



## **AGENDA**

### **CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/ SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

**TUESDAY, SEPTEMBER 14, 2021 -- 1:30 PM**

The meeting will be held via conference call and via ZOOM Webinar  
<https://us02web.zoom.us/j/81594201305?pwd=dnVvdjI4aHM2K1I2Mi9PUW91dFJwQT09>

*In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the Guidance for Gatherings issued by the California Department of Public Health. Committee members will participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order. Members of the public are encouraged to attend the meeting remotely.*

*Persons who wish to address the commission on an item to be considered at this meeting are asked to submit comments in writing to the commission at [jeddington@goventura.org](mailto:jeddington@goventura.org) by 4:30 P.M., Monday, September 13, 2021. Due to the current circumstances if you would like to participate in a verbal public comment on any item on the agenda during the meeting, please email your public comment to [jeddington@goventura.org](mailto:jeddington@goventura.org) or via telephone at 805.642.1591 ext. 101. Public comment received will be read into the record during the public comment portion of this meeting.*

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- 4. APPROVAL OF 6/8/21 MEETING SUMMARY**
- 5. HUMAN SERVICES-PUBLIC TRANSIT COORDINATED PLAN UPDATE – NELSON NYGAARD**
- 6. FISCAL YEAR 2022-23 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS (UTN) SCHEDULE, PROCEDURES, AND DEFINITIONS (ACTION ITEM) – CLAIRE GRASTY**
- 7. CHAIRMAN'S REPORT**
- 8. COMMITTEE MEMBER REPORTS**
- 9. ADJOURN TO JANUARY 11, 2022**

*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 Jeni Eddington 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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**MEETING SUMMARY**  
**CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**  
Tuesday, June 8, 2021  
1:30 PM  
Zoom

**1. CALL TO ORDER**

**2. SELF INTRODUCTIONS Members**

**Present:**

Miranda Patton, City of Camarillo (Chair)  
Beverly Dransfeldt, City of Camarillo  
Aaron Todd, City of Fillmore  
Marissa Rodriguez, City of Fillmore  
Chaise Rasheed, City of Thousand Oaks  
Victor Kamhi, City of Thousand Oaks  
B Scott Farrenkopf, VCTC member at large  
Sandra Aldana, VCTC member at large  
Jason Sagar, Area Agency on Aging

**3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA - None**

**4. APPROVAL OF 4/13/21 MEETING SUMMARY – PG. 3**

*Victor Kamhi made a motion to approve the summary. The motion was seconded by Chaise Rasheed and passed.*

**5. ONE-CALL, ONE-CLICK PROJECT OVERVIEW**

*Claire Grasty informed the committee that the 211Ride site is live and Interface is providing outreach to numerous agencies in the community regarding the program.*

**6. TRANSIT INTEGRATION AND EFFICIENCY STUDY (TIES)**

*Martin Erickson gave an overview of the TIES study and its goals. Vic Kamhi and Sandra Aldana had comments regarding outreach and soliciting feedback from the public and certain groups.*

**7. CONTACTLESS FARE/MOBILE TICKETING**

*Aaron Bonfilio gave a presentation of the contactless fare/mobile ticketing system that VCTC is implementing in coordination with the other Ventura County operators.*

**8. UPDATE ON VCTC TRANSPORTATION PLANNING STUDIES**

*Caitlin Brooks gave a presentation on the 101-Communities Connected Study, Ventura County Freight Corridors Study, and Comprehensive Transportation Plan.*

**9. HUMAN SERVICES-PUBLIC TRANSIT COORDINATED PLAN**

*Claire Grasty informed the committee that work was beginning on the Plan, which will include a significant amount of outreach, including to the committee.*

**10. CHAIRPERSON'S REPORT**

*Chair Patton highlighted the new Metrolink Ventura County Line Saturday Service. She also mentioned she continues to participate in the VCTC monthly Commission meetings and inquired when VCTC expected to return to in person meetings, which has not yet been determined.*

**11. COMMITTEE MEMBER REPORTS**

*Vic Kamhi informed the committee that Thousand Oaks Transit will allow free fare boardings on their service for the next couple months and potentially through the end of the year. They also are working on purchasing clean buses and a solar charging station. Thousand Oaks is also hiring a transit planner.*

**12. ADJOURN TO SEPTEMBER 14, 2021**



**ITEM 6**

**September 14, 2021**

**MEMO TO: CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

**FROM: CLAIRE GRASTY, PROGRAM MANAGER – REGIONAL TRANSIT PLANNING  
JENI EDDINGTON, TRANSIT PLANNER**

**SUBJECT: FISCAL YEAR 2022-23 TRANSPORTATION DEVELOPMENT ACT (TDA)  
UNMET TRANSIT NEEDS (UTN) DEFINITIONS AND SCHEDULE**

**RECOMMENDATION:**

- Review and approve the Fiscal Year 2022-23 Unmet Transit Needs definitions and schedule

**BACKGROUND:**

The State Transportation Development Act (TDA) requires that a public hearing be held to discuss public transit, take testimony on local/regional transit needs, and develop findings that ensure that all reasonable transit needs are satisfied before TDA funds can be allocated for street and road purposes.

**DISCUSSION:**

December 2021 marks the launch of the Fiscal Year 2022-23 Unmet Transit Needs bi-lingual (English/Spanish) public outreach program including the online survey going live along with the posting of digital and print outreach. During the month of January 2022, community outreach events will be hosted by VCTC, and the required public hearing will be held during the February 2022 Regular Meeting of the Ventura County Transportation Commission.

By soliciting input through various formats, residents have several opportunities to be heard. Public comments received throughout the year and testimony received at the public hearing is reviewed against adopted Unmet Transit Needs and Reasonable to Meet definitions adopted by the Commission in 2009. The public hearing is required by the State to approve the UTN process (Attachment B).

The findings will be brought back to CTAC/SSTAC for discussion and approval in April 2022 so appropriate action can be taken prior to staff's recommendation to the Commission in May 2022. In addition to the staff recommendation, CTAC/SSTAC also has the option of submitting a formal recommendation on or before the May 2022 Commission meeting.

Attachment A: Unmet Transit Needs Definition (Fiscal Year 2022-23)  
Attachment B: Unmet Transit Needs Schedule (Fiscal Year 2022-23)

**UNMET TRANSIT NEEDS PROCESS**

## Definitions

Fiscal Year 2022-23

**Unmet Transit Need**

*Public transportation services identified by the public with sufficient broad-based community support that have not been funded or implemented. Unmet transit needs identified in a government-approved plan must meet the definition of an unmet transit need. Sufficient broad-based community support means that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service.*

## Includes:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

## Excludes:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule
- Requests for minor extended hours
- Service for groups or individuals that is not needed by or will not benefit the general public
- Comments about vehicles, facilities, driver performance and transit organizational structure
- Requests for better coordination
- Requests for reduced fares and changes to fare restrictions
- Improvements funded or scheduled for implementation in the following year
- Future transportation needs
- Duplication or replacement of existing service

**“REASONABLE TO MEET”**

<b>Outcome</b>	<b>Definitions</b>	<b>Measures &amp; Criteria</b>
<b><i>Equity</i></b>	The proposed service will not cause reductions in existing transit services that have an equal or higher priority	<b>Measures:</b> Vehicle revenue service hours and revenue service miles. <b>Criteria:</b> Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
<b><i>Timing</i></b>	The proposed service is in response to an existing rather than future transit need	<b>Criteria: Proposed</b> service is in response to an existing rather than future transit need; based on public input
<b><i>Feasibility</i></b>	The proposed service can be provided with the existing fleet or under contract to a private provider	<b>Measure:</b> Vehicle spare ratio: Transit system must be able to maintain FTA's spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or leased) or can service be provided under contract to a private provider?
<b><i>Feasibility</i></b>	There are adequate roadways to safely accommodate transit vehicles	<b>Measure &amp; Criteria:</b> Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
<b><i>Cost Effectiveness</i></b>	The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole	<b>Measure:</b> Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) <b>Criteria:</b> Fare revenue/operating cost cannot fall below the operator's required passenger fare ratio.
<b><i>Cost Effectiveness</i></b>	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	<b>Measures and criteria</b> described below.
<b><i>Service Effectiveness</i></b>	Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.	<b>Measure:</b> Passengers per hour. <b>Criteria:</b> Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 month of service, 85% at the end of 24 months of service, and 100% at the end of 36 months of service.

**PASSENGER FARE RATIOS**

It is desirable for all proposed transit services in urban areas to achieve a 20% passenger fare ratio by the end of the third year of operation. A passenger fare ratio of 10% is desired for special services (i.e., elderly and disabled) and rural area services\*. More detailed passenger fare ration standards, which will be used to evaluate services as they are proposed and implemented, are described below. Transit service both in urban and rural areas, per state law, may obtain an “intermediate” passenger fare ratio.

<b>Urban Service</b>	<b>Rural Service</b>	<b>Recommended Action</b>
<b>New Service Performance Criteria: End of Twelve Months</b>		
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications if needed
<b>New Service Performance Criteria: End of Twenty-four Months</b>		
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service, with modifications if needed
<b>New Service Performance Criteria: End of Thirty-Six Months **</b>		
Less than 15%	Less than 7%	Provider may discontinue service
15% to 19%	7% to 9%	Provider may consider modifying and continue service
20% or more	10% or more	Provider will continue service, with modifications if needed

*\*Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services.*

*\*\*A review will take place after 30 months to develop a preliminary determination regarding the discontinuation of proposed services*



**Unmet Transit Needs**  
Public Hearing and Process Schedule  
Fiscal Year 2022-23

September 14, 2021	<b>CTAC/SSTAC MEETING</b> Review and approve Unmet Transit Needs definitions and schedule
December 3, 2021	<b>VCTC MEETING</b> Approve Unmet Transit Needs definitions and schedule
December 13, 2021	<b>OUTREACH</b> Unmet Transit Needs information and survey posted to digital and print channels
December 30, 2021 January 4, 2022	<b>LEGAL NOTICES FOR PUBLIC HEARING PUBLISHED</b> Local, Spanish-language newspaper of record (VIDA Newspaper) Local, English-language Newspaper of record (Ventura County Star)
February 4, 2022	<b>PUBLIC HEARING</b> VCTC meeting at 9:00 a.m.
April 12, 2022	<b>CITIZENS TAC / SOCIAL SERVICES TAC MEETING</b> Approve Unmet Transit Needs findings and staff recommendation
April 13, 2022	<b>TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM) MEETING</b> Approve Unmet Transit Needs findings and staff recommendation
May 6, 2022	<b>VCTC MEETING</b> Staff presents Unmet Transit Needs findings Adopt Unmet Transit Needs Assessment
June 3, 2022	<b>VCTC MEETING</b> Adopt Fiscal Year 2022-23 Transportation Development Act (TDA) apportionments
August 15, 2022	<b>SUBMITTAL</b> Deadline to submit findings to the State of California for review