



**VENTURA COUNTY TRANSPORTATION COMMISSION
Transit Operators Advisory Committee
(TRANSCOM)**

AGENDA

The meeting will be via ZOOM Webinar

<https://us02web.zoom.us/j/87666802770?pwd=c3hNaFB5ZEc4RUhkTU5jN3hNSmVwQT09>

THURSDAY, August 13, 2020

1:30 PM

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 panelists 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 TRANSCOM committee on an item to be considered at this meeting are asked to submit comments in writing to the committee at vvega@goventura.org by 4:30PM, Wednesday August 12, 2020. 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 vvega@goventura.org. Any public comment received will be read into the record during the public comment portion of this meeting. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the TRANSCOM meeting, please contact VCTC staff (805) 642-1591 ext. 118. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

- ITEM 1 CALL TO ORDER**

- ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**

- ITEM 3 PUBLIC COMMENT**

- ITEM 4 AGENDA ADJUSTMENTS**

- ITEM 5 APPROVAL OF MINUTES – For Action**
Waive the reading and approve the minutes of the June 11, 2020 meeting.

- ITEM 6 FISCAL YEAR 2020/21 STATE OF GOOD REPAIR PROGRAM PROJECT SUBMITTALS**
For Information and Discussion.

- ITEM 7 FEDERAL TRANSIT PROGRAM OF PROJECTS FISCAL YEAR 2020/21 – For Action**
Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2020/21.

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- ITEM 8 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN DRAFT UPDATE**
For Discussion.
- ITEM 9 ONE-CALL, ONE-CLICK – Update**
- ITEM 10 ADA CERTIFICATION SERVICES PROGRAM UPDATE**
Receive and file the monthly ADA certification service report(s).
- ITEM 11 TRANSIT AGENCIES RESPONSE TO COVID-19 IMPACTS ON TRANSIT – Update**
Discussion on action taken by transit agencies (bus and rail) concerning the coronavirus.
- ITEM 12 FUTURE AGENDA ITEMS**

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**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Thursday, June 11, 2020
1:30 p.m.**

**MEETING HELD REMOTELY VIA-ZOOM
Meeting Minutes**

**MEMBERS
PRESENT:**

Sergio Albarran, City of Ventura (Chair)
Matt Miller, Gold Coast Transit District (Vice Chair)
Jason Samonte, City of Camarillo
Shaun Kroes, City of Moorpark
Ellen Perez, City of Ojai
Pete Wessell, City of Oxnard
Ben Gonzales, City of Simi Valley
Mike Houser, City of Thousand Oaks
Treena Gonzalez, County of Ventura
Martin Erickson, VCTC InterCity Bus

Chris Jetton, CSU Channel Islands (ex-officio)

**MEMBERS
ABSENT:**

City of Fillmore
City of Port Hueneme
City of Santa Paula

Caltrans District 7 (ex-officio)
VCAPCD (ex-officio)

**VCTC STAFF
PRESENT:**

Peter De Haan, Programming Director – Programs
Aaron Bonfilio, Program Manager – Transit Services
Claire Grasty, Program Manager – Regional Planning
Judith Johnduff, Program Manager
Heather Miller, Transit Planner

ITEM 1 CALL TO ORDER

Chair Albarran called the regular TRANSCOM meeting to order at 1:32 p.m. VIA-ZOOM.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENT

Mr. Sergio Albarran, VCTC, made a brief announcement, the bus shelter for the Wells Center bus stop will be installed next Monday, June 15.

Mr. Martin Erickson, VCTC made two brief announcements. VCTC passed its budget including the CARES Act funding. Also, as you may have heard, there are preliminary indications with regard to the Transportation Development Act (TDA) farebox requirement, that there will not be any penalties for two years; however, the California Transit Association (CTA) is still working on making this permanent.

Mr. Matt Miller, Gold Coast Transit District (GCTD), made a brief announcement, GCTD Passenger Survey is now available online.

Mr. Pete Wessell, City of Oxnard, introduced himself, having joined the City of Oxnard approximately six-weeks ago and having formerly worked for the County of Ventura. His expertise is in traffic operations.

Mr. Shaun Kroes, City of Moorpark, made a brief announcement, the City of Moorpark, has extended the due date for the Pilot On Demand Rideshare RFP from June 23rd to July 24th.

Mr. Ben Gonzales, City of Simi Valley, made a brief announcement, will soon be going live with the paratransit software.

Mr. Mike Houser, City of Thousand Oaks, made a brief announcement, on August 3rd, their bus route changes will be in effect (bus routes will be renamed and renumbered).

Mr. Chris Jetton, California State University Channel Islands (CSUCI), thanked Martin and Aaron for assisting in the renewal of the annual contract. They are excited to be continuing to work in a partnership with VCTC.

Ms. Claire Grasty, VCTC, made a brief announcement, VCTC will be submitting the Public Transportation Agency Safety Plan (PTASP) at the next Commission meeting. GCTD has completed theirs. If anyone else has their targets, please send them over and/or if you have any general questions please feel free to contact her.

Mr. Peter De Haan, VCTC, mentioned, he received notification from the Federal Transit Administration (FTA) there are some transit operators, such as L.A. Metro, that have begun a program under the category of "Incidental Use of Buses", they have been parking their buses that are equipped with Wi-Fi in Public Library parking lots, which will allow children in the vicinity to access the Wi-Fi to complete any school work (social distancing is being practiced).

Ms. Judith Johnduff, VCTC, made an announcement, Southern California Association of Governments (SCAG) is now required (as part of the FAST ACT) to report on performance for the Regional Transportation Plan (RTP), each agency's project that are in the FTIP will need to have information regarding Transit Safety and also how your particular project relates to the TAM plan. She mentioned there is a worksheet she will be sending out and there will be prompts for the data that needs to be entered. This information needs to be received by July 15.

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

None.

ITEM 5 APPROVAL OF FEBRUARY MINUTES

ACTION

Miller moved Houser seconded, that the Committee approve the May 14, 2020 meeting minutes. The motion passed with no objections.

ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM

Mr. Mike Culver, Mobility Management Program (MMP), provided an update on the ADA Certification Program for the month of May (see reports provided). He pointed out in the highlighted section at the top of the report under "outbound calls," that the number count was

omitted, since staff is working remotely, and may or may not have been using the outbound calls properly (due to a mix-up with staff). They are working on this issue and it should be corrected before the next reporting month.

ITEM 7 DISTRIBUTION OF FEDERAL TRANSIT FUNDS FROM CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT AND ESTIMATED FY 2020/21 APORITIONMENTS

Mr. De Haan, VCTC, provided an overview of the Funding Distribution Policy, the CARES Act Distribution and the FY 2020/21 Apportionments Distribution. See attachment A, which provides the agenda item which the Commission approved at its May meeting to distribute the CARES Act funds. Attachment B provides the calculation of the target amounts for each operator to program in the Program of Projects (POP). Staff requests that each operator provide to VCTC its program for inclusion in the FY 2020/21 POP by June 24.

ITEM 8 GUIDELINES AND SCHEDULE FOR THE 2020 COMBINED CALL FOR PROJECTS FTA SECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS

ACTION

1) Albarran moved, Houser seconded, that the Committee approve the Guidelines and Schedule for the 2020 Combined Call-for-Projects for FTA Section 5310 Large Urbanized Areas (Seniors and Disabled) funds and Section 5307 Jobs Access/Reverse Commute (JARC) funds amended as follows, under "Prioritization Criteria", Criteria 2 – Project Implementation Plan, there will be an added 5 matching points, and Criteria 5 – Emergency Planning and Preparedness, a total of 5 points will be moved over to Criteria 1, Goals and Objectives.

2) Appoint GCTD representative Miller, and the County of Ventura representative Gonzalez, to the TRANSCOM Subcommittee to Evaluate the Project Applications. The two motions passed with no objections.

ITEM 9 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN (TEPP)

Ms. Grasty, VCTC, provided an update on the TEPP Plan and shared information from the TEPP workshop that was held last week (she thanked the agencies who were in attendance). She mentioned the TEPP draft will be available at the end of the month, which will be reviewed by staff, and then shared with each transit operator. Lastly, an inventory list was distributed and since been completed, however, the list will be resent so each agency can review and confirm is up to date and accurate.

ITEM 10 REGIONAL ELECTRONIC AND MOBILE TICKET PROGRAM

Mr. Bonfilio, VCTC, provided an update on the regional electronic and mobile ticket program, and the release of the RFP and scope of work which will be presented at the July Commission meeting. The scope of work will be provided to each transit operator for review prior to the meeting, and he appreciates any input you may have.

ITEM 11 TRANSIT AGENCIES RESPONSE TO THE CORONAVIRUS

Mr. Erickson, VCTC, provided a brief update on the transit agencies response to COVID-19.

ITEM 12 FUTURE AGENDA ITEMS – For Information

- *Gold Coast Fleet Management Plan*
- *Organizational Fares for Paratransit Seniors (beyond requirements)*
- *Proposed State Legislation Mandate Free Fares*

ITEM 13 ADJOURNMENT

Chair Albarran adjourned the meeting at 3:11 p.m.



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August 13, 2020

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: JUDITH JOHNDUFF, PROGRAM MANAGER
SUBJECT: FISCAL YEAR 2020/21 STATE OF GOOD REPAIR PROGRAM – PROJECT SUBMITTALS

RECOMMENDATION:

- Information and Discussion

BACKGROUND:

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1, includes a program that provides additional revenues for transit maintenance, rehabilitation, and capital projects. This investment in public transit is referred to as the State of Good Repair (SGR) program. The program provides approximately \$105 million annually to the State Transit Assistance (STA) Account for the State of Good Repair Program with funds distributed to Transit Operators using the same formula as State Transit Assistance.

The estimate for the FY20/21 SGR Program released by the State Controller's Office in August is shown in the table below:

Agency	SCO August Estimate (PUC 99313)	SCO August Estimate (PUC 99314)
City of Camarillo		\$7,758
Gold Coast Transit		\$44,130
City of Moorpark		\$3,099
City of Simi Valley		\$12,058
City of Thousand Oaks		\$4,377
SCRRA		\$131,136
VCTC	\$1,246,610	

INFORMATION AND DISCUSSION:

State Requirements for the SGR Program:

Each Fiscal Year, regional entities, working in conjunction with their local transit operators are required to compile and forward to Caltrans a list of projects proposed to be funded with the apportionment of State of Good Repair funds.

VCTC, as the designated regional entity, is required to review the projects to ensure they meet the SGR eligibility criteria and to then submit one cover letter and Board Resolution (or equivalent) to Caltrans for the whole county. 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.
- whether the project is appropriate for the overall transit plan designed for the region,
- whether the 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 FY20/21 Project List Submittals to VCTC:

The SGR Resolution listing all of Ventura County's FY20/21 SGR projects is scheduled for the September 11th Commission Meeting.

VCTC is requesting Transit Operators submit their lists to VCTC by August 21st. Project submittals must include:

- Project scope and description
- Project overall funding plan
- Project schedule
- Estimated useful life of the project

Agencies must submit a signed cover letter on agency letterhead, with original signature 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 and include a link to the publication.

In coordination with individual Transit Operators, VCTC will enter the proposed project data into the CalSMART database.

Next Steps:

Following the September 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. VCTC will receive and sub-allocate the funds from the State Controller's Office to the Transit Operators on a quarterly basis beginning in November.



Item 7

August 13, 2020

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: APPROVE FISCAL YEAR 2020/21 PROGRAM OF PROJECTS

RECOMMENDATION:

- Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2020/21 (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.

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 the 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 share of costs for countywide planning activities. However, due to the significant funds being provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, there is only a minimal amount of funds required in the FY 2020/21 POP for VCTC countywide planning work. Because VCTC pre-programs its funds, the FY 2020/21 POP would normally include countywide planning funds required for expenditure in FY 2021/22, but since the planning funds programmed in FY 2019/20 for expenditure in FY 2020/21 have been largely supplanted by CARES Act funds, most of the VCTC planning funds in the FY 2019/20 POP will be carried over and will be available for FY 2021/22 expenditure, minimizing the need for off-the-top planning funds in this FY 2020/21 POP. This POP also applies \$200,000 in CARES funds for VCTC countywide planning functions, which were generated by Metrolink but per Commission action were applied instead to future VCTC countywide planning.

The FY 2020/21 POP includes the CARES funding distribution approved at the May 2020 Commission meeting. Although the CARES Act stipulates that the funds for transit do not need to be included in the Regional Transportation Improvement Program, subsequent to VCTC approval of the funds FTA issued guidance to require that the use of the CARES funds still be disclosed to the public as part of the Program of Projects, so this is now being done.

It is important to mention that the federal transportation program authorization law, the Fixing America's Surface Transportation (FAST) Act, is scheduled to expire on September 30th, and no reauthorization bill has passed. Therefore, the POP is based on the conservative assumption that FY 2020/21 federal transit funding will be the same as the amount authorized for FY 2020/21 under FAST. Should the adopted FY 2021 Federal transportation budget be lower than these estimates, it will be necessary to make changes to the Program of Projects.

As TRANSCOM is aware, VCTC is currently reviewing the Jobs Access/Reverse Commute (JARC) and Section 5310 projects submitted in the recent call for projects. The supplemental POP will include the projects selected in the call for projects for the first year of funding.

As was discussed by TRANSCOM last year, due to the end of the Proposition 1B Transit Security program, VCTC can no longer point to the Proposition 1B expenditures as justifying an exemption from the federal requirement to set aside 1% of large urban 5307 apportionments for security. Staff is proposing that the funds for the Automatic Vehicle Locator again be counted as the required qualifying security expenditure.

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 September 11th meeting.

Program of Projects

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 2020/21 Fiscal Year (FY 2021). The funds available in FY 2021 are estimated to be \$57,400,000 for the Oxnard UA, \$25,150,000 for the Thousand Oaks UA, \$6,265,000 for the Camarillo UA, and \$11,030,000 for the Simi Valley UA, based on anticipated FY 2020 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, September 11, 2020, on line at [to be provided before publication]. The POP is available for public inspection at 950 County Square Drive, Suite 207, Ventura CA 93003.

FY 2020/21 Federal Transit Program of Projects

	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
Gold Coast Transit			
<u>Planning Assistance</u>			
Zero Emissions Strategic Transition Plan (ZEST)	\$ 335,630	\$ 268,504	\$ 67,126
	<u>\$ 335,630</u>	<u>\$ 268,504</u>	<u>\$ 67,126</u>
<u>Operating Assistance</u>			
Operating Assistance	\$ 3,200,000	\$ 1,600,000	\$ 1,600,000
Operating Assistance (CARES Act)	\$ 7,750,000	\$ 7,750,000	\$ -
	<u>\$ 10,950,000</u>	<u>\$ 9,350,000</u>	<u>\$ 1,600,000</u>
<u>Capital Assistance</u>			
Preventive Maintenance	\$ 2,000,000	\$ 1,600,000	\$ 400,000
Preventive Maintenance (CARES Act)	\$ 3,000,000	\$ 3,000,000	\$ -
Business Systems Software (CARES Act)	\$ 1,133,352	\$ 1,133,352	\$ -
Operations and Maintenance Facility Debt Service	\$ 890,000	\$ 712,000	\$ 178,000
Operations and Maintenance Facility Debt Service (5339 Funds)	\$ 503,242	\$ 503,242	\$ -
ADA Paratransit Service	\$ 1,193,356	\$ 954,685	\$ 238,671
ADA Paratransit Service (CARES Act)	\$ 2,000,000	\$ 2,000,000	\$ -
	<u>\$ 8,719,950</u>	<u>\$ 9,903,279</u>	<u>\$ 816,671</u>
Total Gold Coast	<u>\$ 20,005,580</u>	<u>\$ 19,521,783</u>	<u>\$ 2,483,797</u>
Ventura County Transportation Commission			
<u>Operating Assistance</u>			
VCTC Intercity Operating Assistance (FY 21/22)	\$ 2,223,614	\$ 1,111,807	\$ 1,111,807
VCTC Intercity Operating Assistance (CARES Act)	\$ 1,557,684	\$ 1,557,684	\$ -
VCTC Countywide Transit Functions (CARES Act)	\$ 2,130,800	\$ 2,130,800	\$ -
Metrolink Operating Assistance (CARES Act)	\$ 20,525,007	\$ 20,525,007	\$ -
	<u>\$ 26,437,105</u>	<u>\$ 25,325,298</u>	<u>\$ 1,111,807</u>
<u>Planning Assistance</u>			
Transit Planning and Prioritization (FY 21/22)	\$ 133,868	\$ 107,094	\$ 26,774
	<u>\$ 133,868</u>	<u>\$ 107,094</u>	<u>\$ 26,774</u>
<u>Capital Assistance</u>			
Computer Equipment/Software (CARES Act)	\$ 60,000	\$ 60,000	\$ -
VCTC Intercity Preventive Maintenance (FY 21/22)	\$ 526,439	\$ 421,151	\$ 105,288
VCTC Intercity Rehab / Facility Lease (FY 21/22) (Sec 5339)	\$ 154,324	\$ 154,324	\$ -
Metrolink Preventive Maintenance (FY 21/22)	\$ 1,886,490	\$ 1,886,490	\$ -
Metrolink Capital Rehab (FY 21/22)(Sec 5337)	\$ 2,912,911	\$ 2,912,911	\$ -
Metrolink Prev Maintenance (FY 21/22)(Sec 5337)	\$ 2,086,653	\$ 2,086,653	\$ -
	<u>\$ 7,626,817</u>	<u>\$ 7,521,529</u>	<u>\$ 105,288</u>
Total VCTC	<u>\$ 34,197,789</u>	<u>\$ 32,953,921</u>	<u>\$ 1,243,868</u>
Valley Express			
<u>Operating Assistance</u>			
Operating Assistance (FY 21/22)	\$ 1,313,326	\$ 656,663	\$ 656,663
Operating Assistance (CARES Act)	\$ 1,882,370	\$ 1,882,370	\$ -
	<u>\$ 3,195,696</u>	<u>\$ 2,539,033</u>	<u>\$ 656,663</u>
Total Valley Express	<u>\$ 3,195,696</u>	<u>\$ 2,539,033</u>	<u>\$ 656,663</u>
TOTAL	<u><u>\$ 57,399,066</u></u>	<u><u>\$ 55,014,737</u></u>	<u><u>\$ 4,384,329</u></u>

THOUSAND OAKS/MOORPARK URBANIZED AREA**Ventura County Transportation Commission**Operating Assistance

VCTC Intercity Operating Assistance (CARES Act)	\$ 1,869,791	\$ 1,869,791	\$ -
VCTC Countywide Operations Functions (CARES)	\$ 61,500	\$ 61,500	\$ 61,500
Metrolink Operating Assistance (CARES Act)	\$ 11,528,838	\$ 11,528,838	\$ -
	<u>\$ 13,460,129</u>	<u>\$ 13,460,129</u>	<u>\$ 61,500</u>

Planning Assistance

Transit Planning and Prioritization (FY 21/22)	\$ 64,541	\$ 51,633	\$ 12,908
	<u>\$ 64,541</u>	<u>\$ 51,633</u>	<u>\$ 12,908</u>

Capital Assistance

VCTC Intercity Preventive Maintenance (FY 21/22)	\$ 484,420	\$ 387,536	\$ 96,884
VCTC Intercity Rehab / Facility Lease (FY 21/22) (Sec 5339)	\$ 96,795	\$ 77,436	\$ -
Metrolink Preventive Maintenance (FY 21/22)	\$ 750,120	\$ 750,120	\$ -
Metrolink Capital Rehab (FY 21/22)(Sec 5337)	\$ 2,023,236	\$ 2,023,236	\$ -
Metrolink Prev Maintenance (FY 21/22)(Sec 5337)	\$ 1,421,075	\$ 1,421,075	\$ -
	<u>\$ 4,775,646</u>	<u>\$ 4,659,403</u>	<u>\$ 96,884</u>

Total VCTC	<u>\$ 18,300,316</u>	<u>\$ 18,171,165</u>	<u>\$ 171,292</u>
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City of Thousand OaksOperating Assistance

Operating Assistance (FY 21/22)	\$ 1,853,696	\$ 1,482,957	\$ 370,739
Operating Assistance (CARES Act)	\$ 3,509,925	\$ 3,509,925	\$ -
	<u>\$ 5,363,621</u>	<u>\$ 4,992,882</u>	<u>\$ 370,739</u>

Total Thousand Oaks	<u>\$ 5,363,621</u>	<u>\$ 4,992,882</u>	<u>\$ 370,739</u>
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City of MoorparkOperating Assistance

Operating Assistance (FY 21/22)	\$ 250,000	\$ 125,000	\$ 125,000
Operating Assistance (CARES Act)	\$ 475,000	\$ 475,000	\$ -
Pilot On-Demand Rideshare Program	\$ 200,000	\$ 100,000	\$ 100,000
	<u>\$ 925,000</u>	<u>\$ 700,000</u>	<u>\$ 225,000</u>

Capital Assistance

Preventive Maintenance (FY 21/22)	\$ 120,000	\$ 96,000	\$ 24,000
Dial-a-Ride Capital Leases (FY 21/22)	\$ 128,309	\$ 102,647	\$ 25,662
Dial-a-Ride Capital Leases (CARES Act)	\$ 527,708	\$ 527,708	\$ -
	<u>\$ 776,017</u>	<u>\$ 726,355</u>	<u>\$ 49,662</u>

Total Moorpark	<u>\$ 1,701,017</u>	<u>\$ 1,426,355</u>	<u>\$ 274,662</u>
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TOTAL	<u>\$ 25,364,954</u>	<u>\$ 24,590,402</u>	<u>\$ 816,693</u>
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CAMARILLO URBANIZED AREA**Ventura County Transportation Commission**Operating Assistance

VCTC Intercity Operating Assistance (CARES Act)	\$ 283,180	\$ 283,180	\$ -
	<u>\$ 283,180</u>	<u>\$ 283,180</u>	<u>\$ -</u>

Planning Assistance

Transit Planning and Prioritization (FY 21/22)	\$ 27,091	\$ 21,673	\$ 5,418
	<u>\$ 27,091</u>	<u>\$ 21,673</u>	<u>\$ 5,418</u>

Total VCTC	<u>\$ 310,271</u>	<u>\$ 304,853</u>	<u>\$ 5,418</u>
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City of CamarilloOperating Assistance

Operating Assistance (FY 21/22)	\$ 1,094,676	\$ 547,338	\$ 547,338
Operating Assistance (CARES Act)	\$ 2,765,723	\$ 2,765,723	\$ -
	<u>\$ 3,860,399</u>	<u>\$ 3,313,061</u>	<u>\$ 547,338</u>

Capital Assistance

ADA Paratransit Service (FY 21/22)	\$ 178,596	\$ 142,877	\$ 35,719
Bus Preventive Maintenance (FY 21/22)	\$ 836,384	\$ 669,107	\$ 167,277
Bus Preventive Maintenance (CARES Act)	\$ 1,000,000	\$ 1,000,000	\$ -
	<u>\$ 1,014,980</u>	<u>\$ 1,811,984</u>	<u>\$ 202,996</u>

Total Camarillo	<u>\$ 4,875,379</u>	<u>\$ 5,125,045</u>	<u>\$ 750,334</u>
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TOTAL	<u>\$ 5,185,650</u>	<u>\$ 5,429,898</u>	<u>\$ 755,752</u>
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SIMI VALLEY URBANIZED AREA**Ventura County Transportation Commission**Operating Assistance

VCTC Intercity Operating Assistance (CARES Act)	\$ 517,555	\$ 517,555	\$ -
	\$ 517,555	\$ 517,555	\$ -

Planning Assistance

Transit Planning and Prioritization (FY 21/22)	\$ 49,500	\$ 39,600	\$ 9,900
	\$ 49,500	\$ 39,600	\$ 9,900

Total VCTC	\$ 567,055	\$ 557,155	\$ 9,900
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City of Simi ValleyOperating Assistance

Operating Assistance	\$ 4,760,362	\$ 2,380,181	\$ 2,380,181
Operating Assistance (CARES Act)	\$ 7,200,879	\$ 7,200,879	\$ -
	\$ 11,961,241	\$ 9,581,060	\$ 2,380,181

Capital Assistance

Transit Management System	\$ 80,000	\$ 64,000	\$ 16,000
Preventive Maintenance	\$ 337,500	\$ 270,000	\$ 67,500
Non Fixed-Route ADA Paratransit Capital	\$ 350,840	\$ 280,672	\$ 70,168
Dispatch Software	\$ 50,000	\$ 40,000	\$ 10,000
Preventive Maintenance (CARES Act)	\$ 237,000	\$ 237,000	\$ -
	\$ 1,055,340	\$ 891,672	\$ 163,668

Total Simi Valley	\$ 13,016,581	\$ 10,472,732	\$ 2,543,849
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TOTAL	\$ 13,583,636	\$ 11,029,887	\$ 2,553,749
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Item 8

August 13, 2020

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: TRANSPORTATION EMERGENCY PREPAREDNESS PLAN DRAFT UPDATE

RECOMMENDATION:

- Discussion

DISCUSSION:

Over the last year, VCTC and SBCAG have worked with Claris Strategy, the advisory committee and numerous stakeholders to develop the Transportation Emergency Preparedness Plan (TEPP).

The goals of the TEPP are to:

- Outline roles and responsibilities of different agencies and specific personnel
- Work with existing plans so as to not duplicate efforts and to maximize the work that has already been done
- Outline communication procedures, including communication within organizations, with counterpart agencies (between SBCAG and VCTC, with transit operators, with emergency service offices) and external communications to the public and transit riders
- Cover different types of emergencies such as fires, mudslides, flooding, mass shootings, gas leaks, dam failure, tsunamis and sea level rise
- Develop an approach to training and drills for appropriate personnel
- Create a blueprint for evacuation of communities and transit assets
- Create procedures for the canceling, adding or modifying of transit service, as well as a plan for resumption of transit service and recovery
- Identify resources to support ongoing implementation

Since the project began numerous tasks have been completed including the public participation plan, which included a website and a public survey, and feedback from critical agencies through advisory committee meetings. There have been four advisory committee meetings and two workshops. Committee meetings discussed such topics as previous emergencies and disasters, gaps during those emergencies, public participation, assisting vulnerable populations, the role of public transportation, and research on other locations' experience with emergencies among others. The workshops focused on potential hazards and the threats they pose to the transportation network and on the concept of operations. Numerous additional meetings have been held with other stakeholders to get information on non-transit areas of

transportation and contact information. The last workshop, yet to take place, will include a tabletop exercise.

The research phase of this project is complete and included assessing the current situation in both counties, researching other agencies' experience with emergencies, determining potential institutional arrangements, communication needs, inventory of transportation assets and site walks.

The draft TEPP was completed in at the end of June and sent to key stakeholders including all Ventura County transit operators. The TEPP includes chapters on the following:

- Concept of operations
- Roles and responsibilities
- TEPP activation and response options
- Mutual aid/assistance and MOUs
- Checklists for the Emergency Operations Center (EOC)
- Annexes
- Appendices
 - Disaster reimbursement
 - Continuity of operations
 - Training

Additionally, a Technical Memo was prepared that outlines the current situations, gaps and lists recommendations. VCTC has received some comments on the draft and is requesting any others to be received as soon as possible. The draft TEPP will go to the Commission in the fall with the inclusion of any comments received.



Item 10

August 13, 2020

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: ADA CERTIFICATION SERVICES PROGRAM UPDATE

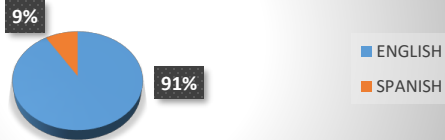
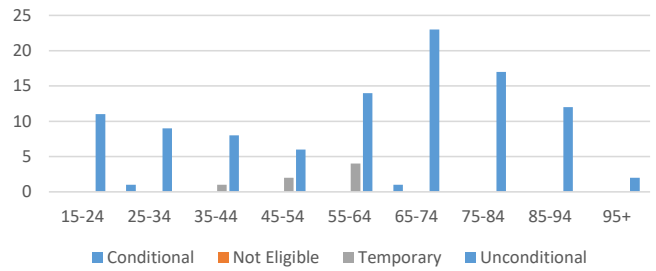
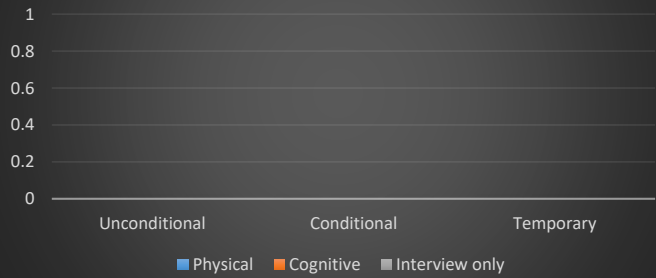
RECOMMENDATION:

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

DISCUSSION:

MMP is VCTC's service provider for ADA Paratransit Eligibility Certification services.

Attached is the July 2020 ADA Certification Services Report from Mobility Management Partners (MMP) for review at the TRANSCOM meeting.

Jul-20								
		July	June	May	April	March	Feb.	
Call Center	Inbound ADA Calls	144	168	107	203	360	406	As of March 17th MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions.
	Outbound ADA calls	133	247	256	341	35	84	
	Average hold time (in seconds)	1.4	1.45	0.18	0.11	4.05	5.99	
	Outbound Area Transmittals	1	2	4	1	7	6	
	Inbound Area Transmittals	2	5	4	2	2	1	
Applications Received	Recertification	85	89	97	116	54	59	Riders requesting service outside of Ventura County
	New Applications	28	22	15	24	35	50	Riders requesting service into Ventura County
Applications Received by Service Area	Camarillo Area	6	12	9	11	3	16	Applications by Language 
	Gold Coast Area	46	42	43	50	35	31	
	Valley Express Area	2	6	4	4	0	1	
	Moorpark Area	6	3	4	2	2	10	
	Simi Valley Area	31	23	21	39	26	31	
	Thousand Oaks	22	23	28	32	22	18	
	Out of County	0	2	3	2	1	2	
Completed Determinations by Evaluation Type	Complete, with Functional Evaluation	0	0	0	0	12	21	Evaluations by Age and Determination Type 
	Complete, Interview w/o Functional Evaluation	0	0	0	0	1	1	
	Complete, Special Circumstance (no Interview)	13	13	11	20	16	28	
	Complete, Over 85+	7	5	3	6	7	9	
	Complete, Phone Interview	8	5	7	13	16	1	
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0	
	Complete, Recertifications	83	87	93	113	54	50	
	Completed Determinations	111	110	114	152	106	110	
Delays in Processing (Cumulative)	Due to incomplete application by client	3	2	0	3	12	3	In-person Interviews by Eligibility and Assessment Type 
	Pending Professional Evaluation (PE)	3	1	1	5	7	17	
	Applications that failed to meet 21 day rule	0	0	0	0	0	0	
	Applicants awaiting in-person interviews	0	0	0	0	11	9	
Assessments	Assessment Categories	Total	CAM	VCTC	SIMI	T.O.	MPK	
	With Physical Assessment	0	0	0	0	0	0	
	With Cognitive Assessment	0	0	0	0	0	0	
	Interview only (at assessment sites)	0	0	0	0	0	0	
	No Shows	0	0	0	0	0	0	
	Total in-person interviews scheduled	0	0	0	0	0	0	
Total Number of appointment days	0	0	0	0	0	0		
Determinations by Eligibility				Total	%			
Unconditional (including S.C., Over 85+ , Phone interviews,short-term)				102	92%			
Conditional				2	2%			
Temporary				7	6%			
Denials				0	0%			
Short Term				0	0%			

Jul-20				
Applications Received - GCT Area Cities	July	June	May	April
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	0	2	0	1
Oak View	3	0	3	1
Oxnard	23	29	85	29
Saticoy	0	0	28	0
Port Hueneme	3	1	3	3
Ventura	17	10	10	16
Applications Received-Valley Express Area Cities				
Fillmore	2	2	2	2
Piru	0	0	0	0
Santa Paula	0	4	2	2

Monthly Queue Call Report (July)

	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	Σ	
Grand Total	138	1	114	5	19	0	138	0	138	0	0	0.00	19	80.43%
Monday	22	1	19	2	1	0	22	0	22	0	0	0.00	1	86.36%
Tuesday	29	1	26	1	2	0	29	0	29	0	0	0.00	2	82.76%
Wednesday	25	1	20	1	4	0	25	0	25	0	0	0.00	4	80.00%
Thursday	37	1	33	1	3	0	37	0	37	0	0	0.00	3	86.49%
Friday	25	1	16	0	9	0	25	0	25	0	0	0.00	9	64.00%