



**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL
(CTAC/SSTAC)**

TUESDAY, JUNE 12, 2012 -- 1:30 PM – 3:30 PM

County Government Center - Hall of Justice
Cafeteria Pacific Meeting Room
800 South Victoria Avenue, Ventura 93003

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| Item # 1. | Call to Order | Action |
| Item # 2. | Self Introductions | Information |
| Item # 3. | Public Comments for Items <u>Not</u> on the Agenda | Information |
| Item # 4. | A. Approval of 4/10/12 Meeting Summary
B. Approval of 5/8/12 Meeting Summary | Action |
| Item # 5. | Update on County Transit Plan (Oral Report)
Responsible staff: Vic Kamhi | Information |
| Item # 6. | Review of VCTC Policy for Social Service Agency
Transit Tokens
Responsible Staff: Vic Kamhi | Action |
| Item # 7. | Review of VISTA Policy for Transporting Children
Responsible Staff: Vic Kamhi | Action |
| Item # 8. | Chairman's Report | Information |
| Item # 9. | Staff Report | Information |
| Item # 10. | Committee Member Reports | Information |
| Item # 11. | Adjournment | Action |

The next meeting will be Tuesday, October 9th – have a great summer!!

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Commission meeting, please contact the Clerk of the Board at (805) 642-1591 ext 101. 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.



Item # 4A

**CTAC/SSTAC MEETING SUMMARY
April 10, 2012**

Item # 1 CALL TO ORDER

The meeting was called to order by chair Jim White at 1:35 PM.

Item # 2 SELF INTRODUCTIONS

The committee members and audience introduced themselves.

Item # 3 PUBLIC COMMENTS (for items not on agenda)

There were no public comments.

Item # 4 MARCH 13, 2012 MEETING SUMMARY

The meeting summary was reviewed and approved with a correction to the meeting date.

Item # 5 FY 12/13 DRAFT FINDINGS FROM THE UNMET TRANSIT NEEDS PUBLIC HEARING

VCTC Transit Director Vic Kamhi reviewed the draft findings and discussed the legal as contrasted to practical purpose for the annual public hearing. While a State requirement, it has also become a very useful annual review of local transit plans and proposals. He also discussed how a finding of “no unmet transit needs” could in reality be coupled with several recommendations for operational improvements and study efforts.

After discussion and questions from the Committee, the draft findings were approved and forwarded to the Commission for its consideration.

Item # 6 DISCUSSION ABOUT FY 12/13 CITY/COUNTY REQUESTS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE AND PEDESTRIAN FUNDS

The Committee briefly reviewed the projects under discussion, which will be ranked at the May meeting. Mary Travis, VCTC staff, reported that there is enough money to support all requests but the projects will be ranked just in case the money doesn't materialize as expected.

A discussion took place about the late submittal from the City of Ojai and the amended request from the County of Ventura to increase their claim to fund both phases of the County's proposed sidewalk project. Lengthy comments were made about precedent

being set by consideration of late and/or amended requests when this has been expressly prohibited in the past. It was finally decided to consider both the late Ojai and County amended requests since there is enough money to fully fund all projects under consideration, however, this is a one-time only change. It is expected that the usual schedule and procedures will be back in place next year. The projects will be ranked next meeting.

Item # 7 CHAIRMAN'S REPORT

Chair White thanked everyone re-elected him as Chairman at the last meeting, and he also thanked those who visited the Article 3 request sites and urged people to contact the cities/county if there were any questions about the projects.

Item # 8 STAFF REPORT

Mary Travis, VCTC staff, mentioned that the TDA funding picture looks much better in the upcoming year than it has for the past two.

Item # 9 COMMITTEE MEMBER REPORTS

No comments were made.

Item # 10 ADJOURNMENT

The meeting was adjourned at 3:30 PM.



Item # 4B

**CTAC/SSTAC MEETING SUMMARY
May 8, 2012**

- Item # 1 CALL TO ORDER**
The meeting was called to order by chair Jim White at 1:35 PM.
- Item # 2 SELF INTRODUCTIONS**
The committee members and audience introduced themselves.
- Item # 3 PUBLIC COMMENTS (for items not on agenda)**
There were no public comments.
- Item # 4 APRIL 10, 2012 MEETING SUMMARY**
This item was postponed to the May meeting.
- Item # 5 RANKING OF FY 12/13 TRANSPORTATION DEVELOPMENT ACT (TDA)
BICYCLE/PEDESTRIAN FUND REQUESTS**
Mary Travis, VCTC staff, reviewed the process so far and passed out ranking forms for the members. Although there will be enough money to fund everything this year, it is unlikely that will happen again.. Also, there is enough money in carryover funds to support the late request from the City of Ojai and the additional request from the County of Ventura. After continued discussion about changes proposed for next year's funding cycle, the projects were ranked. The CTAC/SSTAC recommendations will now be sent to the Commission for approval and the funds allocated in the Fall of 2012.
- Item # 6 UPDATE ON COUNTY TRANSIT PLAN**
This item was postponed to the June meeting.
- Item # 7 CHAIRMAN'S REPORT**
Chair White thanked everyone for participating and urged everyone to stay in touch with their appointing agency to carry information back.
- Item # 8 STAFF REPORT**
Mary Travis, VCTC staff, mentioned she had just gotten word that Moorpark Alternate Lee Sampson had passed away.
- Item # 9 COMMITTEE MEMBER REPORTS**
No comments were made.
- Item # 10 ADJOURNMENT**
The meeting was adjourned at 3:30 PM in honor of Lee Sampson.



Item # 6

June 12, 2012

**MEMO TO: CITIZENS TRANSPORTATION ADVISORY COMMITTEE/SOCIAL SERVICES
TRANSPORTATION ADVISORY COUNCIL**

FROM: VICTOR KAMHI, DIRECTOR OF BUS SERVICES

SUBJECT: SOCIAL SERVICE AGENCIES TOKEN POLICY

RECOMMENDATION:

- Discuss and recommend VISTA Social Service Token Agency Policy

BACKGROUND:

VCTC offers token passes to social service agencies around the county. These agencies buy tokens in bulk for \$1.00 and hand out tokens without charge to their members. The tokens are redeemed by VISTA, and may be redeemed by any other transit agency in the County (VCTC reimburses the agency \$1 per token).

Over the course of the program VCTC has encountered some problems. Some of the major problems staff has had include: lack of a definition for what constitutes as a social service agency and pricing inequities.

Without a definition of what a social service agency is, VCTC has no guidelines to which it can base approval or denial for purchase of such tokens. Not having a definition to stand by can make it extremely difficult when deciding whether to sell or not sell tokens to a group.

The pricing inequities that exist have been a problem for VCTC. The lack of uniformity in fare pricing between the different transit agencies and different VISTA services, as well as Senior/disabled rider fares has made it difficult to maintain equity in pricing. Operators other than VISTA may value the token differently while the reimbursement from VCTC remains uniform. Some agencies see the token as equal to \$1.00, if there is a difference in fare price the passenger is responsible for paying the remaining amount. At other agencies the token is given a value equal to the price of a regular fare. This pricing may cause seniors/disabled to pay more and for regular adults to inadvertently receive a discount.

Staff has developed and proposed definition of "social service agencies" and three alternatives option regarding the use of "social service" tokens:

Option A will continue current VCTC practices. All tokens will continue to be sold and reimbursed at \$1.00. Seniors will continue to overpay and regular adults will continue to receive a discount. However, staff would be more comfortable having tokens be closer to actual cost.

Option B will bring token prices closer to actual fare prices for many of the transit agencies by dropping individual token cost and setting different token requirements for adults and senior citizens. If we sell the tokens for \$0.60, seniors will pay a actual VISTA fare. In some instances receiving a if used on other systems, the will receive a small discount. Adults will also pay a fare closer to actual value, overpaying by some cents in some the case of the Dial-a-Rider (3 tokens equal to \$1.80 for a \$1.75 ride, but a slight discount on fixed route (two tokens equals \$1.20 for a \$1.25 ride). Option B will require that VCTC purchase more tokens. Token cost varies by size of order. The purpose of these tokens was never to offer discounts but to offer social service agencies with ticket-like pieces they could give to members of their organization.

Option C will have VCTC providing several different tokens – a \$.60 tokens, \$1.25 tokens, and \$1.75 tokens. This would set the tokens to the current VISTA fares. Like Option B VCTC will need to purchase more tokens; it will also require distribution, collection, and accounting of three different tokens. Because of the complexity, this option is not recommended.

Attached is the proposed VISTA policy with all three options.

DRAFT

VISTA POLICY
APPROVED BY VCTC
_____, 2012

POLICY 3: SOCIAL SERVICE AGENCIES

Policy:

- **(DEFINITION)** A Social Service Agency provides public services that promote self-sufficiency, health, and well being. This includes any registered 501 non-profit organization, Ventura County health and human service agency, and any local school district.
- The Ventura County Transportation Commission offers single-fare tokens for any Social Service Agency wishing to provide its members with access to the VISTA, Gold Coast, Moorpark, Simi Valley, and Thousand Oaks Transit networks.
 - **(OPTION A)** Tokens cost \$1.00 (Current system). Seniors and adults pay 1 token for a single one-way trip aboard any participating transit network.
 - **(OPTION B)** Tokens cost \$0.65. Seniors pay 1 token for a single one-way trip aboard any participating transit network; adults pay 2 tokens for ride.
 - **(OPTION C)** Tokens cost \$.60, \$1.25, and \$1.75. Seniors and disabled pay 1 token for a single one-way trip in county VISTA, while general fares use the \$1.25 token, and Dial-a-Ride passengers use the \$1.75 token.



Item # 7

June 12, 2012

MEMO TO: CITIZENS TRANSPORTATION ADVISORY COMMITTEE/SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

FROM: VICTOR KAMHI, DIRECTOR OF BUS SERVICES

SUBJECT: VISTA POLICY REGARDING TRANSPORTING CHILDREN

RECOMMENDATION:

- Discuss and recommend VISTA Transporting Children Policy

BACKGROUND:

VISTA fixed-route and VISTA Heritage Valley Dial-A-Ride (DAR) services transport large numbers of children every day. Currently VISTA only requires that a passenger be 5 years old to board either without adult supervision or at least someone in their teens. VISTA bus operators are placed in compromising position where they are not comfortable transporting a five year old child riding alone without clear parental guidance if not presence. Even where there is a standing reservation, the driver and dispatch are placed in a compromised position if the child requests a changed destination (for example, "my mother told me to meet her at ..."). Both changing the destination on the instruction of a 5 year old or leaving a child alone at the curb of potentially an unattended destination are uncomfortable and potentially a liability for VISTA and the contractor.

Currently, parents let VISTA Heritage Valley Dial-A-Ride operators know where their child needs to go when the reservation is made, but there is nothing in place that prevents a child from changing the directions by directly telling bus operators where to be taken to. On board VISTA fixed-routes, there is nothing in place that prevents a 5 year old to board alone in Ventura and take the Coastal Express to Santa Barbara. Changes in destination have been accepted by call-ins from the "parent", however, except for call back, there is no way to verify.

Protecting Ventura County's children is a top priority. Staff also realizes that children in the Santa Paula/Fillmore area make up a significant share of VISTA Heritage Valley Dial-A-Ride ridership. Children in the area frequently use the service to commute to and from school. VCTC is considering a policy that serves to protect VISTA and our juvenile rider while maintaining the current services provided.

VISTA Heritage Valley Dial-A-Ride operates within county boundaries and for the most part serves as a shuttle for people trying to get to places across town. VISTA fixed-routes operate between Ventura and Santa Barbara County and serve more of a regional transit need. Because of the differences in distance

travelled between the two, a two-tiered system of implementation would be ideal. Rules that apply to VISTA Heritage Valley Dial-A-Ride might not be able to apply to VISTA fixed-route.

Currently the VISTA fixed route operators procedure is if they have a concern about a young child boarding a bus, they contact dispatch and dispatch contacts the local police department. The proposed change in that policy is that any child under ten (10) require accompaniment by a passenger at least 15 years of age.

In developing this policy staff examined several different transit agency policies, both public and private, to develop a policy that would work best for Ventura County. These agencies included: COACH USA, Greyhound, Amtrak, Tri Met (Portland Transit), RTA (Riverside Transit) and LA Metro.

The proposed DAR policy calls for children under the age of ten (10) will only be picked up and delivered to locations predetermined in writing by a Parent/Guardian.

Attached is the proposed VISTA policy.

DRAFT

VISTA POLICY
APPROVED BY VCTC
_____, 2012

POLICY 2: TRANSPORTING CHILDREN

Policy:

- **Dial-A-Ride Services:** Children under the age of ten (10) will only be picked up and delivered to locations predetermined in writing by a Parent/Guardian. Contact VISTA Heritage Valley Dial-A-Ride a form.
- **Fixed-Route Services:** Any child under ten (10) require accompaniment by a passenger at least 15 years of age.

Children and other young people comprise a majority of our ridership on many of our routes. Currently VISTA only requires that a passenger be 5 years or older to board. Parents let VISTA Heritage Valley Dial-A-Ride operators know where their children need to go or be picked up from. However, there is nothing within our policies that prevents a child from instructing a bus driver where to drop of pickup him/her.

This policy will formalize current procedures and implement new age restrictions. Children under ten using dial-a-ride will only be picked up and delivered to locations predetermined by a Parent/Guardian, in writing. Also, children under the age of ten using VISTA fixed-routes will require accompaniment by a passenger at least 15 years of age. Fixed-route services, unlike dial-a-rides services, cross county lines and cover long distances which can be dangerous for young children to travel alone. Coach, Greyhound, and all major charter bus carriers have similar age restrictions.¹

¹ Greyhound: Children Traveling <http://www.greyhound.com/en/ticketsandtravel/childrentraveling.aspx>