



AGENDA

TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Thursday, May 12, 2016, 1:30 p.m.

Camarillo City Hall, Administrative Conference Room
601 Carmen Drive, Camarillo, CA

OFFICERS OF THE COMMITTEE:

MIKE HOUSER, City of Thousand Oaks – CHAIR

SHAUN KROES, City of Moorpark – VICE CHAIR

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.

Item #1 CALL TO ORDER

Item #2 INTRODUCTIONS AND ANNOUNCEMENTS

Item #3 PUBLIC COMMENTS

Item #4 APRIL 14, 2016 MEETING MINUTES – PG. 3

- Approve the April 14, 2016 meeting minutes.

Item #5 ADA CERTIFICATION, MILEAGE REIMBURSEMENT PROGRAM UPDATE, AND ANNUAL PERFORMANCE EVALUATION – PG. 5

- Receive and file the monthly ADA Certification Services Report, Mileage Reimbursement Program update, and annual Performance Evaluation

Item #6 GOLD COAST PROPOSITION 1B TRANSIT CAPITAL PROJECT APPROVAL – PG. 14

- Approve programming of \$475,000 in Proposition 1B Transit Capital Funds for the purchase of Replacement Paratransit Vehicles for Gold Coast Transit.

Item #7 FISCAL YEAR 2016/17 PROGRAM OF PROJECTS – PG. 15

- Approve the FY 16-17 Program of Projects

Item #8 METROLINK FUNDING UPDATE – PG. 20

- Receive update on the status of funding for Metrolink and discuss options after fiscal year 16-17

Item #9 ADJOURN *In consideration of the City of Camarillo, please exit this meeting quietly through the exit door located directly right of the Administrative Conference Room, not back through the front section of Camarillo City Hall. Thank you.*

**MINUTES OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
April 14, 2016**

1. Call to Order

Chair Mike Houser called the meeting to order at 1:35 p.m. A quorum was present. The following people were in attendance:

Julia Justus	ASM Jacqui Irwin	Katy Crabtree	ASM Jacqui Irwin
Bill Golubics	Camarillo	Tyler Nestved	Camarillo
Lindy Moore	Camarillo	Heather Hanna	First 5 VC
Steve Brown	GCTD	Vanessa Rauschenberger	GCTD
Shaun Kroes	Moorpark	Mike Culver	MMP
Austin Novstrup	Ojai	Greg Grant	Ojai
Joseph Briglio	SCAG	Mara Malch	Simi Valley
Mike Houser	Thousand Oaks	Priscilla Freduah-Agyemang	Thousand Oaks
Ben Cacatian	VCAPCD	Kathy Connell	Ventura County
Ellen Talbo	VCTC Intercity Bus	Martin Erickson	VCTC
Peter De Haan	VCTC	Sally DeGeorge	VCTC
Treena Gonzalez	VCTC	Kara Elam	VCTC

2. Introductions and Announcements

Self-introductions were performed. The Harbor Beaches Dial-a-ride will be discontinuing service at the end of Fiscal Year (FY) 2015-16. Kara Elam resigned from the Administrative Assistant position at VCTC. GCTD received five bids in response to their Automatic Voice Announcement System solicitation. The City of Camarillo and Roadrunner Shuttle finalized a three year contract (effective April 1) for operations and maintenance.

3. Public Comments

No public comments were made.

4. March 17, 2016 Meeting Minutes – Action

Kathy Connell moved to approve the March 17, 2016 meeting minutes. Shaun Kroes seconded the motion. The motion passed with no objections.

5. ADA Certification and Mileage Reimbursement Program Update

March 2016 ADA Certification Services summary report and February 2016 Mileage Reimbursement Program (MRP) summary report were provided to TRANSCOM. In April, MMP staff has received over eighty ADA Certification Applications. The MRP has provided 1,528 one way trips through February 2016.

6. Presentation from First 5 Ventura County

A verbal presentation was provided by Heather Hanna of First 5 Ventura County regarding their partnership with the Ventura County Star newspaper to raise awareness on the importance of early childhood literacy. Take 5 encourages parents and caregivers to talk, read, and sing with young children ages to support their early language development.

7. FY 2016/17 Estimated Federal Transit Apportionments

Discussion was had on the FY 16/17 estimated Federal Transit Apportionments and VCTC’s development of its Program of Projects (POP). Staff requested that transit operators provided their proposed program of projects based on estimated FTA apportionments by April 26.

8. Status of Federal CMAQ Projects

Staff provided tables that included CMAQ project obligation information. Staff requested schedule updates on all projects. TTAC members provided verbal updates on projects to staff.

9. Proposed Policy for Transportation Development Act Local Transportation Fund Use – Action

Greg Grant moved to approve the staff recommendation amended to include an effective implementation date of July 1, 2017 (not July 1, 2016). Steve Brown seconded the motion. A voice vote was taken. The motion failed to pass (2-4).

Shaun Kroes moved to approve the staff recommendation as written. Ellen Talbo (VCTC Intercity) seconded the motion. A voice vote was taken. The motion passed (6-2). An additional motion was made by Kathy Connell requesting staff analyze the Commissions existing TDA Article 4.5 policy against the Ojai Trolley service to confirm if the service is a “community transit service” as described in Article 4.5 with the intent that no apportionment be taken off of the top of the Ventura/Oxnard UZA apportionment and that staff examine TDA Regulations for the potential that Ojai Trolley can continue, within the law, to retain a 10% farebox recovery ratio assigned to rural areas. Shaun Kroes seconded the motion. The motion passed unanimously.

10. Adjournment – Action

Chair Mike Houser moved to adjourn the meeting at 3:30 p.m. The motion passed with no objections.



Item #5

May 12, 2016

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM UPDATE

RECOMMENDATION:

- Receive and file the monthly ADA Certification services report, the MMP annual evaluation, and Mileage Reimbursement Program update.

BACKGROUND:

Last year when the Commission approved the new ADA Certification contract with Mobility Management Partners (MMP), it directed that staff report back in one year on the contractor's performance. Attached for TRANSCOM review and comment is the report included in the May 13th VCTC agenda (Attachment A).

The April 2016 ADA Certification Services Report from MMP is attached (Attachment B).

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. MMP will provide an update on the Mileage Reimbursement Program at the TRANSCOM meeting.

DISCUSSION:

During the extensive discussion leading to the selection of Mobility Management Partners for the contract, there were many comments from evaluators, TRANSCOM, VCTC Commissioners, and other interested parties, regarding suggestions for improving the eligibility evaluation process. Furthermore, the RFP had called for the selected contractor to make certain changes from the previous contract. Therefore, upon the commencement of the new contract a top order of business was to prepare an action list of changes and to begin implementing those changes.

Attachment A summarizes how the ADA certification process has been changed over the past year, and quantifies the resulting significant reduction in the amount of time required, on average, for an applicant to receive an eligibility determination. For example, during the first three months of calendar year 2015, the average processing time from initial application receipt to issuance of a determination varied from 47 to 52 days. By August of 2015, that average had already dropped to 28 days, and for March, 2016, the average was only 11 days. At the same time, the total volume of applications and determinations has increased dramatically, being on track to reach about 1,300 determinations for the fiscal year. By comparison, in Fiscal Year 2013/14 there were only 800 determinations. One set of statistics that has not materially changed is the relative proportion of various determination types, with unconditional certifications still averaging around 85%. As described in the report, work has been underway to revise the eligibility application which could help address certification accuracy; however staff has moved slowly on this task to ensure proper involvement of interested parties.

Due to the unanticipated large increase in application volume, the contract is very close to surpassing its ceiling of 1,150 determinations per year. Accordingly, staff is also recommending for Commission approval a contract amendment to increase the FY 2015/16 contract ceiling to 1,350, and to provide a proportional increase in the Not-to-Exceed amount for the year of \$30,000, to \$236,681. To accommodate future growth the contract increases future year ceilings to 1,550 determinations annually, and also proportionally increases the Not-to-Exceed amounts for each future year. The contract remains a 3-year contract with two optional 1-year extensions.

PERFORMANCE EVALUATION

ADA CERTIFICATION – MOBILITY MANAGEMENT PARTNERS INC.

Background

VCTC's ADA Eligibility Certification Contractor, Mobility Management Partners, Inc. (MMP), entered into a new contract with VCTC effective July 1, 2015. At the outset of this contract, VCTC staff developed a list of process improvements that MMP was directed to implement, with the improvements prioritized based on what items could bring the greatest benefit most quickly. A significant objective during the year has been to eliminate unnecessary application processing steps which waste the time of applicants and staff, and unnecessarily prolong the time involved to make an eligibility determination.

Prior to the new contract, MMP as directed by VCTC followed the process that had been used by VCTC when doing certifications with its own staff. Under this process, the first few steps for a new applicant were somewhat automatic namely: (1) after the application was received staff would forward a Physician Evaluation Form to the designated office; and (2) upon receipt of a completed Physician Evaluation Form the applicant would be contacted and asked to come for an in-person interview which included taking a picture for the ADA card. Under this procedure, a professional staff evaluator typically did not look at any of the information from the applicant until just before the interview. Under the revised process, more professional judgement is used earlier in the process to determine the most appropriate steps to make a determination. After receipt of the initial application and while the review process was underway, the paratransit operators would provide service to applicants pending their determination.

Many of the changes made over the past year have been in response to comments from various interested parties during the procurement process. These included some comments by VCTC Commissioners, such as the request for on-line application capability.

Completed Changes

The following table summarizes the changes that have been made over the past year by MMP at VCTC's direction. As these changes were underway staff worked closely to coordinate with the county's transit operators.

Table 1 – ADA Certification Process Changes

Task	Purpose	Completion Date
Online application	Create the ability for applicants to apply online for ADA certification	July 2015
Integration of Travel Training dialogue during eligibility process	Inform applicants of the availability of the travel training program when they apply, when they are interviewed (if applicable), and when they receive notification of their determination	July 2015
Initial Application Review	Check each first-time application to determine whether an in-person interview will be necessary to make a determination, or if the determination can be made based just on the submitted information	August 2015
Change ID cards to no longer require photo	Streamline process for generating ID card by eliminating the need to include passenger photo on ID card	August 2015
Revise determination letter format	Provide clearer definition of "Conditional" determinations	August 2015
Revise list of symptoms used during evaluation process	Create a standardized list of symptoms to be recorded in client database records so all operators have a common understanding of passenger limitations.	September 2015
Provide electronic access to eligibility database for VCTC staff and transit operators	Allow VCTC staff and transit operators to access MMP eligibility database remotely in order to better communicate with applicants calling for information regarding their application.	September 2015

In addition to the changes made by MMP shown in Table 1, in late summer VCTC staff also changed its website for ADA certification information, to include a phone number at VCTC for complaints regarding ADA certification, and also to improve its internal process for specifically tracking complaints regarding

ADA certification. Since that process was implemented, however, there have been very few complaints made to VCTC.

One item that has remained unchanged is that despite the streamlining of the certification process, the paratransit operators still provide service to applicants pending receipt of a determination. MMP's now proactively communicates on a daily basis with the paratransit operators regarding who has applied for eligibility.

Performance Results

Tables 2 and 3 provide statistics regarding the ADA Certification program performance over the past year. Table 2 quantifies the dramatic change in processing time of the past year, largely due to the process streamlining. The federal government requires that determinations be issued within 21 days of submittal of a completed application, although in the past VCTC defined "completed application" to include all application steps including the completed interview. Now, however, the average time to determination is well within 21 days even if the application is defined as completed upon receipt of the Physician Evaluation. (Should the 21 day deadline be missed the applicant is required to be presumed eligible although in Ventura County service is already provided upon receipt of the initial application so the presumed eligibility issue is moot.)

Table 3 summarizes total number of determinations by type by month. Since the fiscal year started the average has remained at approximately 85% unconditional determinations, which has not material changed from the previous year.

It is important to note that over time there has been a significant increase in the volume of applications and determinations, such that the projected number of determinations for the fiscal year is likely to be around 1,300, up from 800 just two years ago. The cause of this large increase is uncertain although staff has noticed a disproportionate increase appears to be occurring in Simi Valley.

Next Steps

For several months VCTC has been working with MMP, the transit operators, and others that have shown interest in the ADA certification process, to develop an improved written application that will provide more information up front thus improving determination accuracy and also better identifying applicants that can receive eligibility without an in-person meeting.

The English-language version of this application has now been finalized and staff is now working on the Spanish-language version. Once the Spanish-language version is complete and approved by VCTC, MMP will switch to the new application for both paper and on-line applicants. Once the new application is deployed staff intends to work with MMP to develop a more robust in-person evaluation protocol for those selected for interviews, including more complete functional evaluations. It is possible that both the revised applications and evaluation protocol could lead to more accurate determinations and possibly reduce the percentage of unconditional certifications.

Table 2

**ADA Eligibility Analysis of Processing Times
Comparing June - February of FY 14/15 vs FY 15/16**

Month	Total Count	App to PE	PE to Appt	App to Elig
June 2014	95	19	33	59
June 2015	120	14	25	39
July 2014	97	14	32	47
July 2015	133	14	12	27
August 2014	67	16	32	48
August 2015	109	17	10	28
September 2014	86	17	30	50
September 2015	97	12	10	22
October 2014	83	16	33	56
October 2015	79	7	8	14
November 2014	54	20	32	52
November 2015	73	10	17	27
December 2014	74	21	22	43
December 2015	71	8	9	17
January 2015	95	18	29	47
January 2016	69	7	14	23
February 2015	124	25	27	52
February 2016	117	9	8	16
March 2015	107	14	34	49
March 2016	88	7	8	11

Notes:

1) "Total Count" = the total number of applications received during each month that completed the process.

2) "App to PE" = the average number of days from receipt of application to the date the completed PE form was received.

3) "PE to Appt" = the average number of days from receipt of PE form to when the applicant was interviewed (if applicable).

5) "App to Elig" = the average number of days to complete the entire process, from receipt of application to determination.

Table 3 – Summary of Eligibility Determinations

Month	Applications	Determined	Eligibility														
			Unconditional			Conditional			Temporary			Short-Term			Denials		
			Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent			
Apr-14	136	70	51	73%	12	17%	5	7%	0	0%	2	3%					
May-14	101	71	57	80%	12	17%	2	3%	0	0%	0	0%					
Jun-14	152	60	46	77%	9	15%	5	8%	0	0%	0	0%					
Jul-14	148	98	75	77%	15	15%	4	4%	4	4%	0	0%					
Aug-14	115	78	59	76%	10	13%	8	10%	1	1%	0	0%					
Sep-14	141	88	79	90%	7	8%	2	2%	0	0%	0	0%					
Oct-14	126	104	90	87%	10	10%	1	1%	2	2%	1	1%					
Nov-14	88	62	50	81%	7	11%	2	3%	2	3%	1	2%					
Dec-14	106	68	58	85%	5	7%	3	4%	1	1%	1	1%					
Jan-15	105	84	73	87%	6	7%	1	1%	4	5%	0	0%					
Feb-15	113	76	71	93%	4	5%	1	1%	0	0%	0	0%					
Mar-15	156	85	72	85%	9	11%	3	4%	0	0%	1	1%					
Apr-15	158	127	110	87%	16	13%	1	1%	0	0%	0	0%					
May-15	146	109	94	86%	9	8%	5	5%	0	0%	1	1%					
Jun-15	156	137	121	88%	12	9%	3	2%	0	0%	1	1%					
Jul-15	164	148	136	92%	6	4%	6	4%	0	0%	0	0%					
Aug-15	149	119	105	88%	7	6%	5	4%	2	2%	0	0%					
Sep-15	125	131	123	94%	5	4%	1	1%	2	2%	0	0%					
Oct-15	130	114	92	81%	7	6%	15	13%	0	0%	0	0%					
Nov-15	97	91	75	82%	10	11%	4	4%	1	1%	1	1%					
Dec-15	86	79	53	67%	13	16%	11	14%	2	3%	0	0%					
Jan-16	90	75	57	76%	9	12%	8	11%	1	1%	0	0%					
Feb-16	145	105	89	85%	8	8%	7	7%	1	1%	0	0%					
Mar-16	121	104	83	80%	9	9%	11	11%	1	1%	0	0%					

Monthly ADA Certification Services Report April 2016												
Category	Item Measured	April	March	Feb	Jan	Dec						
Call Center	Inbound ADA Calls		855	893	891	670						
	Outbound ADA calls		157	146	101	141						
	Average hold time (in seconds)		3.67	9.84	14.4	9.5	Total phone calls inbound/outbound: 1012					
	Outbound Area Transmittals	7	5	4	12	7	Riders requesting service outside of Ventura County					
Applications Received	Inbound Area Transmittals	4	1	3	1	4	Riders requesting service into Ventura County					
	Recertification	34	39	34	20	17	Total applications received: 134 New : 100 Recertification: 34					
	New Applications	100	79	111	70	69						
	Camarillo Area	9	8	9	14	7						
Applications Received by Service Area	Gold Coast Area	61	41	54	37	28						
	Heritage Valley Area	4	1	6	1	4						
	Moorpark Area	1	5	7	4	1						
	Sim Valley Area	25	30	37	20	24						
	Thousand Oaks Area	31	31	31	14	20						
	Out of County	3	2	1	0	2						
	Complete, with Functional Evaluation	21	21	25	25	29						
	Complete, Interview w/o Functional Evaluation	8	8	4	3	3						
	Complete, Special Circumstance (no interview)	29	42	34	28	25						
	Complete, Over 85+	14	12	14	6	8	A Total of 95 Evaluations were completed in the month of April					
Delays in Processing (Cumulative)	Complete, Phone Interview	4	1	3	1	2						
	Complete, Short-term Certification (60 days)	0	1	1	1	2						
	Complete, Recertifications	19	19	24	11	10						
	Total Evaluations	95	104	106	75	79						
	Due to incomplete application by client	4	4	2	3	4						
	Pending Professional Evaluation (PE)	23	22	21	24	17						
	Applications that failed to meet 21 day rule	0	0	0	0	0	27 delays in processing due to incomplete applications or pending receipt of Professional Evaluations					
	Applicants awaiting in-person interviews	28	14	11	11	13						
	MONTHLY ASSESSMENTS BY CITY											
	Assessments	Assessment Categories	Totals	OAC	SIMI	T.O.	MPK					
With Physical Assessment		9	5	1	0	3	Tinetti Gait & Balance test. Measure's Gait/balance while standing, walking					
With Cognitive Assessment		12	6	4	2	0	FACTS Test- Cognitive skills needed for travel in the community using Public Transit					
Interview only (at assessment sites)		8	4	3	1	0	Interview only, no further assessment required					
No Shows		5	4	1	0	0						
Total in-person interviews scheduled		34	19	9	3	3						
Total Number of appointment days		9	4	2	2	1						
Determination Types:		Totals		%								
Unconditional (including S.C., Over 85+, Phone Interviews)		78		82%								
Conditional		7		7%								
Temporary		9		10%								
Denials		1		1%								
Short Term		0		0%								

Monthly ADA Certification Services Report April 2016						
APPLICATIONS RECEIVED BY CITY						
Gold Coast Transit District	April	March	Feb	Jan	Dec	Nov
Casitas Springs	0	0	0	0	0	0
Meiners Oaks	0	0	0	0	0	0
Miramonte	0	0	0	0	0	0
Ojai	3	1	1	0	1	5
Oak View	1	0	1	0	0	0
Oxnard	27	26	37	22	18	24
Port Hueneme	3	0	5	1	1	1
Ventura	27	14	10	14	8	15
Other	0	0	0	0	0	0
Valley Express District						
Filimore	1	1	2	1	2	1
Piru	0	0	0	0	0	0
Santa Paula	3	0	4	0	2	2



Item #6

May 12, 2016

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE
FROM: JUDITH JOHNDUFF, PROGRAM ANALYST
SUBJECT: GOLD COAST TRANSIT PROPOSITION 1B TRANSIT CAPITAL PROJECT APPROVAL

RECOMMENDATION:

- Recommend approval of programming \$475,000 of Proposition 1B Transit Capital Funds for the purchase of Replacement Paratransit Vehicles for Gold Coast Transit.

BACKGROUND:

Proposition 1B, approved by the voters in 2006, includes \$3.6 billion statewide for transit capital projects, to be distributed to transit operators and regional agencies by formula. VCTC's total apportionment is approximately \$39,413,000. Much of this funding was programmed through recommendations from the VCTC Transit Investment Study and the selection criteria recommended by the study. To date, Proposition 1B Transit grants have funded about \$3.8 million in rail and rail station improvements and \$35.6 million in bus, paratransit, and transportation facility projects.

At the October 5, 2012 meeting, the Ventura County Transportation Commission (the Commission) reserved \$13,890,000 for future bus replacement projects and the construction phase of the Gold Coast Transit facility. This reserve list included \$2,630,000 to purchase 24 paratransit vehicles for Gold Coast Transit. On May 9, 2014, the Commission approved programming \$900,000 of these reserve funds to purchase 8 paratransit vehicles leaving \$1,730,000 for future replacement paratransit vehicle purchases.

DISCUSSION:

Recently, Gold Coast Transit informed staff that they are ready to purchase eight (8) additional replacement paratransit vehicles totaling \$475,000. After receipt of these funds, \$1,250,000 will remain on the Proposition 1B Transit Capital Reserve List for Gold Coast's Replacement Paratransit Vehicle Project.



May 12, 2016

Item #7

MEMO TO: TRANSIT OPERATORS COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: APPROVE FISCAL YEAR 2016/17 PROGRAM OF PROJECTS

RECOMMENDATION:

- Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2016/17 (Attachment).

BACKGROUND:

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review transit projects proposed to be funded with federal dollars. As the designated recipient of federal transit funds, the VCTC is required to hold a public hearing and adopt a POP which lists projects to be funded with federal funds in each of the four urban areas in Ventura County. Thus, VCTC prepares the POP using separate programs for the Oxnard/Ventura, Thousand Oaks/Moorpark, Simi Valley, and Camarillo urbanized areas, as defined by the U.S. Census Bureau.

In early summer of each year VCTC approves a draft POP which can be used as the basis for a TIP amendment to incorporate the projects into the TIP. The Final POP, to be adopted in September, could incorporate changes based on adopted transit operator budgets, or other updated funding figures, such as the final adopted Metrolink budget.

Last month VCTC staff provided the transit operators with tables showing the calculation of estimated revenues and expenses for the four urbanized areas. That information was discussed at last month's Committee meeting. The transit operators were then to provide proposed programs based on the amounts of funds shown in the tables as being available for each operator.

Under VCTC's adopted policy, the estimated amount to be generated under the FTA formula by each transit operator's service provides the target amount for that operator's program. For agencies providing local bus service, the programming target includes the amount generated under the formula for the jurisdiction's population, after subtracting out a proportional share of costs for countywide planning activities. As discussed last month at TRANSCOM the countywide planning totals \$2,390,000.

It should be noted that the estimated FY 2016/17 funding is based on the amount authorized in the FAST Act reauthorization. Should the adopted FY 2017 Federal transportation budget be lower than these estimates, it will be necessary to make changes to the Program of Projects.

For the last few years, rather than include a small amount of Section 5339 funds in each operator's program based on what they generate, the POP swapped each local operator's share of 5339 funds with 5307 funds generated by VCTC Intercity Bus, thus assigning all Section 5339 funds to the VISTA capital leases. However, FTA recently restricted the use of 5339 funds to exclude maintenance, and since VCTC has purchased its own buses although it can still use 5339 funds for capital leases it can use less 5339 than before. Therefore, for this year the 5339 funds generated by Gold Coast will not be swapped but will be used by Gold Coast, while VCTC will continue swapping 5339 with the other operators. Thus, in the Simi Valley and Camarillo areas, the countywide planning contribution is reduced by an amount equal to the area's 5339 apportionment, and VCTC receives the entire 5339 apportionment. In the Thousand Oaks/Moorpark area a portion of the 5307 funds allocated to VCTC Intercity are swapped with the 5339 funds generated by Thousand Oaks and Moorpark.

At this time the POP does not include Section 5310 funds for Enhanced Mobility of Seniors and Individuals with Disabilities, nor does it include the Section 5307 funds generated through the formula for the Jobs Access & Reverse Commute (JARC) program. Later this year VCTC will do its competitive project selection process for these programs, and then publish a supplemental POP containing the selected Section 5310 and JARC projects.

Subsequent to the TRANSCOM meeting, staff will publish the POP for public notice, and will present the POP to the VCTC for Public Hearing and approval at the June 3rd meeting.

Program of Projects			
<p>The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2016/17 Fiscal Year (FY 2017). The funds available in FY 2017 are estimated to be \$15,720,000 for the Oxnard UA , \$6,325,000 for the Thousand Oaks UA, \$3,095,000 for the Camarillo UA, and \$2,950,000 for the Simi Valley UA, based on anticipated FY 2017 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, June 3, 2016, in the Camarillo City Council Chamber, 601 Carmen Drive, in Camarillo. The POP is available for public inspection at 950 County Square Drive, Suite 207, Ventura CA 93003.</p>			
FY 2016/17 Federal Transit Program of Projects			
	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
Gold Coast Transit			
<u>Operating Assistance</u>			
Operating Assistance	\$ 2,100,000	\$ 1,050,000	\$ 1,050,000
	<u>\$ 2,100,000</u>	<u>\$ 1,050,000</u>	<u>\$ 1,050,000</u>
<u>Planning Assistance</u>			
Transit Service Administration & Support	\$ 125,000	\$ 100,000	\$ 25,000
Marketing & Passenger Awareness Activities	\$ 125,000	\$ 100,000	\$ 25,000
	<u>\$ 250,000</u>	<u>\$ 200,000</u>	<u>\$ 50,000</u>
<u>Capital Assistance</u>			
Preventive Maintenance	\$ 2,008,971	\$ 1,607,177	\$ 401,794
Operations and Maintenance Facility Debt Repayment (5339 Funds)	\$ 643,809	\$ 515,047	\$ 128,762
ADA Paratransit Service	\$ 1,120,766	\$ 896,613	\$ 224,153
	<u>\$ 3,773,546</u>	<u>\$ 3,018,837</u>	<u>\$ 754,709</u>
Total Gold Coast	\$ 6,123,546	\$ 4,268,837	\$ 1,854,709
Ventura County Transportation Commission			
<u>Operating Assistance</u>			
VCTC Intercity Operating Assistance (FY 17/18)	\$ 1,364,443	\$ 1,207,941	\$ 156,502
	<u>\$ 1,364,443</u>	<u>\$ 1,207,941</u>	<u>\$ 156,502</u>
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 17/18)	\$ 47,778	\$ 38,222	\$ 9,556
Transit Information Center (FY 17/18)	\$ 237,500	\$ 190,000	\$ 47,500
Fare Collection/Passenger Counting Data Management (FY 17/18)	\$ 300,000	\$ 240,000	\$ 60,000
Elderly/Disabled Planning/Evaluation (FY 16/17)	\$ 12,500	\$ 10,000	\$ 2,500
Elderly/Disabled Planning/Evaluation (FY 17/18)	\$ 287,500	\$ 230,000	\$ 57,500
	\$ -	\$ -	\$ -
Bus Service Planning (FY 17/18)	\$ 468,750	\$ 375,000	\$ 93,750
	<u>\$ 1,354,028</u>	<u>\$ 1,083,222</u>	<u>\$ 270,806</u>
<u>Capital Assistance</u>			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
VCTC Svcs - Cap Leases (FY17/18)	\$ 395,808	\$ 316,646	\$ 79,162
Fare Collection/Ridership Monitoring Equipment	\$ 140,829	\$ 112,663	\$ 28,166
Fare Collection/Ridership Monitoring Equipment (Section 5339)	\$ 197,431	\$ 157,945	\$ 39,486
NextBus for Bus Stop Signage (Transit Enhancement Funds)	\$ 93,750	\$ 75,000	\$ 18,750
Metrolink Capital Rehabilitation (FY 16/17) (Section 5339)	\$ 1,006,925	\$ 1,006,925	\$ -
Metrolink Capital Rehabilitation (FY 17/18)	\$ 1,849,413	\$ 1,849,413	\$ -
Metrolink Capital Rehab (FY 17/18)(Sec 5337)	\$ 4,891,175	\$ 4,891,175	\$ -
	<u>\$ 8,575,331</u>	<u>\$ 8,409,767</u>	<u>\$ 165,564</u>
Total VCTC	\$ 11,293,801	\$ 10,700,930	\$ 592,871
Valley Express			
<u>Operating Assistance</u>			
Operating Assistance (FY 17/18)	\$ 1,079,846	\$ 539,923	\$ 539,923
	<u>\$ 1,079,846</u>	<u>\$ 539,923</u>	<u>\$ 539,923</u>
<u>Capital Assistance</u>			
	\$ 27,500	\$ -	\$ 27,500
	<u>\$ 27,500</u>	<u>\$ -</u>	<u>\$ 27,500</u>
Total Valley Express	\$ 1,107,346	\$ 539,923	\$ 567,423
Ventura County Human Services Agency			
<u>Operating Assistance</u>			
	\$ -	\$ -	\$ -
Total HSA	\$ -	\$ -	\$ -
TOTAL	\$ 18,524,693	\$ 15,509,690	\$ 3,015,003

THOUSAND OAKS/MOORPARK URBANIZED AREA			
Ventura County Transportation Commission			
<u>Operating Assistance</u>		\$ -	\$ -
		\$ -	\$ -
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 17/18)		\$ 815,616	\$ 652,493 \$ 163,123
		\$ 815,616	\$ 652,493 \$ 163,123
<u>Capital Assistance</u>			
VISTA Svcs - Cap Leases (FY17/18) (Sec 5339)		\$ 257,203	\$ 205,762 \$ 51,441
Metrolink Capital Rehabilitation (FY 17/18)		\$ 732,966	\$ 732,966 \$ -
Metrolink Capital Rehab (FY 17/18)(Sec 5337)		\$ 3,310,920	\$ 3,310,920 \$ -
NextBus Upgrade for Bus Stop Signage (Transit Enhancement Funds)		\$ 37,500	\$ 30,000 \$ 7,500
		\$ 4,338,589	\$ 4,279,648 \$ 58,941
	Total VCTC	\$ 5,154,205	\$ 4,932,141 \$ 222,064
City of Thousand Oaks			
<u>Operating Assistance</u>			
Metrolink Shuttle		\$ 200,000	\$ 100,000 \$ 100,000
Beach Bus		\$ 100,000	\$ 50,000 \$ 50,000
		\$ 300,000	\$ 150,000 \$ 150,000
<u>Planning Assistance</u>			
Transit Marketing		\$ 62,500	\$ 50,000 \$ 12,500
Transit Planning and Technical Support		\$ 61,335	\$ 49,068 \$ 12,267
		\$ 123,835	\$ 99,068 \$ 24,767
<u>Capital Assistance</u>			
Transit Vehicle Maintenance		\$ 475,000	\$ 380,000 \$ 95,000
Transit Facilities / Bus Stops Maintenance		\$ 250,000	\$ 200,000 \$ 50,000
Transit Vehicle Capital Lease		\$ 150,000	\$ 120,000 \$ 30,000
		\$ -	\$ - \$ -
Inter-City ADA		\$ 125,000	\$ 100,000 \$ 25,000
		\$ 1,000,000	\$ 800,000 \$ 200,000
	Total Thousand Oaks	\$ 1,423,835	\$ 1,049,068 \$ 374,767
City of Moorpark			
<u>Operating Assistance</u>			
Fixed Route/Paratransit Operating Assistance		\$ 100,000	\$ 50,000 \$ 50,000
		\$ 100,000	\$ 50,000 \$ 50,000
<u>Capital Assistance</u>			
Fixed Route Vehicle Capital Maintenance		\$ 174,640	\$ 139,712 \$ 34,928
Dial-a-Ride Capital Leases / Cap Maint		\$ 125,000	\$ 100,000 \$ 25,000
		\$ 299,640	\$ 239,712 \$ 59,928
	Total Moorpark	\$ 399,640	\$ 289,712 \$ 109,928
Ventura County Human Services Agency			
<u>Operating Assistance</u>		\$ -	\$ -
	Total HSA	\$ -	\$ -
	TOTAL	\$ 6,977,680	\$ 6,270,921 \$ 706,759
CAMARILLO URBANIZED AREA			
Ventura County Transportation Commission			
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 17/18)		\$ 158,260	\$ 79,130 \$ 79,130
		\$ 158,260	\$ 79,130 \$ 79,130
<u>Capital Assistance</u>			
Fare Collection/Ridership Mon Equip (FY17/18) (Section 5339)		\$ 186,740	\$ 149,392 \$ 37,348
		\$ 186,740	\$ 149,392 \$ 37,348
	Total VCTC	\$ 345,000	\$ 228,522 \$ 116,478
City of Camarillo			
<u>Planning Assistance</u>			
Transit Planning		\$ 60,000	\$ 48,000 \$ 12,000
		\$ 60,000	\$ 48,000 \$ 12,000
<u>Operating Assistance</u>			
Camarillo Area Transit Operating Assistance		\$ 1,102,500	\$ 551,250 \$ 551,250
		\$ 1,102,500	\$ 551,250 \$ 551,250
<u>Capital Assistance</u>			
One Replacement Paratransit Vehicle		\$ 60,000	\$ 48,000 \$ 12,000
One Replacement Bus		\$ 120,000	\$ 96,000 \$ 24,000
Two Expansion Paratransit Vehicles		\$ 120,000	\$ 96,000 \$ 24,000
ADA Service		\$ 46,500	\$ 37,200 \$ 9,300
Camarillo Rail Station / Bus - Capital Maintenance		\$ 609,486	\$ 487,589 \$ 121,897
		\$ 955,986	\$ 764,789 \$ 191,197
	Total Camarillo	\$ 2,118,486	\$ 1,364,039 \$ 754,447
	TOTAL	\$ 2,463,486	\$ 1,592,561 \$ 870,925
SIMI VALLEY URBANIZED AREA			
Ventura County Transportation Commission			
<u>Planning Assistance</u>			
Transit Planning and Programming (FY 17/18)		\$ 100,310	\$ 50,155 \$ 50,155
		\$ 100,310	\$ 50,155 \$ 50,155
<u>Capital Assistance</u>			

VISTA Svcs - Cap Leases (FY17/18) (Sec 5339)	\$ 370,666	\$ 296,533	\$ 74,133
	<u>\$ 370,666</u>	<u>\$ 296,533</u>	<u>\$ 74,133</u>
Total VCTC	\$ 470,976	\$ 346,688	\$ 124,288
City of Simi Valley			
<u>Operating Assistance</u>			
Simi Valley Transit Operating Assistance	\$ 4,090,894	\$ 2,045,447	\$ 2,045,447
	<u>\$ 4,090,894</u>	<u>\$ 2,045,447</u>	<u>\$ 2,045,447</u>
<u>Capital Assistance</u>			
Preventive Maintenance	\$ 289,200	\$ 231,360	\$ 57,840
Non Fixed-Route ADA Paratransit Capital	\$ 331,746	\$ 265,397	\$ 66,349
			\$ -
Dispatch Software	\$ 40,040	\$ 32,640	\$ 7,400
	<u>\$ 660,986</u>	<u>\$ 529,397</u>	<u>\$ 131,589</u>
Total Simi Valley	\$ 4,751,880	\$ 2,574,844	\$ 2,177,036
TOTAL	\$ 5,222,857	\$ 2,921,532	\$ 2,301,325



Item #8

May 12, 2016

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

**FROM: MARTIN R. ERICKSON, PUBLIC TRANSIT DIRECTOR
ELLEN TALBO, PROGRAM MANAGER, REGIONAL TRANSIT**

**SUBJECT: SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY
(SCRRA)/METROLINK FUNDING**

RECOMMENDATION:

- Update on of the status of funding for the Southern California Regional Rail Authority (SCRRA)/Metrolink and discussion of options after FY 2016/17.

BACKGROUND:

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. METRO has indicated this swap may not be possible after FY 2016/17. The approximate amount of this “swap” is \$7M (In FY 2016/17 \$2,487,147 in FTA section 5307 funds and \$4,313,829 in FTA 5337 funds for a combined total of \$6,800,976.)

Because on-going funding of Metrolink presents VCTC with a potentially challenging policy decision that could affect transit funding for all operators, VCTC staff is bringing this item to TRANSCOM for discussion and input before bringing it to the Commission in June, 2016. Since receiving the notification from METRO on March 3, 2016 VCTC staff has been in active discussion with all Metrolink Joint Powers Authority (JPA) members and Metrolink staff, researching all options to continue Metrolink, including:

- Metrolink to federalize operations or components of operations
- Continuing the swap arrangement with METRO
- Researching swap options with other Metrolink member agencies or other California transit operators

In its capacity as the designated Regional Transportation Planning Agency (RTPA), VCTC has relatively broad discretion concerning the distribution of TDA funding in Ventura County. However, if a viable funding solution for continued Metrolink funding is not identified for FY 2017/18, TDA statute stipulates

that rail service is an item that can be taken “off the top” before distribution of other funding. Public Utilities Code section 99233 and the subsequent sections 99233.1 through 99233.9 set out the priority sequence for the allocation of LTF funds from an RTPA’s TDA account. Following allocations for (1) transportation planning and programming (§ 99233.2(c).) and (2) facilities for the use of pedestrians and bicycles (§ 99233.3), section 99233.4 allows for the allocation of LTF funds “for rail passenger service operations and capital improvements.” With its authority as the RTPA and per these sections, VCTC could allocate the necessary nearly \$7 million to Metrolink directly from the LTF as its third highest priority. However, this would severely limit the amount of funding available for bus transit, and street and road funding in the four cities in Ventura County with populations under 100,000 and not in the Gold Coast Transit District; but it is an option that VCTC may pursue to preserve Metrolink service. The situation is further exacerbated by the Metrolink JPA, which requires a one-year notice concurrent with the fiscal year to leave the JPA. Further complicating matters is that VCTC owns the railroad tracks from the LA County line to just west of the Moorpark station; additionally, if Metrolink service were to stop in Ventura County, VCTC would lose federal apportionment funds generated through Metrolink service in the County. This funding for FY 17/18 is estimated to equal \$8.2 million in Section 5337 State of Good Repair funds (which can only be used on transit fixed guideway capital expenses) and \$3.2 million in Section 5307 Urbanized Area Apportionment funds. Due to these complexities, and particularly because of the potential impacts on bus transit, VCTC staff is seeking a legal opinion concerning VCTC’s discretion in this matter.

Expanding on the three areas listed above, VCTC staff is exploring the following additional options for the Commission’s consideration to continue VCTC’s membership in the Metrolink system beginning in FY 2017/18 and avert the potential of needing to “take off the top” TDA funding for Metrolink, or massive service level cuts in Metrolink or a complete pull out of the system:

- Develop an M.O.U with VCTC that would “federalize” VCTC’s section 5337 contribution towards Metrolink’s “maintenance of way” budget.
- VCTC could re-program the \$2,487,147 of section 5307 funds with state LTF or STA funds for VCTC Intercity and GCTD operations, thereby providing \$2,487,147 of operating funds toward Metrolink. This still leaves \$4.3 million unaddressed.
- VCTC could seek to “swap” its section 5337 funding with other agencies to use for transit guideway capital purposes, in exchange for operating funding to provide to Metrolink (staff is researching whether this is permissible for agencies outside of the our MPO (SCAG region).)
- VCTC could explore utilizing its share of LCTOP toward Metrolink operations (approximately \$800k-1M annually); however, state legislation is evolving on the use of these funds and current rules dictate “existing service” is not eligible, and may require VCTC to declare a “fiscal emergency” to use LCTOP funding for Metrolink service.
- The potential passage of a countywide sales tax in November, 2016 would generate approximately \$4.06 annually for thirty years toward VCTC’s contribution to Metrolink (as well as create the possibility for additional transit services countywide).

VCTC staff will continue to work with staff from Metrolink member agencies and Metrolink staff to seek a viable solution for continuation of Metrolink. Due to the potential impacts on all transit providers, VCTC will continue to update TRANSCOM members on this situation, and seek their input on this evolving issue.

ATTACHMENTS:

1. Letter to Document VCTC Fund Exchange FY 2015-16 and FY 2016-17 from METRO
2. VCTC letter to METRO: VCTC/METRO Fund Exchange FY 2015-16 and FY 2016-17



Los Angeles County
Metropolitan Transportation Authority

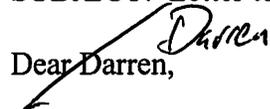
One Gateway Plaza
Los Angeles, CA 90012-2952

Phillip A. Washington
Chief Executive Officer
213.922.7555 Tel
213.922.7447 Fax
washintonp@metro.net

March 3, 2016

Mr. Darren Kettle
Executive Director
Ventura County Transportation Commission
950 County Square Dr. No. 207,
Ventura, CA 93003

SUBJECT: Letter to Document VCTC Fund Exchange FY 2015-16 and FY 2016-17


Dear Darren,

This letter documents Metro's support for the proposed fund exchange between the Ventura County Transportation Commission (VCTC) and the Los Angeles County Metropolitan Transportation Authority (LACMTA) in support of VCTC's participation in the Southern California Regional Rail Authority's (SCRRA) FY 2015-16 and FY 2016-17 budgets. This federal fund exchange allows VCTC to fund its share of Metrolink's annual operating subsidy, and is instrumental to ensuring VCTC's viability in the Metrolink JPA.

In previous years, this exchange has been executed internally within Metrolink. However, due to increasing operating subsidy requirements, a change in Metro's funding for SCRRA capital projects means this internal exchange is no longer a viable option.

In fiscal year 2015-16, VCTC has capital eligible FTA section 5307 funds in the amount of \$2,616,042, and \$3,186,460 in FTA section 5337 funds for a combined total of \$5,802,502. These funds are included in SCRRA federal grant numbers CA-90-7284-00 and CA-54-0043-00 respectively.

In fiscal year 2016-17 VCTC is expected to have available \$2,487,147 in FTA section 5307 funds and \$4,313,829 in FTA section 5337 funds for a combined total of \$6,800,976.

In order to continue to facilitate this exchange of VCTC's federal contribution, LACMTA has identified eligible Metro capital projects that include both local overmatch and federal funding. It is proposed that LACMTA will utilize a portion of this overmatch on eligible projects in exchange for equal amounts of eligible VCTC federal funds. It is understood that this exchange represents a dollar for dollar exchange of funds and results in a zero net cost option for both agencies save for minor administrative costs.

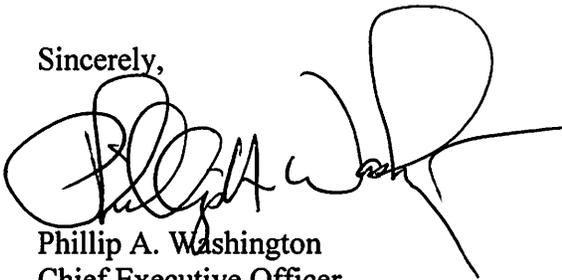
Due to the change from previous practice, LACMTA and VCTC will document through a mutually approved Memorandum of Understanding (MOU) the specific flow of funds and the associated administrative requirements of each agency.

This proposed funding exchange between LACMTA and VCTC is expected to continue through FY 2017. However, due to the trend of rising Metrolink operating costs, it appears that it is foreseeable that we cannot continue this arrangement beyond FY2017.

I plan to present my Board with this proposed funding exchange in the month of April 2016. If you should have questions, comments or additional concerns, do not hesitate to contact me at 213-922-7555 or Stephanie Wiggins at 213-922- 1023.

I look forward to our continuing our work together to advance mobility in Southern California.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip A. Washington". The signature is stylized and cursive, with a large loop at the end.

Phillip A. Washington
Chief Executive Officer

Cc: D. Sepulveda
D. Phillips
N. Ahuja



Ventura County Transportation Commission

March 18, 2016

Mr. Phillip Washington
Chief Executive Officer
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012-2952

SUBJECT: VCTC/Metro Fund Exchange FY 2015-16 and FY 2016-17


Dear Mr. Washington:

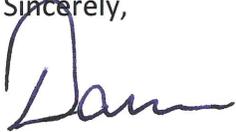
This letter is in response to your March 3, 2016 letter concerning the fund exchange between the Ventura County Transportation Commission (VCTC) and the Los Angeles County Metropolitan Transportation Authority (LACMTA) in support of VCTC's participation in the Southern California Regional Rail Authority's (SCRRA) FY 2015-16 and FY 2016-17 budgets. I appreciate that you acknowledge in your letter that this funding exchange arrangement has allowed VCTC (for over the past two decades) to fund its share of Metrolink's annual operating subsidy, and that "it is instrumental to ensuring VCTC's viability in the Metrolink JPA."

I share your concern of the trend of rising Metrolink operating costs. Furthermore, I understand that this trend places Metro in the difficult position to have to advise VCTC that our long-standing arrangement may no longer be viable. As you know, Metrolink is an important transportation mode in Ventura County serving nearly one thousand Ventura County residents every day commuting to jobs in Los Angeles County. Ventura County also serves as the layover point for trains at the Moorpark and East Ventura stations for the Ventura County line that also serves six Los Angeles County stations.

I agree that a Memorandum of Understanding (MOU) memorializing the fund exchange is long overdue and having such an instrument for the current fiscal year and fiscal year 2016/17 should be considered by our governing boards in a timely fashion. In your letter you indicate that you hope to present an item to the Metro Board in April. I would anticipate presenting the MOU at the May Commission meeting. This does present an expeditious turn-around so in the interest of time I would respectfully request that Metro take the lead with the first draft of the MOU and then send it to me so I can circulate to my staff and General Counsel.

I have asked my staff to work with Metro staff, and staff from all the Metrolink member agencies to explore all options to find a solution to keep Ventura County intact in the Metrolink system for the long term. I look forward to the continued close working relationship of our agencies, and thank you for the work that you and your staff at Metro undertake with us to improve the lives of Southern California residents.

Sincerely,

A handwritten signature in blue ink, appearing to read "Darren", written over the word "Sincerely,".

Darren M. Kettle
Executive Director

Cc: Art Leahy, Metrolink CEO