



# Meeting Summary

## TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

CAMARILLO CITY HALL  
ADMINISTRATIVE CONFERENCE ROOM  
601 CARMEN DRIVE, CAMARILLO, CA  
THURSDAY, SEPTEMBER 8, 2016  
1:30 P.M.

**MEMBERS PRESENT:**

Bill Golubics, City of Camarillo  
Tyler Nestved, City of Camarillo  
Austin Novstrup, City of Ojai  
Shaun Kroes, City of Moorpark  
John Ilasin City of Santa Paula  
Mike Houser, City of Thousand Oaks  
Chris Latham, City of Simi Valley  
Ryan Roman, City of Simi Valley  
David Fleisch, County of Ventura  
Vanessa Rauschenberger, Gold Coast Transit  
Claire Johnson-Winegar, Gold Coast Transit  
Ben Cacatian, Ventura County Air Pollution  
Control District

**VCTC STAFF PRESENT:**

Martin Erickson  
Treena Gonzales  
Ellen Talbo  
Judy Johnduff  
Peter De Haan  
Kevin Khouri

**ITEM 1 CALL TO ORDER**

Chair Houser called the meeting to order at 1:30 P.M. A quorum was present.

**ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**

Mr. Erickson introduced Jeni Eddington as the new VCTC Administrative Assistant and announced the birth of Harry Bonfilio, son of Mr. Bonfilio.

Ms. Raushenberger announced that it is “Selfie September” and riders are being encouraged to post selfies while on the bus in honor of “Back to School Month” to the Gold Coast Transit Facebook page.

Ms. Johnson-Winegar announced that Gold Cost Transit will be applying for two grants offered under the Affordable Housing and Sustainable Communities Program (AHSC). She said that one will be for an enhanced study to look at naval base modal improvements and the other for bus-stop improvements.

Mr. Cacatian announced that the Air Quality Management Plan 2016 will be released by the end of September.

Mr. Latham introduced Ryan Roman, Senior Management Analyst with the City of Simi Valley.

Mr. Fleisch announced that the interview process for a Sr. Transportation Analyst has begun.

Chair Houser announced the posting of a part-time temporary posting in the Transit Department as well as “Travel Training for Seniors” at the adult center on Thursday, September 22<sup>nd</sup>.

**ITEM 3 PUBLIC COMMENT**

None.

**ITEM 4 JULY 14, 2106 MEETING MINUTES**

Mr. Fleish stated that Ms. Connell was handed the gavel at the beginning of the meeting and that she ran the meeting while the minutes stated that she received it at the end.

**Fleisch moved to approve the July 14, 2016 meeting minutes as amended. Kroes seconded the motion. The motion passed with no objections.**

**ITEM 5 ADA CERTIFICATION, MILEAGE REIMBURSEMENT PROGRAM UPDATE, AND ANNUAL PERFORMANCE EVALUATION**

Peter De Haan gave a brief ADA Certification services report and Mileage Reimbursement Program update. He stated that the ADA Certification process will no longer be limited to a doctor’s recommendation and will allow for recommendations from an appropriate healthcare professional. He stated that historically, applications were on hold while awaiting a physician’s opinion.

**Committee Discussion:**

Mr. Kroes asked for a copy of the application. Mr. Fleisch suggested that a note be added to the website to let the public know about the change. Ms. Martinez asked what qualifications one needs to be considered a healthcare professional.

Mr. De Haan responded that a printable copy and a link to the online form available on the VCTC website will be emailed to the Committee. He suggested that information be disseminated to social workers versus doctors to reach a broader audience. He responded that the recommending healthcare professional would need to be licensed and provide contact information. Mr. De Haan said that he would return to the Committee with an update on program usage.

With regard to mileage reimbursement applications, Chair Houser asked why it is that in some months all applications are approved whereas in other months they are not. Mr. De Haan responded that he would look into this for the next meeting.

## **ITEM 6 CONGESTION MITIGATION AND AIR QUALITY (CMAQ) TRANSIT PROJECTS SELECTION**

Peter De Haan said that CMAQ funds are now authorized. The policy has been that 50% of the funds are allocated to transit projects and the other 50% to bicycle/pedestrian projects. Consensus is that there would not be a call for projects at this time but to address countywide projects that have an immediate need. Those projects include annual VCTC countywide marketing and automatic vehicle locator (AVL) technology.

Mr. Fleisch suggested that the AVL technology contract includes all operators and recommended increasing the funds from \$1.5 million to \$2 million including additional fare boxes for the remainder of the fleet.

Ms. Raushenberger suggested that the RFP include language relating to existing technologies that can leveraged, such as Automatic Voice Annunciation (AVA) systems, which also include GPS tracking.

Ms. Raushenberger said that the marketing consultant has done a great job and suggested additional coordination of advertisements. She said that riders are not aware that they can purchase one pass to ride all of the bus systems. She would like to see more promotion of the interconnectedness between the systems. Mr. Fleisch recommended an advertising campaign to address the issue. Ms. Johnson-Winegar recommended targeted ads for the users – newspapers, bus ads, social media, Spotify, Pandora, etc.

Ms. Talbo responded that VCTC posts a print ad in the form of a mini newsletter and will reach out for information to include. She said that once each operator is on a General Transit Feed Specification (GTFS) it will be easier for the public to coordinate their transit needs online.

**Fleish moved, seconded by Novstrup, to program funds in an amount not to exceed \$2,000,000 of CMAQ funds to purchase additional fare boxes for the remainder of the fleet and new countywide automatic vehicle locator and give strong consideration to AVA systems that are in the procurement process, and \$500,000 for the Fiscal Year 2017/18**

**countywide transit marketing program.**

**ITEM 7 PROPOSITION 1B TRANSIT SAFETY, SECURITY & DISASTER RESPONSE  
FUND CALL FOR PROJECTS**

Ms. Johnduff presented the Committee with a schedule and evaluation criteria for projects that increase protection against safety threats and/or aid operators with disaster response. She stated that the deadline is January 1, 2017. She reviewed the schedule as follows:

October 7 – Commission approves project selection schedule and ranking criteria

October 28 – Project proposals due in VCTC's office

November 10 – Draft project recommendations considered by TRANSCOM

December 2 – Project selection by Commission

December 7 – VCTC projects submitted to OES

Ms. Johnduff also reviewed the project selection scoring criteria including: project eligibility; work plan, timeline and readiness; project need/benefit; enhancements to safety and security of transit facilities; disaster response; and regional significance.

Chair Houser said this may be an opportunity to submit a countywide application to fund a countywide transit communication system using radio and cellular technology. Mr. Erickson responded that a joint project application could be submitted assuming that the project is feasible.

**Kroes moved, seconded by Novstrup, to approve the proposed  
schedule and ranking criteria for nominating Transit Safety, Security &  
Disaster Response projects for Proposition 1B funding.**

**ITEM 8 COMMITTEE AND SRTP UPDATES**

Mr. Erickson updated the committee on the Metrolink funding for FY17/18. He said since the beginning of Metrolink operations in Ventura County (1993), VCTC has remained in the Metrolink system with an internal "swapping" of VCTC federal capital money for METRO (from their self-help sales tax) rail operating funds. In March 2016, METRO has indicated this swap may not be possible after FY 16/17.

Mr. Erickson said that VCTC has reached a tentative durable solution for the next two to five years. VCTC's Federal rail money will be incorporated into the Metrolink budget because they are federalizing some of their larger contracts.

With regard to Short Range Transit Plans, Mr. Kroes said that the City of Moorpark received 80 responses regarding three route adjustments. Mr. Latham said that the City of Simi Valley is refining their RFP. Chair Houser said that the City of Thousand Oaks' process is delayed until January and that the item will go to Council for adoption in April or May 2017.

Ms. Talbo updated the Committee on the coordinator plan. She said that three main comment categories are: 1) transportation information and schedules are a

challenge to locate for the general public and the social/human service agencies assisting the public; 2) transfers and connections; and 3) out of county Kaiser/Woodland Hills trips. She said that there is also confusion about ADA eligibility. She said that the next steps are to internally synthesize, regroup, and develop strategies.

**ITEM 9 ADJOURNMENT**

Chair Houser adjourned the meeting at 2:52 P.M.