soliciting feedback on the Final Draft from TRANSCOM. The Study provides consensus-based recommendations for multimodal mobility enhancements to benefit the communities along US-101 in Ventura County. The study area includes the US-101 Freeway and the area generally up to three (3) miles on either side of the freeway as shown in Figure 1. The completion of this Study makes Ventura County eligible to compete for state funding to implement these recommendations, including funds from the SB 1 Solutions for Congested Corridors Program (SCCP) program.

Figure 1 –Study Area



US-101 Communities Connected seeks to foster a resilient, sustainable, and efficient transportation future for Ventura County to meet the many and diverse needs of the communities served by US Highway 101. This multi-modal corridor study analyzes demographic and economic data, considers existing and future land use, and inventories planned transportation infrastructure projects throughout the US-101 Corridor. It provides a roadmap for collaboration across jurisdictions and development of funding priorities for future investments in infrastructure throughout the corridor to improve connectivity, reduce vehicle miles travelled, and better serve the residents, businesses, and visitors of Ventura County.

US-101 Communities Connected identifies a comprehensive list of proposed transportation improvement projects and evaluates those projects and programs in a multimodal context using the Caltrans Corridor Planning Guidebook and the California Transportation Commission's (CTC) Comprehensive Multimodal Corridor Plan (CMCP) guidelines. The study provides an overview of existing and future conditions, public input, documentation of projects and programs, and multimodal evaluation of the projects, funding availability, and how to move forward with implementing the projects and programs. The study is organized as follows:

- **Existing and Future Conditions Review** – Preparing a multimodal corridor Plan requires a keen understanding of existing and future land use patterns, travel markets and patterns, and the underlying multimodal transportation infrastructure in the study area. This analysis considers how existing and future users of transportation infrastructure and services will affect operation, maintenance, availability, and conditions of multimodal infrastructure.
- **Engage Public and Policy Makers** – Public outreach and participation are key parts of the US-101 Communities Connected Study. Comprehensive public involvement is crucial to the success of the project. Through interactive community workshops, digital engagement and targeted outreach, focused on disadvantaged communities, the outreach program accomplished the following goals:
 - Help to educate the public about the US 101 Communities Connected study, including its purpose and the important role it will play in Ventura County's transportation future.
 - Solicit input from the public and stakeholders, including special needs populations and disadvantaged communities, on transportation needs and priorities in the US-101 Corridor.
- **Identify Planned Projects and Programs** – A number of sources are reviewed to identify planned projects within the study area including, but not limited to, local agency Capital Improvement Programs (CIPs), the Federal Transportation Improvement Program (FTIP), 2020 SCAG Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), and Short-Range Transit Plans (SRTP), as well as coordination with local agencies to ensure an all-encompassing list.
- **Evaluation Framework** – A project evaluation framework is developed to determine how each project would perform relative to the goals and guiding principles of the project; and how it would benefit the overall corridor performance. The Study introduces the Communities Connected Index (CCI) as a tool to evaluate projects.

- **Funding Sources** - Funding for transportation improvements in California is available through a series of Federal, State, and local sources. Eligibility for each funding source differs by mode, scope, matching fund requirements and project phase. The Study summarizes relevant funding sources available for projects in the US-101 Communities Connected study area.
- **Moving Forward** - A roadmap for future improvements necessary to meet the corridor plan goals. The study identifies and prioritizes a list of planned infrastructure improvements that have potential to enhance mobility for everyone who travels the U.S. 101 corridor, including drivers, bicyclists, pedestrians and transit riders.

VCTC received numerous comments from TTAC, TRANSCOM, and the general public that were incorporated into the attached Study. We appreciate your feedback and are requesting that any additional comments on the attached Study are submitted to VCTC staff by September 18, 2020. We anticipate bringing the final draft of the Study with the inclusion of any additional comments to the VCTC Board in October 2020.