



AGENDA

TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Thursday, July 10, 2014, 1:30 P.M.
Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA

- Item #1** **CALL TO ORDER**
- Item #2** **INTRODUCTIONS AND ANNOUNCEMENTS**
- Item #3** **PUBLIC COMMENTS**
- Item #4** **APPROVAL OF June 12, 2014 MEETING MINUTES – PG. 2**
That TRANSCOM approve the June 12, 2014 meeting minutes.
- Item #5** **TRIENNIAL PERFORMANCE AUDIT FOR VENTURA COUNTY
TRANSPORTATION COMMISSION (VCTC) – PG. 5**
That TRANSCOM receive and file the State required Transportation
Development Act (TDA) Triennial Performance Audit of the Ventura
County Transportation Commission (VCTC)
- Item #6** **SELECTION OF PROPOSITION 1B CTGP PROJECTS**
*(To be transmitted under separate cover and posted on Monday, July 7,
2014).*
- Item #7** **ADJOURN**

NOTICE: VCTC, on behalf of its Marketing Consultant Team, Moore & Associates, would appreciate Operators providing customer information and/or marketing collateral in anticipation of the 2014 Ventura County Fair (July 30 - August 10). Volunteers to staff the booth would be welcomed and much appreciated! VCTC has asked that Operators ship their items to VCTC as soon as possible. Contact Kara Elam at (805) 642-1591 ext. 111 or kelam@goventura.org for more information.
We appreciate your participation!

**MINUTES OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
June 12, 2014**

Item # 1 Call to Order

Chairperson Kathy Connell called the meeting to order at 1:37 p.m.

Item # 2 Introductions and Announcements

Aaron Bonfilio of VCTC mentioned that Southern California's regional rideshare Agencies are seeking information on Operators' summer programs or specials, to put in their newsletter. Contact Alan Holmes at aholmes@goventura.org to submit your material or for more information. Chris Latham of Simi Valley introduced their Transit Superintendent, John Webster, who noted they are in the process of finalizing procurements for three heavy duty buses and three paratransit vehicles.

Peter De Haan of VCTC noted Metrolink's budget increased but the member Agency in San Bernardino voted against the increase, capping it at 3% or lower, and will not improve any cut backs in service. VCTC's increase is 7.35%. Vic Kamhi of VCTC noted that the RFP for VISTA service is closed and proposals were received, further mentioning the Federal Government's recent notice of proposed rulemaking for Metropolitan Planning Organization's guidance, the new 5310 guidelines and a need for volunteers and Operator's marketing material for the VCTC booth at the Ventura County Fair (Jul. 30 - Aug. 10). Amy Ahdi of VCTC provided an update on the Short Range Transit Plan (SRTP), noting that a finalized Draft of countywide performance metrics (including route classifications and service design guidelines) is nearing completion and the SRTP is on schedule. Amy Ahdi of VCTC also asked that Operators submit their comments and feedback regarding the Ventura County Mutual Aid Compact (VCMAC) by June 30. Contact Amy Ahdi at aahdi@goventura.org for information regarding both the SRTP and/or the VCMAC.

Mike Houser of Thousand Oaks noted that the City of Thousand Oaks had considered (within their RFP for Thousand Oaks Transit service) a five year contract with two opportunities for two year extensions but has entered into a contract with MV Transportation for a duration of five years only. Mike Houser of Thousand Oaks also noted that a review of the presentation the East County Transit Alliance (ECTA) will provide to the Commission at their July 25 meeting occurred with VCTC Staff recently.

Item # 3 Public Comments

No public comments were made.

Item # 4 Approval of May 8, 2014 Meeting Minutes

Shaun Kroes of Moorpark moved to approve the May 8, 2014 meeting minutes, with corrections noted on Item 2 and Item 8; the Thousand Oaks Transit Summer Beach Bus Program runs from Jun. 16 – Aug. 22 (not Jun. 18 – Aug. 21) and dollar symbols (\$) inserted before numerical references to Urbanized Area (UA) formulas be omitted, as the numerical reference pertains to populations, not currency (i.e. large populations over 200,000, not \$200,000). A voice vote was taken and it passed unanimously.

Item # 5 Disadvantaged Business Enterprise (DBE) Outreach for Fiscal Year (FY) 2014/15

Peter De Haan of VCTC presented this item on behalf of Ellen Talbo, Program Analyst. DBE calculations, goals and a potential DBE Workshop were discussed. The DBE Workshop would be held by VCTC and would invite any Small businesses/Women-owned businesses/Disadvantaged Business Enterprises that

have interest in working with local transportation Agencies to encourage DBE Certification (by Caltrans, LA METRO and the City of Los Angeles), participation (by encouraging prime Contractors to subcontract out to DBE certified subcontractors) and offer networking opportunities, one of which is to provide a list of DBE Certified Contractors/Subcontractors as well as a list of potential procurements becoming available. Please contact Ellen Talbo of VCTC at etalbo@goventura.org for more information.

Item # 6 Triennial Performance Audit For VCTC

Vic Kamhi of VCTC presented this item briefly, explaining that this Item is postponed until the next TRANSCOM meeting, as Staff continues to work to clarify aspects of the Executive Summary and Report.

Item # 7 East County ADA Service Funding Distribution

Peter De Haan of VCTC presented this item, which was a follow up from the May TRANSCOM meeting. A revised table was distributed to TRANSCOM members that reflected calculations based on ridership numbers VCTC was provided by the Cities of Moorpark, Simi Valley, Thousand Oaks and Camarillo. Mike Houser of Thousand Oaks identified that the City of Thousand Oaks provides almost three times as many ADA rides as the City of Camarillo, yet they receive the same amount of funding and he did not consider this as equitable. Chair Kathy Connell of Ventura County clarified that the amount attributed to Camarillo includes \$40,000 that is a previous, programmed balance attributable to the unincorporated portion of the Camarillo UA and is not based on ADA rides. Discussions were had about revising the table once more to reflect the four Agencies receiving the base of \$11,000 and the Camarillo Health Care District receiving an administrative portion (one third) of the City of Camarillo's base amount. Staff requested TRANSCOM approve the distribution of funds with noted changes. A voice vote was taken and it passed unanimously. A revised table will be emailed out to TRANSCOM members.

Item # 8 ADA Certification Update

Mike Culver of MMP presented this item, which was the monthly ADA certification Services Report for April 2014. Chair Kathy Connell of Ventura County asked for additional information regarding the two denials and Mike Culver of MMP said he will send a follow up email to the group with more information, noting that while there were two denials, the "no show" count has improved. There was discussion on MMP's recent processing of the influx of applicants from Special Education sites and a group home in Ventura County. Mike Culver of MMP informed the group that the influx of applications resulted in certifications, also mentioning that in the near future, MMP will initiate stakeholder conversations in advance of the upcoming MMP Management Program.

Item # 9 Meeting Adjourned

Chairperson Kathy Connell adjourned the meeting at 2:44 p.m.



TRANSCOM

DATE: Thursday, June 12, 2014

PLEASE SIGN IN:

- Aaron Bonfillo
- Amy Ahdj
- Andrew Mikkelsen
- Ann Springer
- Ben Cacatian
- Bill Golubics
- Brian Yanetz
- Cameron Yen
- Charles Sandin
- Chuck McQuary
- Chris Latham
- Claire Johnson-Winegar
- Danny Haws
- Darren Kettle
- David Fleisch
- Debra Solomon
- Drew Lurie
- Elien Talbo
- Elizabeth Amador
- Fernando Castro
- Gloria Sotelo
- Grahame Watts
- Greg Grant
- Jaime Fontes
- Jan Richards
- Jason Lott
- Jeff Hereford
- Jesus Galvan
- Joanna Capelle
- John Quinn
- Vic Kamhi
- Jim Moore
- Jim White
- Kara Elam

[Handwritten signatures and initials over lines]

- Kathy Connell
- Linda Wright
- Luly Lopez
- Margaret Heath
- Maria Tello
- Martin Erickson
- Mary Travis
- Matt Gleason
- Mike Culyer
- Mike Houser
- Mike Powers
- Paula Johnson
- Peter De Haan
- Ray Evans
- Ray Porras
- Rigo Landeros
- Jacqui Cervantez-Roberts
- James Gamez
- Roc Pulido
- Ron Calkins
- Syed Shdab
- Shaun Kroes
- Stephanie Young
- Steve Brown
- Steve Rosenberg
- Susan White
- Sue Tatangelo
- Tom Fox
- Tom Mericle
- Treena Gonzalez
- Vanessa Rauschenberger
- LOLITA WEBSTER (Sinner)

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Item #5

July 10, 2014

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

**FROM: VICTOR KAMHI, DIRECTOR OF BUS TRANSIT
AMY AHDI, TRANSIT PLANNER**

**SUBJECT: TRIENNIAL PERFORMANCE AUDIT FOR VENTURA COUNTY TRANSPORTATION
COMMISSION (VCTC)**

RECOMMENDATION:

- Receive and File the State required Transportation Development Act (TDA) triennial performance audit of the Ventura County Transportation Commission (VCTC) agency

BACKGROUND:

Every three years, the State requires that VCTC (in its role as the County Transportation Commission and Regional Transportation Planning Agency for Ventura County), and any transit operator (as defined by the State) using TDA Article 4 funds, undergo a performance audit to certify that these agencies are fully complying with the TDA legislative intent and regulations. GCT is currently the only Article 4 operator in Ventura County and is thereby the only transit operator subject to this requirement; however, beginning in FY2014-15, the City of Thousand Oaks and the City of Simi Valley will also have to comply with this requirement, as well as the County as a statutorily designated Municipal Operator.

The previous performance audits were completed in May 2011 and covered FY 07/08 - FY 09/10. Last July, the Commission approved a contract with Nelson/Nygaard Consultants to perform the audits looking at fiscal years 10/11 through 12/13. After review and approval by the Commission, the audits are required to be submitted to the State Controller's Office and Caltrans.

The Executive Summary of the VCTC audit is attached to this item. A copy of the VCTC performance audit is being e-mailed as a separate item (pdf) and is posted on the VCTC website (www.goventura.org).

The VCTC audit concentrated on operational efficiency and effectiveness, and also reported on performance measures as specified in TDA regulations. The VCTC audit will be presented for approval by the Commission at their July 25, 2014 meeting. Nelson/Nygaard Inc., the consultant who performed the audit, will be at the July Commission meeting.

In summary, the audit concluded that VCTC was fully compliant with all 14 TDA requirements as required by State law. In addition to a compliance audit, the audit also reviewed VCTC's functional activities. As required by the TDA, the auditor reviewed VCTC activities related to:

- Administration and management
- Transportation planning and regional coordination
- Claimant relationships and oversight (i.e., “TDA administration”)
- Marketing and transportation alternatives
- Grant applications and management

The auditor also reviewed VCTC’s legislative advocacy efforts. No major deficiencies were found in VCTC’s functional review.

Finally, the audit identified several major VCTC accomplishments during the audit period including updating the Unmet Needs process, developing the Ventura County Comprehensive Transportation Plan (CTP) and completion of the Regional Transit Study.

As noted previously, the auditor determined that VCTC is in full compliance with all 14 TDA performance requirements and serves each functional category sufficiently. Therefore, the auditor has no immediate, high-priority recommendations for VCTC to implement.

However, as a means of enhancing the work of the agency within its many roles and responsibilities, the auditor offers five recommendations to VCTC. These include:

1. Establish a Productivity Review Subcommittee of Transcom to review productivity and performance measurement of transit service
2. Update rules and regulations for the evaluation of claims for TDA Article 4.5 funds
3. Monitor the newly established East County Transit Alliance with Eastern Ventura County Cities
4. Update the county’s Congestion Management Program and upload the document to the GoVentura website
5. Appoint a representative from VCTC to represent VISTA to the Technical Transportation Advisory Committee (TTAC) and Transcom to comply with California Public Utilities Code (PUC) 130105(e). This will also help VCTC achieve its duties under PUC 130303, which deals with the Commission’s short-range transit planning and coordination responsibilities.

VCTC Staff concurs with the recommendations.

EXECUTIVE SUMMARY

Introduction

Ventura County is served by seven public fixed-route bus operators, five public dial-a-ride operators, and four paratransit services for seniors and people with disabilities.¹ Ventura County is also served by two Los Angeles-based bus operators (LA Metro and LA DOT), two rail operations (Metrolink and Amtrak), and several private carriers that serve portions of the county. These services are funded and operated by the Ventura County Transportation Commission (VCTC), the Gold Coast Transit Joint Powers Agency, the County of Ventura and individual cities within the county.

VCTC's mission is to improve mobility within the County and increase funding to meet transportation needs. To fulfill that mission, VCTC establishes transportation policies and priorities to ensure an equitable allocation of federal, state, and local funds for highway, transit, rail, aviation, bicycle and other transportation projects. VCTC has evolved to administer and act as the Regional Transportation Planning Agency (RTPA), the Congestion Management Agency (CMA), the Consolidated Transportation Services Agency (CTSA), the Airport Land Use Commission (ALUC), the Service Authority for Freeway Emergencies (SAFE), the County Transportation Commission (CTC), the County Transportation Authority (CTA), and the Ventura Intercity Service Transportation Authority (VISTA). It is advised by several formal and ad hoc advisory committees (see Figure 1-1).

As the county's California Transportation Development Act (TDA) funds distributor, VCTC is required to submit to Caltrans a Triennial Performance Audit that reports whether it has met each of 14 different TDA compliance requirements. Nelson\Nygaard was retained to serve as VCTC's auditor for the FY 2010/11 through FY 2012/13 three-year period. This report addresses these requirements, provides a functional review, and offers several recommendations for improving VCTC's policies and procedures.

Compliance Audit Findings

VCTC was found to be in compliance with all 14 TDA requirements.

RTPA Compliance Requirement	PUC Code Reference	VCTC Compliance
1. Claims do not exceed apportionment.	99231	Yes
2. Adopt rules for claims submission for pedestrian and bicycle facilities.	99233	Yes

¹ This is the inventory of services provided by the end of FY 2012/13. In FY 2013/14, the County of Ventura added a fixed-route service in Oak Park. Information taken from Ventura County Regional Transit Study, Appendix II and VCTC staff.

VCTC FY 2011 – FY 2013 Triennial TDA Performance Audit
Ventura County Transportation Commission

RTPA Compliance Requirement	PUC Code Reference	VCTC Compliance
	99234	
3. Establish Social Services Transportation Advisory Council (SSTAC) and hold at least one annual public hearing.	99238 99238.5	Yes
4. Annually identify, analyze, and recommend potential productivity improvements.	99244	Yes
5. Annual fiscal and compliance audits of claimants.	99245	Yes
6. Triennial performance audits of operators and RTPA.	99246 99248	Yes
7. Submit RTPA and operator performance audits to Caltrans.	99246(c)	Yes
8. Ensure operator performance audit requirements.	99246(d)	Yes
9. Establish rules and regulations regarding revenue ratios for operators.	99270.1 99270.2	Yes
10. Establish rules and regulations for Article 4.5 and the determination of cost effectiveness of proposed services.	99275.5	Yes
11. Allocate State Transit Assistance (STA) funds only for transportation planning and mass transportation purposes.	99310.5 99313.3 Prop. 116	Yes
12. Match STA allocations to State allocations.	99314.3	Yes
13. If TDA funds are allocated for non-transit purposes, the RTPA must annually: <ul style="list-style-type: none"> • Consult with the SSTAC • Identify transit needs • Define reasonable to meet • Identify Unmet Transit Needs • Adopt findings on Unmet Transit Needs • Fund Unmet Transit Needs before allocation to streets and roads 	99401.5 Yes Yes Yes Yes Yes Yes	
14. RTPA fiscal and compliance audit: <ul style="list-style-type: none"> • Complete annually • Transmit to State Controller • No commingling of funds 	California Code of Regulations 6662	Yes Yes Yes

Functional Review Findings

In addition to a compliance audit, the audit also reviewed VCTC's functional activities. As required by the TDA, the auditor reviewed VCTC activities related to:

- Administration and management
- Transportation planning and regional coordination
- Claimant relationships and oversight (i.e., "TDA administration")

VCTC FY 2011 – FY 2013 Triennial TDA Performance Audit
Ventura County Transportation Commission

- Marketing and transportation alternatives
- Grant applications and management

Lastly, the auditor reviewed VCTC's legislative advocacy efforts. No major deficiencies were found in VCTC's functional review.

Recommendations

The auditor determined that VCTC is in full compliance with all 14 TDA performance requirements and serves each functional category sufficiently. Therefore, the auditor has no immediate, high-priority recommendations for VCTC to implement.

However, as a means of enhancing the work of the agency within its many roles and responsibilities, the auditor offers five recommendations to VCTC. These include:

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