



VENTURA COUNTY TRANSPORTATION COMMISSION
Transit Operators Advisory Committee (TRANSCOM)
VCTC Large Conference Room
751 East Daily Drive, Suite 420
Camarillo, CA
Wednesday, June 12, 2024
1:30 p.m.

AGENDA

(Action may be taken on any item listed on the agenda)

- ITEM 1 CALL TO ORDER**
- ITEM 2 INTRODUCTIONS & ANNOUNCEMENT**
- ITEM 3 PUBLIC COMMENT**
Under the Brown Act, the committee should not act on or discuss matters raised during the Public Comment portion of the agenda which are not listed on the agenda. Committee members may refer such matters to staff for facts or to be placed on the subsequent agenda for consideration.
- ITEM 4 AGENDA ADJUSTMENTS**
- ITEM 5 MEETING MINUTES**
Recommended Action:
 - *Receive and file.***Responsible Staff: Jeni Eddington**
- ITEM 6 ADA CERTIFICATION SERVICES PROGRAM MONTHLY UPDATE**
Recommended Action:
 - *Receive and file.***Responsible Staff: Dolores Lopez**
- ITEM 7 VCTC OUTREACH UPDATE**
Recommended Action:
 - *Receive and file.***Responsible Staff: Darrin Peschka**
- ITEM 8 FISCAL YEAR 2024/25 STATE OF GOOD REPAIR PROGRAM – PROJECT SUBMITTALS**
Recommended Action:
 - *For information and discussion.***Responsible Staff: Heather Miller**
- ITEM 9 FUTURE AGENDA ITEMS**
- ITEM 10 ADJOURNMENT**

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VENTURA COUNTY TRANSPORTATION COMMISSION

Transit Operators Advisory Committee (TRANSCOM)

VCTC Large Conference Room

751 East Daily Drive, Suite 420

Camarillo, California

Wednesday, May 15, 2024

1:30 p.m.

MEETING MINUTES

Item 5

- MEMBERS PRESENT:** Michelle Woomer, City of Moorpark (Chair)
Lydia Salas, City of Camarillo (Vice-chair)
Vic Kamhi, City of Simi Valley
Tyler Nestved, City of Thousand Oaks
Sergio Albarran, City of Ventura
Austin Novstrup, Gold Coast Transit District (GCTD)
Claire Grasty, VCTC Intercity
- MEMBERS ABSENT:** City of Fillmore
City of Oxnard
City of Ojai
City of Port Hueneme
City of Santa Paula
County of Ventura
- EX OFFICIO PRESENT:** CSU Channel Islands
Mobility Management Partners (MMP)
Ventura County Air Pollution Control District (VCAPCD)
- VCTC STAFF PRESENT:** Claire Grasty, Public Transit Director
Heather Miller, Program Manager
Aubrey Smith, Program Manager
Geiska Velasquez, Program Analyst

ITEM 1 CALL TO ORDER

Chair Woomer called the meeting to order at 1:33 p.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENT

Chair Woomer announced that she and Igor Leontiy were promoted to Senior Management Analyst and Management Analyst, respectively. Sergio Albarran and Claire Grasty announced Bike to Work Month activities. Tyler Nestved announced Public Works Week activities and the start of the beach bus in June. Vic Kamhi announced new Lo-No grant opportunities. Karly Ibrahim announced that graduation commencement would be May 18, 2024.

ITEM 3 PUBLIC COMMENT – None.

ITEM 4 AGENDA ADJUSTMENTS – None.

ITEM 5 MEETING MINUTES

ACTION

Nestved moved, seconded by Kamhi, that the committee approve the April 2024 meeting minutes. The motion passed unanimously.

ITEM 6 ADA CERTIFICATION SERVICES PROGRAM MONTHLY UPDATE

The committee received the ADA certification services program monthly update for filing.

ITEM 7 SB 125 FUNDING UPDATE

Claire Grasty updated the committee on SB 125 funding including 1) the temporary freezing of funds, 2) fund distribution timeline, 3) impacts to the Free Fare Days Pilot Program.

ITEM 8 GUIDELINES AND SCHEDULE FOR THE 2024 COMBINED CALL FOR PROJECTS FOR FTA SECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS AND CPUC ACCESS FOR ALL FUNDS

Geiska Velasquez provided the committee with information on the FTA Section 5310, Section 5307 JARC, and CPUC Access for All funds including the guidelines, available funding, schedule, and the appointment of a selection committee. The committee recommended Dani Anderson, Ventura County Disability Access Manager, to serve on the selection committee along with Thousand Oaks Transit and Gold Coast Transit District staff.

ACTION

Nestved moved, seconded by Novstrup, that the committee Approve the Guidelines and Schedule for the 2024 Combined Call-for-Projects for FTA Section 5310 Large Urbanized Area (Seniors and Disabled) funds, Section 5307 Jobs Access/Reverse Commute (JARC) funds, and the California Public Utilities Council (CPUC) Access-for-All (AFA) funds. The motion passed unanimously.

ITEM 9 FUTURE AGENDA ITEMS

- TransTrack Presentation (July)
- College Ride and Youth Ride Free Pilot Programs Ridership Report (July)
- Countywide Fare Collection Plan Updates
- Transportation Emergency Preparedness Program (TEPP) Implementation (as needed)
- Transit Grant Project Status Report Tracking (as needed)

ITEM 10 ADJOURNMENT

Chair Woomeer adjourned the meeting at 2:28 p.m.



Item 6

DATE: June 12 2024
MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: DOLORES LOPEZ, REGIONAL TRANSIT PLANNER
SUBJECT: ADA CERTIFICATION SERVICES PROGRAM MONTHLY UPDATE


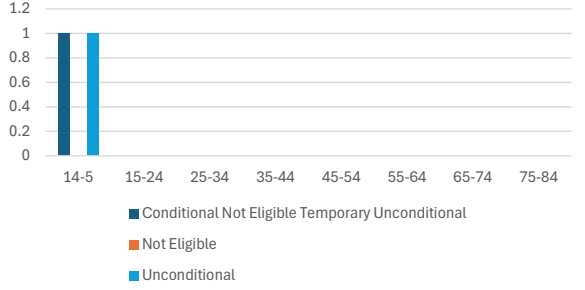
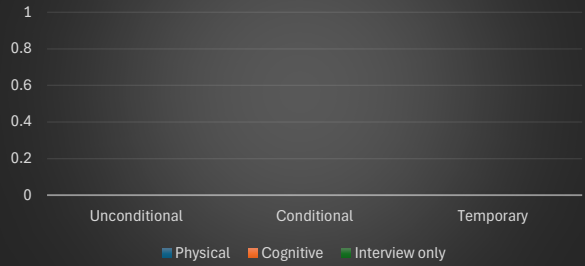
RECOMMENDATION:

- Receive and file the monthly ADA Certification services report(s) and program update.

DISCUSSION:

Mobility Management Partners (MMP) is VCTC's contracted service provider for ADA Paratransit Eligibility Certification services.

Attached are the ADA Paratransit Certification Services Reports from MMP for review at the TRANSCOM meeting.

| May-24 | | | | | | | | |
|---|---|----------|----------|--------------|------------|--------------|-------------|---|
| | | May | Apr | Mar | Feb | Jan | Dec | |
| Call Center | Inbound ADA Calls | 413 | 386 | 381 | 357 | 394 | 390 | As of 3/17/2020, MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions. |
| | Outbound ADA calls | 267 | 445 | 529 | 509 | 398 | 181 | |
| | Average hold time (in seconds) | 1.01 | 1.24 | 1.5 | 1.34 | 0.08 | 0.47 | |
| | Outbound Area Transmittals | 4 | 6 | 0 | 5 | 5 | 3 | |
| | Inbound Area Transmittals | 9 | 2 | 4 | 6 | 12 | 12 | |
| | | | | | | | | Riders requesting service outside of Ventura County |
| | | | | | | | | Riders requesting service into Ventura County |
| Applications Received | Recertification | 72 | 59 | 65 | 57 | 71 | 50 | Total applications received: 128 |
| | New Applications | 56 | 64 | 62 | 44 | 41 | 46 | Online Applications Received: 0 (0%) |
| Applications Received by Service Area | Camarillo Area | 13 | 11 | 15 | 10 | 13 | 11 | Applications by Language  |
| | Gold Coast Area | 48 | 67 | 50 | 46 | 46 | 50 | |
| | Valley Express Area | 8 | 1 | 3 | 3 | 8 | 5 | |
| | Moorpark Area | 1 | 6 | 8 | 2 | 3 | 2 | |
| | Simi Valley Area | 29 | 22 | 24 | 17 | 24 | 16 | |
| | Thousand Oaks | 27 | 16 | 25 | 21 | 18 | 12 | |
| | Out of County | 2 | 0 | 4 | 2 | 0 | 0 | |
| Completed Determinations by Evaluation Type | Complete, with Functional Evaluation | 0 | 0 | 0 | 0 | 0 | 0 | Evaluations by Age and Determination Type  |
| | Complete, Interview w/o Functional Evaluation | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Complete, Special Circumstance (no Interview) | 8 | 10 | 9 | 9 | 8 | 8 | |
| | Complete, Over 85+ | 5 | 5 | 11 | 3 | 4 | 2 | |
| | Complete, Phone Interview | 44 | 43 | 33 | 30 | 32 | 34 | |
| | Complete, Short-term Certification (60 days) | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Complete, Recertifications | 65 | 56 | 64 | 52 | 60 | 42 | |
| | Completed Determinations | 122 | 114 | 117 | 94 | 104 | 86 | |
| | Cost per Determination | \$223.91 | \$239.62 | \$233.47 | \$290.60 | \$262.66 | \$317.64 | |
| Delays in Processing (Cumulative) | Due to Incomplete application by client | 8 | 16 | 13 | 11 | 3 | 13 | In-person Interviews by Eligibility and Assessment Type  |
| | Pending Professional Evaluation (PE) | 12 | 20 | 21 | 10 | 13 | 13 | |
| | Applications that failed to meet 21 day rule | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Applicants awaiting phone interviews | 1 | 2 | 4 | 2 | 0 | 2 | |
| Assessments | Assessment Categories | | | Total | CAM | VCTC | SIMI | |
| | With Physical Assessment | | | 0 | 0 | 0 | 0 | |
| | With Cognitive Assessment | | | 0 | 0 | 0 | 0 | |
| | Interview only (at assessment sites) | | | 0 | 0 | 0 | 0 | |
| | No Shows for Phone Interview | | | 2 | 0 | 0 | 0 | |
| | Total In-Person Interviews Scheduled | | | 0 | 0 | 0 | 0 | |
| | Total Number of Appointment Days | | | 0 | 0 | 0 | 0 | |
| Determinations by Eligibility | | | | | | Total | % | |
| Unconditional (including S.C., Over 85+ , Phone interviews) | | | | | | 109 | 89% | |
| Conditional | | | | | | 5 | 4% | |
| Temporary | | | | | | 8 | 7% | |
| Denials | | | | | | 0 | 0% | |
| Short Term (including Emergency) | | | | | | 0 | 0% | |

| Applications Received -May | | | | |
|-----------------------------------|------------|------------|------------|------------|
| GCT | May | Apr | Mar | Feb |
| Casitas Springs | 0 | 0 | 0 | 0 |
| Meiners Oaks | 0 | 0 | 0 | 0 |
| Miramonte | 0 | 0 | 0 | 0 |
| Ojai | 2 | 0 | 3 | 3 |
| Oak View | 0 | 1 | 1 | 1 |
| Oxnard | 26 | 35 | 24 | 27 |
| Saticoy | 0 | 0 | 0 | 0 |
| Port Hueneme | 5 | 0 | 1 | 3 |
| Ventura | 15 | 31 | 21 | 12 |
| Valley Express | May | Apr | Mar | Feb |
| Fillmore | 3 | 1 | 1 | 0 |
| Piru | 0 | 0 | 0 | 0 |
| Santa Paula | 5 | 0 | 2 | 3 |
| Thousand Oaks DAR | May | Apr | Mar | Feb |
| Agoura | 1 | 0 | 0 | 0 |
| Agoura Hills | 2 | 2 | 0 | 1 |
| Newbury Park | 1 | 6 | 5 | 3 |
| Oak Park | 1 | 1 | 2 | 1 |
| Thousand Oaks | 19 | 6 | 15 | 14 |
| Westlake Village | 3 | 1 | 3 | 2 |
| Simi Valley DAR | May | Apr | Mar | Feb |
| Simi Valley | 29 | 22 | 24 | 17 |
| Camarillo | May | Apr | Mar | Feb |
| Camarillo | 13 | 11 | 13 | 10 |
| Somis | 0 | 0 | 2 | 0 |
| Moorpark DAR | May | Apr | Mar | Feb |
| Moorpark | 1 | 6 | 8 | 2 |
| Other | May | Apr | Mar | Feb |
| Los Angeles, Porter Ranch | 2 | 0 | 4 | 2 |

Monthly Queue Call Report (May)

| | Call Count | Queue Size | Answered | Abandoned | Redirected | Disconnected | Call Count | | | Hold Time | | | To VoiceMail | Service Level |
|-------------|------------|------------|----------|-----------|------------|--------------|------------|-----|-------|-----------|-----|------|--------------|---------------|
| | Total In | Max | Total | Total | Total | Total | In | Out | Total | Min | Max | Avg | | |
| Grand Total | 413 | 2 | 363 | 13 | 36 | 1 | 413 | 267 | 680 | 0 | 113 | 1.01 | 36 | 82.57% |
| Sunday | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0.00 | 1 | 0.00% |
| Monday | 55 | 1 | 50 | 3 | 2 | 0 | 55 | 73 | 128 | 0 | 4 | 0.07 | 2 | 85.45% |
| Tuesday | 76 | 2 | 64 | 5 | 7 | 0 | 76 | 8 | 84 | 0 | 8 | 0.25 | 7 | 76.32% |
| Wednesday | 115 | 1 | 105 | 1 | 8 | 1 | 115 | 130 | 245 | 0 | 58 | 0.79 | 8 | 85.22% |
| Thursday | 79 | 2 | 68 | 1 | 10 | 0 | 79 | 41 | 120 | 0 | 113 | 2.33 | 10 | 81.01% |
| Friday | 81 | 1 | 76 | 3 | 2 | 0 | 81 | 15 | 96 | 0 | 88 | 1.80 | 2 | 91.36% |
| Saturday | 6 | 0 | 0 | 0 | 6 | 0 | 6 | 0 | 6 | 0 | 0 | 0.00 | 6 | 0.00% |



Item 7

June 12, 2024

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: DARRIN PESCHKA, PROGRAM MANAGER, GOVERNMENT AND COMMUNITY RELATIONS

SUBJECT: OUTREACH PROGRAM UPDATE

RECOMMENDATION:

- Receive and file.

DISCUSSION:

The Ventura County Transportation Commission (VCTC) believes that robust and ongoing community outreach efforts are vital to VCTC's mission to keep Ventura County moving. For several years, VCTC has utilized the services of a consulting firm to facilitate community outreach and public transit outreach services. In December 2020, the Commission approved a three-and-a-half-year contract with Celtis Ventures Inc. for those services. That contract began Jan. 1, 2021. In May 2024, the Commission approved a two-year extension to the contract.

The contract covers outreach work for multiple VCTC programs, including Intercity Services, Regional Transit Planning, Metrolink, Pacific Surfliner (LOSSAN), Rideshare, Regional Transit Technology and Community Outreach. VCTC staff works with Celtis to create and share information about VCTC programs on the website, through printed materials posted at bus stops and transit centers, on social media, via email newsletters, and through digital and print media. Through the GoVCBus app, VCTC shares alerts to keep transit riders informed about changes to bus schedules and routes. VCTC also shares information on behalf of regional operators and partner agencies, such as Metrolink, and creates and shares materials with transit operators for countywide programs such as Free Fare Days.

During the past year, VCTC outreach efforts have focused on several major initiatives, including expansion of VCTC's first Spanish-language outreach campaign, Buenas con VCTC; promotion of Intercity bus route changes and schedules; and transportation options to major community events such as the X Games. These initiatives are intended to support VCTC efforts to bring back riders and to attract new riders. In addition, VCTC staff participated in numerous community events, such as the Port of Hueneme Banana Festival and the County of Ventura's Public Works Day. VCTC also published its first Community Impact report, a booklet that summarizes VCTC's accomplishments in 2023.

The Committee will receive a presentation about these activities, as well as outreach efforts planned for the coming year.



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June 12, 2024

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: HEATHER MILLER, PROGRAM MANAGER
SUBJECT: FY 2024/25 STATE OF GOOD REPAIR PROGRAM – PROJECT SUBMITTALS

RECOMMENDATION:

- For information and discussion

BACKGROUND:

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1, provides transportation funding annually to repair aging infrastructure, make strategic investments in congested commute and freight corridors, and improve transit service. Approximately \$105 million annually is provided to Transit Operators using the same formula as State Transit Assistance (STA) for eligible transit maintenance, rehabilitation, and capital projects. This investment in public transit is called the State of Good Repair (SGR) program.

A preliminary estimate of funding allocations for the FY 2024/25 SGR Program was released by the State Controller's Office on January 31, 2024. The following table provides the fund estimates for Transit Operators in Ventura County:

State of Good Repair January Fund Estimates for FY 2024/2025

| Agency | SGR PUC 99314 Fund Estimate | SGR PUC 99313 Fund Estimate |
|--|--|--|
| City of Camarillo | \$ 8,530 | |
| Gold Coast Transit District | \$ 48,522 | |
| City of Moorpark | \$ 3,407 | |
| City of Simi Valley | \$ 13,258 | |
| City of Thousand Oaks | \$ 4,812 | |
| SCRRA (Metrolink) | \$ 144,187 | |
| Ventura County Transportation Commission | | \$ 1,371,712 |
| TOTAL | \$ 222,716 | \$ 1,371,712 |

A final estimate of available allocations is anticipated to be released in August 2024. In the past, the August estimate has not varied significantly from the January estimate, therefore VCTC is providing the January estimate as the funding basis for the planning of potential projects. Transit operators will

be notified of the August estimate should it vary from the January estimate as soon as those amounts are available.

INFORMATION AND DISCUSSION

The SGR Program is a transit capital program that maintains the public transit system in a state of good repair. The program encourages eligible recipients to promote “fix-it-first” transit capital projects that reduce greenhouse gases and help achieve the state’s environmental goals. Examples of such projects may include replacement of vehicles with partial and/or zero emission vehicles, green technology equipment enhancements, or transit facility upgrades to improve energy efficiency.

State Requirements for the SGR Program

Each Fiscal Year, regional entities (RTPAs), working with their local transit operators, must compile and forward to Caltrans a list of projects proposed to be funded with the year’s apportionment of State of Good Repair funds. VCTC, as the designated regional entity, is required to review the proposed projects to ensure they meet the SGR eligibility criteria and to then submit a VCTC Board Resolution to Caltrans that includes all Ventura County projects. Projects’ eligibility criteria include whether the:

- project has been approved by the Transit Operator’s board and/or the project is included in an adopted document such as the short-range transit plan;
- project is appropriate for the overall transit plan designed for the region; and
- total estimated amount of SGR funds to be made available to the transit operator agrees with the August estimate letter issued by the California State Controller’s Office.

Instructions for Transit Operator’s FY 2024/25 Project List Submittals to VCTC

The SGR Resolution listing all of Ventura County’s FY 2024/25 SGR projects is scheduled for the September 6, 2024 Commission meeting. In order for adequate review of projects prior to Commission approval, **VCTC is requesting Transit Operators submit their project lists to VCTC by Friday, July 19, 2024.** Project submittals must include:

- Project scope and description (include asset type);
- Project overall funding plan;
- Project schedule; and
- Estimated useful life of the project (asset).

Agencies must submit a signed cover letter on agency letterhead to VCTC indicating that the project has been approved by the Transit Operator’s board and/or that the project is included in an adopted document such as the short-range transit plan (include a link to the publication). Existing projects are eligible to receive additional SGR funds with a four-year allowable accrual of funds under SGR guidelines. Recipients must begin expending funds by the fourth year and fully expend the funds within the following four years.

As a reminder, \$1.3 million in FY 2024/25 regional (99313) SGR funds were committed to the Valley Express Bus Replacement project awarded in the 2022 Combined CMAQ/CRP/SGR call-for-projects.

Next Steps

Following the September 6, 2024 Commission Meeting, VCTC staff will submit the SGR Resolution to Caltrans. Caltrans will, after reviewing the project information, provide the State Controller’s Office with the list of eligible recipients and funding amounts. VCTC will receive and sub-allocate the funds from the State Controller’s Office to the Transit Operators quarterly beginning in November. **Transit Operators are required to enter their approved projects into the CalSMART database by September 1** and thereafter track project expenditures and submit project progress/expenditure reports annually.