



**TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**  
Camarillo City Hall, Administrative Conference Room  
601 Carmen Drive, Camarillo, CA  
Thursday, December 14, 2017  
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 – Pg. 5**  
*Waive the reading and approve the minutes of the October 12, 2017 meeting.*
- ITEM 6 ELECTION of OFFICER’S – CHAIR and VICE CHAIR**
- ITEM 7 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM – For Information- Pg.11**
- ITEM 8 UPDATE ON SENATE BILL 1 – IMPLEMENTATION – For Information**
- ITEM 9 FTA SECTION 5307 JOBS ACCESS - REVERSE COMMUTE (JARC) CALL FOR PROJECTS AND SECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS – For Action – Pg.17**
- ITEM 10 FUTURE AGENDA ITEMS – For Information**
- Gold Coast Transit District Facility Presentation / Project Update
  - Transit Asset Management Plan (TAM Plan)
- ITEM 11 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. 111. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.*

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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, October 12, 2017  
1:30 p.m.

**Item #5**

## Meeting Minutes

**MEMBERS PRESENT:**

Bill Golubics, City of Camarillo  
Shawn Kroes, City of Moorpark (Chair)  
Austin Novstrup, City of Ojai  
Robert Hearn, City of Oxnard  
John Ilasin, City of Santa Paula & Heritage Valley TAC  
Robin Walker, City of Simi Valley  
Mike Houser, City of Thousand Oaks  
Treena Gonzalez, County of Ventura (Vice Chair)  
Vanessa Rauschenberger, Gold Coast Transit District  
Aaron Bonfilio, VCTC InterCity Bus

CSU Channel Islands (ex-officio)

**MEMBERS ABSENT:**

City of Fillmore  
Caltrans District 7 (ex-officio)  
City of Port Hueneme  
City of Ventura  
VCAPCD (ex-officio)

**VCTC STAFF PRESENT:**

Peter De Haan, Programming Manager  
Aaron Bonfilio, Program Manager – Transit  
Judy Johnduff, Program Analyst

**ITEM 1 CALL TO ORDER**

Chair Kroes called the meeting to order at 1:32 p.m.

**ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**

Ms. Johnson-Winegar, GCTD, announced various grants applied for and/or received, and that she has accepted a position with VCTC.

Ms. Walker, City of Simi Valley, announced Council's upcoming review of their SRTP.

Mr. Bonfilio, VCTC, announced that RATP Dev may purchase RMS, and the November 10<sup>th</sup> launch of the East-West Connector, and the upcoming distribution of Veterans Ride Free print materials.

Ms. Johnduff, VCTC, announced that FTA quarterly progress reports are due.

Ms. Rauschenberger, GCTD, announced that they will launch mobile ticketing in November and are now accepting credit cards.

**ITEM 3 PUBLIC COMMENT**

None.

**ITEM 4 AGENDA ADJUSTMENTS**

None.

**ITEM 5 APPROVAL OF MINUTES**

**ACTION**

**Gonzalez moved, seconded by Golubics, and passed 10/0 that the Committee approve the September 14, 2017 meeting minutes.**

**ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT**

Mr. Culver, Mobility Management Partners, provided a brief summary of the ADA Certification Service and Mileage Reimbursement program.

**ITEM 7 ADA CERTIFICATION CONTRACT EXTENSION**

**ACTION**

**Gonzalez moved, seconded by Rauschenberger, and passed 10/0 that the Committee recommend that the Commission exercise the contract option with Mobility Management Partners, Inc., to extend the contract by one year through June 20, 2019 at a cost not to exceed \$292,288 for the extension period, as specified in the option.**

**ITEM 8 STATUS OF 2019 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Ms. Johnduff reviewed the steps required to update the TIP and provided a deadline of November 1, 2017 for Committee members to update their project information listed in the 2017 TIP.

**ITEM 9 UPDATE ON SENATE BILL 1 - IMPLEMENTATION**

Mr. De Haan updated the Committee on apportionments, provisions, and deadlines related to SB1.

**ITEM 10 FUTURE AGENDA ITEMS**

- Transit Asset Management (TAM) Plan
- Coordinated Plan Priorities
- Coordinated Route Names
- Coordination of Data Standards for Trip Planners
- Gold Coast Transit District Facility / Project Update
- LCTOP for Fare Voucher Program
- Transit Asset Management (TAM) Plan

**ITEM 13 ADJOURNMENT**

Chair Kroes adjourned the meeting at 2:29 p.m.



**DATE:** DECEMBER 14, 2017

**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:**

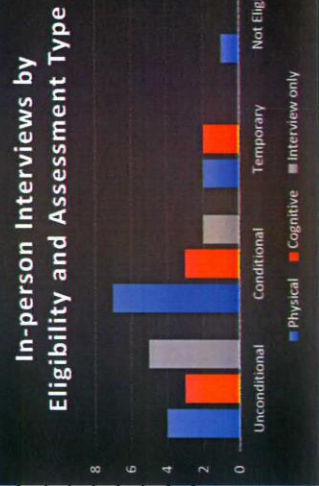
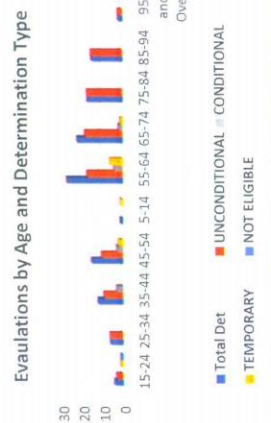
- Receive and file the monthly ADA Certification services report and Mileage Reimbursement Program update.

**DISCUSSION:**

Attached is the November 2017 ADA Certification Services Reports from Mobility Management Partners (MMP) for review at the TRANSCOM meeting.

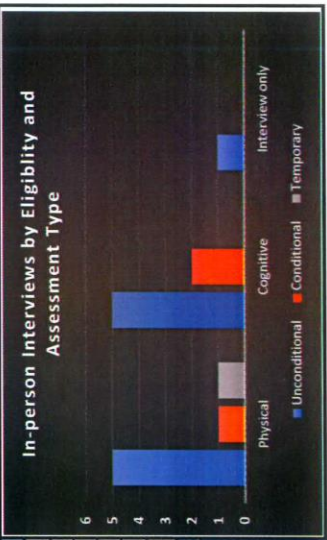
MMP received Section 5310 funding to expand its services to include the development and implementation of a pilot volunteer driver mileage reimbursement program in cooperation with the Area Agency on Aging and other agencies serving the needs of the county's senior population. At the committee meeting staff will distribute the November 2017 updates on the Mileage Reimbursement Program (MRP).

Oct-17										
Item Measured	Oct	Sep	Aug	July	June	May				
<b>Call Center</b>	Inbound ADA Calls	754	788	756	819	846	Total phone calls inbound/outbound: 888			
	Outbound ADA calls	134	538	784	291	184				
	Average hold time (in seconds)	7.7	4.28	3.41	4.15	3.69				
	Outbound Area Transmittals	13	2	7	3	2	Riders requesting service outside of Ventura County			
<b>Applications Received</b>	Inbound Area Transmittals	5	7	7	1	2	Riders requesting service into Ventura County			
	Recertification	46	30	42	52	39	Total applications received: 126			
<b>Applications Received by Service Area</b>	New Applications	80	86	72	82	85	Online Applications received: 2%			
	Camarillo Area	12	6	7	7	10				
	Gold Coast Area	50	44	38	35	42				
	Valley Express Area	2	1	4	2	2				
	Moorpark Area	5	4	7	6	4				
	Simi Valley Area	30	29	25	35	39				
	Thousand Oaks	26	28	31	23	26				
	Out of County	1	4	2	1	1				
	Complete, with Functional Evaluation	22	19	27	20	16				
	Complete, Interview w/o Functional Evaluation	7	6	7	5	0				
<b>Completed Evaluations</b> In-person, Short-Term and Recertifications	Complete, Special Circumstance (no Interview)	41	35	33	43	50				
	Complete, Over 85+	12	14	17	11	14				
	Complete, Phone Interview	5	2	3	1	1				
	Complete, Short-term Certification (60 days)	0	0	1	0	1				
	Complete, Recertifications	34	24	34	29	39				
	<b>Total Evaluations</b>	<b>121</b>	<b>100</b>	<b>122</b>	<b>109</b>	<b>121</b>				
	Due to incomplete application by client	15	7	5	2	2				
	Pending Professional Evaluation (PE)	18	20	25	32	18				
	Applications that failed to meet 21 day rule	0	0	0	0	0				
	Applicants awaiting in-person interviews	9	9	8	12	18				
<b>Delays in Processing</b> (Cumulative)	<b>Assessment Categories</b>	<b>Total</b>	<b>CAM</b>	<b>VCIC</b>	<b>SIMI</b>	<b>T.O.</b>	<b>MPK</b>			
	With Physical Assessment	14	1	5	5	3	0			
	With Cognitive Assessment	8	0	4	1	3	0			
	Interview only (at assessment sites)	7	0	5	0	2	0			
	No Shows	4	1	1	0	2	0			
	Total in-person interviews scheduled	33	2	15	6	10	0			
	Total number of appointment days	9	1	4	2	2	0			
	<b>Determination Types:</b>	<b>Total</b>	<b>%</b>							
	Unconditional (including S.C., Over 85+, Phone interviews)	97	80%							
	Conditional	12	10%							
Temporary	11	9%								
Denials	1	1%								
Short Term	0	0%								



Oct-17						
Applications Received - GCT Area Cities						
	Oct	Sep	Aug	July		
Casitas Springs	0	0	0	0		
Meiners Oaks	0	0	0	0		
Miramonte	0	0	0	0		
Ojai	1	1	5	0		
Oak View	1	0	0	1		
Oxnard	29	21	15	19		
Port Hueneme	1	2	3	3		
Ventura	18	20	15	12		
Applications Received-Valley Express Area Cities						
Fillmore	0	0	2	2		
Piru	0	0	0	0		
Santa Paula	2	1	2	0		
Travel Training						
Training Statistics						
Referrals received	20	11	15	11		
Assessments	15	9	5	11		
Trainings	7	7	0	2		
Referral Source						
ADA-Camarillo Area	0	1	0	0		
ADA-Gold Coast Area	3	3	1	0		
ADA-Valley Express Area	1	0	0	0		
ADA-Moorpark Area	0	0	0	0		
ADA-Simi Valley Area	2	0	0	1		
ADA-Thousand Oaks Area	0	1	0	0		
Workshops	3	3	0	0		
Other	11	3	14	10		
Transit 101 Workshops						
Hosting Agency						
Simi Valley Transit	3/9/2017	22	12	0		
Thousand Oaks Transit	4/13/2017	42	18	0		
Thousand Oaks Transit	6/15/2017	42	20	0		
Simi Valley Transit	9/13/2017	20	16	1		
Thousand Oaks Transit	9/21/2017	50	20	2		
Simi Valley Transit	12/13/2017					

Nov-17											
Item Measured	Nov.	Oct	Sep	Aug	July	June					
<b>Call Center</b>	Inbound ADA Calls	685	754	788	756	819	Total phone calls inbound/outbound: 996				
	Outbound ADA calls	331	134	538	784	291					
	Average hold time (in seconds)	5.92	7.7	4.28	3.41	4.15					
	Outbound Area Transmittals	4	13	2	7	3	Riders requesting service outside of Ventura County				
	Inbound Area Transmittals	7	5	7	7	1	Riders requesting service into Ventura County				
<b>Applications Received</b>	Recertification	31	46	30	42	52	Total applications received: 93				
	New Applications	62	80	86	72	82	Online Applications received: 3%				
<b>Applications Received by Service Area</b>	Camarillo Area	8	12	6	7	7	Applications received by Language				
	Gold Coast Area	32	50	44	38	35					
	Valley Express Area	1	2	1	4	2	Evaluations by Age and Determination Type				
	Moorpark Area	4	5	4	7	6					
	Simi Valley Area	34	30	29	25	35					
	Thousand Oaks	12	26	28	31	23					
	Out of County	2	1	4	2	1					
<b>Completed Evaluations</b> In-person, Short-Term and Recertifications	Complete, with Functional Evaluation	14	22	19	27	20					
	Complete, Interview w/o Functional Evaluation	1	7	6	7	5					
	Complete, Special Circumstance (no interview)	30	41	35	33	43					
	Complete, Over 85+	9	12	14	17	11					
	Complete, Phone Interview	0	5	2	3	1					
	Complete, Short-term Certification (60 days)	0	0	0	1	0					
	Complete, Recertifications	23	34	24	34	29					
<b>Delays in Processing</b> (Cumulative)	<b>Total Evaluations</b>	<b>77</b>	<b>121</b>	<b>100</b>	<b>122</b>	<b>109</b>	<b>121</b>	<b>121</b>	<b>121</b>	<b>121</b>	
	Due to incomplete application by client	8	15	7	5	2					
	Pending Professional Evaluation (PE)	17	18	20	25	32					
	Applications that failed to meet 21 day rule	0	0	0	0	0					
	Applicants awaiting in-person interviews	17	9	9	8	12					
<b>Assessments</b>	<b>Assessment Categories</b>	<b>Total</b>	<b>CAM</b>	<b>VCTC</b>	<b>SIMI</b>	<b>T.O.</b>	<b>MPK</b>				
	With Physical Assessment	7	0	5	0	2	0				
	With Cognitive Assessment	7	1	2	3	1	0				
	Interview only (at assessment sites)	1	0	0	1	0	0				
	No Shows	5	1	3	0	1	0				
	Total in-person interviews scheduled	20	2	10	4	4	0				
	Total Number of appointment days	9	1	4	2	2	0				
	<b>Determination Types:</b>	<b>Total</b>	<b>%</b>								
	Unconditional (including S.C., Over 85+, Phone interviews)	69	90%								
	Conditional	3	5%								
Temporary	3	5%									
Denials	0	0%									
Short Term	0	0%									





Nov-17						
Applications Received - GCT Area Cities	Nov	Oct	Sep	Aug		
Casitas Springs	0	0	0	0		
Meiners Oaks	0	0	0	0		
Miramonte	0	0	0	0		
Ojai	0	1	1	5		
Oak View	0	1	0	0		
Oxnard	17	29	21	15		
Port Hueneme	4	1	2	3		
Ventura	11	18	20	15		
<b>Applications Received-Valley Express Area Cities</b>						
Fillmore	0	0	0	2		
Piru	0	0	0	0		
Santa Paula	1	2	1	2		
<b>Travel Training</b>						
<b>Training Statistics</b>	<b>Nov</b>	<b>Oct</b>	<b>Sep</b>	<b>Aug</b>		
Referrals received	8	20	11	15		
Assessments	9	15	9	5		
Trainings	4	7	7	0		
<b>Referral Source</b>						
ADA-Camarillo Area	1	0	1	0		
ADA-Gold Coast Area	1	3	3	1		
ADA-Valley Express Area	0	1	0	0		
ADA-Moorpark Area	0	0	0	0		
ADA-Simi Valley Area	0	2	0	0		
ADA-Thousand Oaks Area	0	0	1	0		
Workshops	0	3	3	0		
Other	6	11	3	14		
<b>Transit 101 Workshops</b>						
<b>Hosting Agency</b>	<b>Date</b>	<b>Attendees</b>	<b>Riders</b>	<b>Referrals</b>		
Simi Valley Transit	3/9/2017	22	12	0		
Thousand Oaks Transit	4/13/2017	42	18	0		
Thousand Oaks Transit	6/15/2017	42	20	0		
Simi Valley Transit	9/13/2017	20	16	1		
Thousand Oaks Transit	9/21/2017	50	20	2		
Simi Valley Transit	12/13/2017					

Mileage Reimbursement Program Monthly Report - Nov 2017							
Category	Item Measured	Nov	Oct	Sep	Aug	Jul	Jun
Application Process	Total Interest Applications	7	16	19	13	15	9
	Total Complete Applications	3	13	16	11	13	8
	Applications approved by EDC	4	10	0	4	0	8
	Total claims received	86	91	87	83	83	72
Mileage Claims	Total miles reimbursed	10492	10704	10620	10403	10272	8892
	Total one-way trips claimed	2042	2013	2050	2078	1876	1807
Statistics by Service Area							
Camarillo	Claims Received	22	23	23	22	24	24
	Miles Reimbursed	2706	2502	2587	2296	2688	2533
	One-way trips claimed	572	575	619	641	545	681
Gold Coast	Claims Received	26	29	29	29	27	24
	Miles Reimbursed	3139	3330	3588	3805	3312	2857
	One-way trips claimed	569	604	699	724	590	500
Moorpark	Claims Received	3	4	3	3	3	3
	Miles Reimbursed	382	490	382	382	382	382
	One-way trips claimed	90	92	96	94	92	96
Simi Valley	Claims Received	6	6	4	5	6	5
	Miles Reimbursed	775	691	502	806	821	663
	One-way trips claimed	130	132	52	92	79	62
Thousand Oaks	Claims Received	25	24	23	19	18	12
	Miles Reimbursed	2806	2927	2577	2366	2155	1597
	One-way trips claimed	600	525	490	443	478	379
Valley Express	Claims Received	4	5	5	5	5	4
	Miles Reimbursed	684	764	984	748	914	860
	One-way trips claimed	81	85	94	84	92	89
Other Statistics							
	Average Trip Length (Miles)	5.1	5.3	5.2	5.0	5.5	4.9
	Average Cost per Trip	\$ 1.80	\$ 1.86	\$ 1.81	\$ 1.75	\$ 1.92	\$ 1.72



**DATE:** DECEMBER 14, 2017

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

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

**SUBJECT:** UPDATE ON SENATE BILL 1 – APPROVAL OF STATE OF GOOD REPAIR LIST

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**RECOMMENDATION:**

- Recommend the Commission approve the FY 2017/18 list of SB 1 State of Good Repair projects (Attachment A), to include Metrolink rehabilitation projects only.

**BACKGROUND AND DISCUSSION:**

The Road Repair and Accountability ACT (Senate Bill 1) will provide more than \$760 million annually in new funding for transit projects statewide. Senate Bill (SB) 1 funds will support the Transit and Intercity Rail Capital Program (TIRCP), the State Transit Assistance (STA) Program (including the State of Good Repair Program), and the Commuter Rail and Intercity Rail Program. It should also be noted that SB 862 “Cap and Trade” also provides funding for transit projects under the TIRCP program and Low Carbon Transit Operations Program (LCTOP).

**Transit Apportionments Including State of Good Repair (SGR)**

SB 1 provides for both an increase in the STA apportionments which based on the STA rules can be used for transit capital and operations, as well as a new State of Good Repair set-aside with funds also apportioned using the STA formula. Based on the guidelines issued by Caltrans, the SGR funds can be used as follows:

- Transit capital projects or services to maintain or repair a transit operator’s existing transit vehicle fleet or transit facilities, including the rehabilitation or modernization of the existing vehicles or facilities.
- The design, acquisition and construction of new vehicles or facilities that improve existing transit services.
- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

**TRANSCOM**  
**DECEMBER 14, 2017**  
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These funds are distributed to the transit operators based on the STA formula. Based on the provisions of AB 1113 which passed this year, the STA transit operator apportionment will include all operators that are eligible to receive TDA Article 8 funds, which in Ventura County is expected to include Gold Coast, Metrolink, Simi Valley, Thousand Oaks, and Camarillo. One important provision of the draft guidelines is that transit operators must provide a list of FY 17/18 projects by January 31, 2018, with a board resolution approving the list. The list does not need to be constrained to the apportionment, but must show costs at least as much as the apportionment. Should an agency miss this deadline, it will permanently lose part of its apportionment. Caltrans must approve the eligibility of the projects on the list, and the list can be amended in the future, subject to Caltrans approval.

Attachment B shows the FY 2017/18 SGR estimated apportionments issued by the State Controller for VCTC and Ventura County transit operators. A portion of the apportionment goes to VCTC based on Ventura County's population, and a portion of the apportionment is distributed to transit operators based on revenue. The table also shows the revised STA apportionments. The Committee will note that Moorpark was not included in the apportionments, which was due to how Moorpark categorized FTA grants administered by VCTC that were delayed due to FTA's change of databases, resulting in zero reported revenue during the fiscal year.

Given the January 31<sup>st</sup> deadline to submit a State of Good Repair list, staff recommends TRANSCOM approve the attached list which can then be approved by the Commission at its January meeting. At this time staff is not recommending projects for funding from SB 1 funds that will flow into the State Transit Assistance account. There is currently significant uncertainty regarding near-term transit funding requirements. These needs include:

1. As part of VCTC's settlement agreement with Roadrunner Management Services for VCTC Intercity Bus operations, should Roadrunner not be purchased by a qualified company that can provide the service at a comparable cost to VCTC, VCTC has issued a Request for Proposal for a new contractor. In order to maintain a comparable level of VCTC Intercity Bus service it is likely that the contract cost will be higher than it is currently. It may also be necessary for VCTC to purchase the contractor-owned buses that are currently provided by Roadrunner.
2. VCTC has financial obligations as a member of the SCRRA, the operator of the Metrolink commuter rail service. SCRRA staff has informed VCTC of several "state of good repair" or "slow-orders" bridge projects that have project cost estimates in the \$10's of millions of dollars; and while VCTC will make every effort to identify funding from other sources, it is likely that the new SB 1 transit funds will be needed to fund some of those repairs. Staff has also been warned of the pending need to refurbish 25-year old Metrolink rail cars with VCTC's share of the cost being \$6.7 million, including \$2.9 million in FY 18/19.

3. VCTC's recent settlement with Fillmore and Western Railroad creates budget certainty for the next four years, but will require an increase of funds to pay Fillmore and Western for track maintenance for the Santa Paula Branch line.
4. Given that the rehabilitation-related needs for Metrolink as described above are eligible for the State of Good Repair funds and can easily use the entire VCTC apportionment, staff recommends that all of that apportionment, equal to \$1,138,883, be committed for Metrolink rehabilitation for the upcoming fiscal year. Therefore, staff has prepared a list of SB 1 State of Good Repair projects that is limited to Metrolink rehabilitation. SCRRA has preliminarily identified a large number of rehabilitation projects for FY 18/19; however, it is at this time premature to determine what will be the highest priority for the funds. Therefore, staff plans to structure the SB 1 list to provide sufficient flexibility to use the funds for the highest priority projects to be determined as next year's budget is developed.

SB 1 has also caused an increase in the apportionment of "regular" STA funds, with the total Ventura County apportionment for FY 2017/18 increasing by \$2,335,000 due to SB 1. Staff anticipates determining the distribution of these additional funds as part of the budget process.

#### **Transit and Intercity Rail Capital Program (TIRCP)**

At this month's meeting, the Commission approved supporting an application from the LOSSAN Corridor Agency to include up to \$79.3 million to provide double tracking and a Camarillo Station pedestrian undercrossing to eliminate the existing bottleneck in the Camarillo area. The City of Camarillo has \$1.15 million available from its FTA apportionment for the undercrossing, and has also committed \$766,000 in local funds for the undercrossing design, so the total cost of the Ventura County improvements would be \$29.2 million.

VCTC is considering participation in two additional TIRCP projects, one being developed by SCRRA and the other by SBCAG. SBCAG recently began to develop a possible application for the capital cost of this bus service, estimated to be \$9.5 million in capital costs including the purchase of additional buses. Due to the requirements of the TIRCP program, the buses to be purchased must be zero-emission, so the cost estimate includes electric buses, charging stations, and other facility improvements. The proposed expanded bus service will allow Ventura County residents to seamlessly take the train one way and the bus the other way with a single pass. The project will enhance access of residents of the Disadvantaged Communities in Ventura County (defined by CalEPA to contain downtown Oxnard and downtown Ventura stations) to employment opportunities in the Santa Barbara area.

VCTC is also working with SCRRA on its application which at this time appears likely to include some double tracking in eastern Ventura County to provide capacity for future expansion of Metrolink service. Since the deadline for TIRCP applications is January 12th, staff will likely provide support letters for both the SBCAG and SCRRA applications and then return to the Commission on January 12th for approval.

At this time VCTC staff is not aware of any TIRCP projects being developed by the cities or transit operators.

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**VENTURA COUNTY TRANSPORTATION COMMISSION  
FY 2017/18 STATE OF GOOD REPAIR PROJECTS**

Subrecipient	Project Title	Project Description	FY 17/18 99313 SGR Funds
SCRRA	Bombardier Gen 1 Rail Car Mid-Life Overhaul	Refurbish the original 1992 Metrolink rail cars to replace and upgrade running gear, hardware, systems and components extending the useful life by 15 years.	\$2,916,000
SCRRA	Rolling Stock Rehabilitation	Progressive overhaul of Metrolink rolling stock including door motor overhaul, pushback coupler overhaul, HVAC overhaul, and rubber window gasket replacement.	\$1,280,000
SCRRA	Grade Crossing Component Rehabilitation	Add crossing Gate Savers, rehab entrance gates, rehab predictor units, batteries, and other miscellaneous crossing equipment.	\$2,595,080
SCRRA	Signal & Communication System Rehabilitation	Replace Signal System back-up battery banks, replace worn electrologic units, and Eletrocode units, changeable message signage, communication system components, and other miscellaneous signal rehabilitation.	\$1,006,320
SCRRA	Metrolink Capital Maintenance / Rehabilitation	Rehabilitation, reconstruction or replacement of Metrolink structures, track, trackbed, communication systems, facilities, stations, platforms, signage, equipment, and system, to ensure state of good repair.	\$1,200,000

Note: FY 2017/18 SGR apportionment = \$1,138,883

**FY 2017/18 SB 1 STATE OF GOOD REPAIR / STATE TRANSIT  
ASSISTANCE APPORTIONMENT ESTIMATES**

Agency	State of Good Repair Apportionment Estimate	State Transit Assistance Apportionment Estimate
VCTC	\$1,138,883	\$5,085,372
Metrolink	\$117,542	\$524,850
Gold Coast Transit	\$49,790	\$232,322
Simi Valley	\$7,293	\$32,566
Camarillo	\$10,351	\$46,220
Thousand Oaks	\$7,377	\$32,940





**Item #9**

**DATE:** DECEMBER 14, 2017

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

**FROM:** JUDITH JOHNDUFF, PROGRAM ANALYST

**SUBJECT:** FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS/REVERS COMMUTE (JARC) – CALL – FOR – PROJECTS

**RECOMMENDATION:**

- Appoint a sub-committee to review and prioritize 2017 FTA Section 5310 Large Urbanized Area (Seniors and Disabled) project applications and Section 5307 Jobs Access/Reverse Commute (JARC) project applications.

**BACKGROUND:**

On September 8, 2017 the Ventura County Transportation Commission (VCTC) approved a Call-for-Projects for Federal Transit Administration (FTA) Section 5310 Large Urbanized Area (Seniors and Disabled) funds and Section 5307 Jobs Access/Reverse Commute (JARC) funds.

Funding Availability: Table 1 provides a breakdown of the Section 5310 and JARC funds available for the two large urbanized areas in Ventura County for a two year period covering FY16/17 and 17/18, which includes prior year carryover of 5310 funds. Section 5310 allows 10% of the apportionment to be used for administration and this amount has been subtracted from the Section 5310 amounts shown below. Additionally, in accordance with FTA rules, not less than fifty-five percent (55%) of the 5310 funds are required to be available for Traditional Section 5310 projects, therefore Table 1 also provides a breakdown of the FTA split between the 5310 Traditional and 5310 Non-Traditional funds.

<b>Table 1: 2017 Call-for-Projects - Available Funding (FY 16/17 and FY 17/18)</b>			
<b>Urbanized Area</b>	<b>JARC</b>	<b>FTA 5310 Traditional</b>	<b>FTA 5310 Non-Traditional</b>
<b>Oxnard/Ventura</b>	<b>\$422,000</b>	<b>\$307,000</b>	<b>\$267,000</b>
<b>T.O./Moorpark</b>	<b>\$104,000</b>	<b>\$245,000</b>	<b>\$119,000</b>
<b>TOTAL</b>	<b>\$526,000</b>	<b>\$552,000</b>	<b>\$386,000</b>

**DISCUSSION:**

The Call-for-Projects was issued on September 13, 2017 and 22 applications were received.

**Section 5307 Jobs Access/Reverse Commute (JARC):** Five (5) project applications were received for funding under the JARC Program totaling \$215,000. Table 2 provides the list of Project Applications received by Urbanized Area.

<b>Table 2: SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS</b>					
<b>\$527,000 AVAILABLE</b>					
<b>UZA</b>	<b>AGENCY</b>	<b>PROJECT NAME</b>	<b>5307</b>	<b>Match</b>	<b>Total</b>
<b>Thousand Oaks/Moorpark</b>	CITY OF THOUSAND OAKS	Employee rideshare Program (Operations)	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$80,000</b>
	CITY OF THOUSAND OAKS	Car Share Demonstration Project	<b>\$30,000</b>	<b>\$10,000</b>	<b>\$40,000</b>
	CITY OF THOUSAND OAKS	Employee Rideshare Vans (Capital Vehicle Purchase)	<b>\$60,000</b>	<b>\$30,000</b>	<b>\$90,000</b>
<b>Oxnard/Ventura</b>	CALIFORNIA VANPOOL AUTHORITY	Low-income and Service Sector Transportation	<b>\$25,000</b>	<b>\$75,000</b>	<b>\$100,000</b>
	COUNTY OF VENTURA HSA (RAIN)	Rain TLC Work Reliability Transport Project	<b>\$60,000</b>	<b>\$12,000</b>	<b>\$72,000</b>

**Section 5310 Large Urbanized Area - Traditional:** Table 3 provides a list of Section 5310 Traditional project applications. Six applications were received requesting \$546,000. The attached Guidelines (Attachment 1) describe the project eligibility requirements.

<b>Table 3: SECTION 5310 LARGE URBANIZED AREA FUNDS - TRADITIONAL PROJECTS</b>				
<b>\$552,000 Minimum Funding Amount</b>				
<b>AGENCY</b>	<b>PROJECT NAME</b>	<b>5310</b>	<b>Match</b>	<b>Total</b>
CITY OF THOUSAND OAKS	Dial-a-ride Capital Vehicle Lease	<b>\$ 40,000</b>	<b>\$ 10,000</b>	<b>\$ 50,000</b>
CITY OF THOUSAND OAKS	Group Travel Training for Seniors and Disabled	<b>\$ 8,000</b>	<b>\$ 2,000</b>	<b>\$ 10,000</b>
CITY OF THOUSAND OAKS	East County Transit Alliance Senior and ADA dial-a-Ride Intercity Service Vehicle Lease	<b>\$ 40,000</b>	<b>\$ 10,000</b>	<b>\$ 50,000</b>
GOLDCOAST TRANSIT	GCTD Young Adult Mobility Training Program	<b>\$ 72,000</b>	<b>\$ 18,000</b>	<b>\$ 90,000</b>
HELP OF OJAI	Senior and disabled Transportation - Vehicle Acquisition	<b>\$ 50,000</b>	<b>\$ 10,000</b>	<b>\$ 60,000</b>
INTERFACE CHILDREN & FAMILY SERVICES/2-1-1 VENTURA COUNTY	ONE CALL/ONE CLICK	<b>\$ 336,000</b>	<b>\$ -</b>	<b>\$ 336,000</b>

**Section 5310 Large Urbanized Area Non-Traditional:** Table 4 provides the list of Section 5310 Non-Traditional project applications. Eleven (11) applications were received requesting \$1,819,600 in funding.

<b>Table 4: SECTION 5310 LARGE URBANIZED AREA FUNDS 2017 AVAILABLE FUNDING - \$386,000</b>					
<b>UZA</b>	<b>AGENCY</b>	<b>PROJECT NAME</b>	<b>5310</b>	<b>Match</b>	<b>Total</b>
<b>Thousand Oaks / Moorpark</b>	CITY OF MOORPARK	Free Senior/Disabled Fares on Moorpark City Transit	\$ 20,400	\$ 5,100	\$ 25,500
	CITY OF THOUSAND OAKS	Senior ECTA Dial-a-Ride Intercity Service for Thousand Oaks Residents	\$ 40,000	\$ 20,000	\$ 60,000
	CITY OF THOUSAND OAKS	Saturday East County Transit Alliance Senior and ADA Dial-a-Ride Intercity Service (5310)	\$ 40,000	\$ 10,000	\$ 50,000
	CITY OF THOUSAND OAKS	Free Bus Rides for ADA and DAR Cardholders	\$ 40,000	\$ 10,000	\$ 50,000
<b>Oxnard / Ventura</b>	GOLDCOAST TRANSIT	Direct Go Access Service to/from GCTD/Camarillo	\$ 243,200	\$ 60,800	\$304,000
	HELP OF OJAI	Senior and disabled Transportation - OPERATIONS	\$ 56,000	\$ 74,000	\$130,000
<b>Countywide</b>	AREA AGENCY ON AGING	VCAAA'S Elderhelp Transportation Program	\$ 350,000	\$ 175,000	\$525,000
	CAREGIVERS; VOLUNTEERS ASSISTING THE ELDERLY	Personalized Door-Through Door Volunteer Transportation Services	\$ 150,000	\$ 132,070	\$282,070
	VENTURA TRANSIT SYSTEM	Taxi Voucher Program for Unmet Needs of Senior and Disabled, Job Related Rides and the Low Income Individuals	\$ 200,000	\$ 50,000	\$250,000
	VENTURA TRANSIT SYSTEM	Purchase of Wheelchair Accessible Taxicabs	\$ 480,000	\$ 120,000	\$600,000
	VENTURA TRANSIT SYSTEM	Purchase Dispatch Center Equipment and Operating Expenses	\$ 200,000	\$ 50,000	\$250,000

**RECOMMENDATION:** Due to the large number of applications staff recommends TRANSCOM appoint a subcommittee to review the applications and prioritize the projects for funding. It will also be necessary to delay the schedule to evaluate the project applications.

**Next Steps:** If approved by TRANSCOM, staff will schedule a meeting with the sub-committee to review the projects and bring this item back to TRANSCOM at the January 11<sup>th</sup>, 2018 meeting.

**VCTC 2017 CALL-FOR-PROJECTS (2 YEARS)  
FOR SECTION 5310 LARGE URBANIZED AREA FUNDS AND  
SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS**

**Program Purpose:** The Federal Transit Administration’s (FTA) Section 5310 Grant program is intended to enhance mobility for seniors and persons with disabilities by providing funds that support the special needs of seniors beyond traditional public transportation services and for those with disabilities beyond that required by the Americans with Disabilities Act (ADA).

The goal of the JARC program is to improve access to employment and employment related activities for eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities.

**Purpose of this Call-for-Projects:** This is the primary funding source to support projects and strategies identified in VCTC’S COORDINATED PUBLIC TRANSIT-HUMAN SERVICES PLAN which can be found at: <https://www.goventura.org/updated-ventura-county-coordinated-public-transit-human-services-transportation-plan>.

The FTA 5310 program provides grant funds for capital, mobility management, and operating expenses for:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA);
- Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities and with transportation.

JARC funds provide financial assistance for transportation service planned, designed, and carried out to meet the transportation needs of eligible low-income individuals.

**SCREENING CRITERIA**

The screening criteria are divided into three categories. Proposed projects must meet **all** of these screening criteria in order to move to the next phase of the process.

- 1. Project Eligibility:** The proposed project and applicant must be eligible to receive either Section 5310 funds or JARC funds.
- 2. Planning Consistency:** The project must fall within the recommendations of VCTC’S Coordinated Public Transit-Human Services Plan.

### 3. Financial Feasibility:

- A. Recipient of funds must have the financial capacity to complete, operate and maintain the project.
- B. Funds required from other sources (for local match) must be reasonably expected to be available.
- C. Projects must be implemented within Federal delivery requirements.

**Eligible Recipients:** States and designated recipients are direct recipients; eligible sub-recipients include private nonprofit organizations, states or local government authorities, or operators of public transportation.

#### **Eligible Activities:**

Traditional Section 5310 project examples include:

- buses and vans
- wheelchair lifts, ramps, and securement devices
- transit-related information technology systems, including scheduling/routing/one-call systems
- mobility management programs which can include travel training and volunteer driver programs
- acquisition of transportation services under a contract, lease, or other arrangement

Nontraditional Section 5310 project examples include:

- travel training
- volunteer driver programs
- building an accessible path to a bus stop, including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features
- improving signage, or way-finding technology
- incremental cost of providing same day service or door-to-door service
- purchasing vehicles to support new accessible taxi, ride sharing and/or vanpooling programs
- mobility management programs

JARC project examples include:

- projects designed to transport low-income persons or welfare recipients to jobs and employment-related activities.
- projects designed to transport workers to suburban employment opportunities.

At least 55% of the area's 5310 funds must be used on capital projects as described in the first category of Section 5310 projects above.

**Match Requirements:** A local match is not required; however five (5) points will be awarded to projects which provide a minimum of twenty percent (20%) matching funds. Private nonprofit organizations will automatically be awarded the five (5) points.

**Inclusion in Plan:** Project must fall within the recommendations of the VCTC Human Service Transportation Coordination Plan:

<https://www.goventura.org/updated-ventura-county-coordinated-public-transit-human-services-transportation-plan>

**Federal Grant Requirements:** The recipient agency must be able to meet the Federal Transit Administration’s conditions for use of its funds. These conditions include, but are not limited to: annual outside audit; triennial FTA audit; five-year grant records retention; development of a written maintenance plan for FTA-funded vehicles, facilities, and equipment; competitive procurement; buy America; ADA; and civil rights. (Drug and alcohol testing is not a requirement for these programs.) Agencies receiving funds will need to have in place a signed agreement committing to meeting FTA requirements.

**Prioritization Criteria:**

VCTC will use the following criteria to prioritize projects.

1. **Goals and Objectives (20 points):** Degree to which project supports new, enhancement, or expansion of service or system capacity for the targeted populations. The application should clearly state the program goals and objectives and describe how the project addresses the needs and service gaps identified in the Coordinated Plan.
2. **Project Implementation Plan (30 points):** Degree to which the project implementation has been well designed. Proposals must state who will be responsible for the implementation, and implementation steps and timeline. Sponsors should describe how the project will improve service delivery, coordination, or cost-effectiveness.
3. **Program Performance Indicators (20 points):** Project sponsors should explain how the project will be monitored and evaluated. The application should identify clear, quantitative performance measures to track the effectiveness of the service in meeting the identified goals.
4. **Communication and Outreach (20 points):** Degree to which applicants coordinate with other community transportation and/or social service resources. Application should describe efforts to keep stakeholders involved in and informed of project activities. There should be demonstrated public support for the project (including letters of support), as well as a plan to promote awareness of the project to the target population.
5. **Emergency Planning and Preparedness (5 points):** Applicant should describe emergency planning and any participation in emergency drills.
6. **Matching Funds (5 points):** A maximum of 5 points will be awarded to projects providing 20% or more funding match. Private nonprofit organizations will automatically be awarded five (5) points for match under these scoring criteria.
7. **Bonus Points for Non-Transit Operator Applicants:** Eligible projects submitted by non-transit operators will receive an additional five (5) points in the scoring criteria. For the purposes of this criterion “transit operators” are defined as agencies that receive, from VCTC as a matter of course, a share of 5307 funds for on-going transit services.

The Human Service Transportation Coordination Plan identified as a very high priority the need for improved and simplified human service transportation information, specifically through development of the One-Call / One-Click capability. The intent is to provide integrated call center and online information regarding demand responsive transportation alternatives. In recommending the projects for funding from this category, VCTC will take duplication of efforts into consideration.