



AGENDA

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

TUESDAY, SEPTEMBER 8, 2020 -- 1:30 PM

The meeting will be held via conference call
(712) 775-7270, Access code 636565#

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 commissioners 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.

- 1. CALL TO ORDER**
- 2. SELF INTRODUCTIONS**
- 3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- 4. APPROVAL OF 5/12/20 MEETING SUMMARY – PG. 3**
- 5. FISCAL YEAR 2021-22 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS (UTN) SCHEDULE, PROCEDURES AND DEFINITIONS (Action Item) – PG. 5**
- 6. UPDATE ON COVID-19 EFFECTS ON TRANSIT (Verbal Update)**
- 7. TRANSPORTATION EMERGENCY PREPAREDNESS PLAN UPDATE**
- 8. UPDATE ON ONE-CALL, ONE-CLICK PROGRAM (Verbal Update)**
- 9. CHAIRMAN'S REPORT**
- 10. COMMITTEE MEMBER REPORTS**
- 11. ADJOURN TO JANUARY 12, 2021**

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 Clerk of the Board at (805) 642-1591 ext 101. 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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Item #4

MEETING SUMMARY

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

Tuesday, May 12, 2020 -- 1:30 PM

Conference Call

(712) 775-7270, Access code 636565#

1. CALL TO ORDER

2. SELF INTRODUCTIONS

Members Present:

Miranda Patton
Marissa Rodriguez
Chera Minkler
Robert Corley
Joseph Alexander
Victor Kamhi
Sandra Aldana
Jennifer Martinez
Jason Sagar
Mike Culver
Jennifer

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

4. APPROVAL OF 1/14/20 MEETING SUMMARY – PG. 3

Jason Alexander made a motion to approve the summary. The motion was seconded by Sandra Aldana and passed, with Mike Culver abstaining.

5. APPROVAL OF TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS FINDINGS

Claire Grasty described the Unmet Needs process. Service to Santa Clarita and service between Fillmore and Moorpark both met the minimum request threshold. As transit revenues have decreased significantly due to the COVID-19 pandemic, there is not sufficient funding for these routes at this time but the service will be planned for with the intention of implementing them in the future.

Mike Culver made a motion to approve the Unmet Transit Needs Findings. The motion was seconded by Chera Minkler and the motion passed unanimously.

6. UPDATE ON ADA ELIGIBILITY CONTRACT AWARD

Martin Erickson updated the committee that Mobility Management Partners (MMP) was awarded the ADA Eligibility Contract.

7. CHAIRMAN'S REPORT

8. COMMITTEE MEMBER REPORTS

9. ADJOURN TO SEPTEMBER 14, 2020



Item #XX

September 8, 2020

**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 2021-22 TRANSPORTATION DEVELOPMENT ACT (TDA)
UNMET TRANSIT NEEDS (UTN) DEFINITIONS AND SCHEDULE**

RECOMMENDATION:

- Review and Approve Unmet Transit Needs Definitions and Schedule

DISCUSSION:

The State Transportation Development Act (TDA) requires that an annual public hearing be held to discuss public transit. The purpose of the hearing is to take testimony on local/regional transit needs, and then develop findings that ensure that all reasonable transit needs are satisfied before TDA funds can be allocated for street and road purposes. The testimony is reviewed against adopted definitions describing what are “unmet transit needs” and what is “reasonable to meet” (Attachment A). A public hearing is required by the State to approve the UTN process (Attachment B).

By soliciting input through various formats, residents have several opportunities to be heard. Regional Transit Planning staff received about 500 comments during the 2020-2021 process using the following channels to solicit input from Ventura County residents: an online survey, social media, the Ventura County Transportation Commission (VCTC) website, Eblasts, community meetings, print media, and public access channels. Regardless of whether the meeting is held onsite or online, the required public hearing will be held during the regular February 2021 Commission meeting.

The findings will be brought back to CTAC/SSTAC for discussion and approval in April 2021 so appropriate action can be taken prior to staff's recommendation to the Commission in May 2021. In addition to the staff recommendation, CTAC/SSTAC also has the option of submitting a formal recommendation on or before the May 2021 Commission meeting.

Attachment A: Unmet Transit Needs Definition (Fiscal Year 2021-22)

Attachment B: Unmet Transit Needs Schedule (Fiscal Year 2021-22)

UNMET TRANSIT NEEDS PROCESS

Definitions

Fiscal Year 2021-22

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”

Outcome	Definitions	Measures & Criteria
Equity	The proposed service will not cause reductions in existing transit services that have an equal or higher priority	Measures: Vehicle revenue service hours and revenue service miles. Criteria: Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
Timing	The proposed service is in response to an existing rather than future transit need	Criteria: Proposed service is in response to an existing rather than future transit need; based on public input
Feasibility	The proposed service can be provided with the existing fleet or under contract to a private provider	Measure: 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?
Feasibility	There are adequate roadways to safely accommodate transit vehicles	Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
Cost Effectiveness	The proposed service will not unduly affect the operator’s ability to maintain the required passenger fare ratio for its system as a whole	Measure: Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) Criteria: Fare revenue/operating cost cannot fall below the operator’s required passenger fare ratio.
Cost Effectiveness	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	Measures and criteria described below.
Service Effectiveness	Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.	Measure: Passengers per hour. Criteria: 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 ratio 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.

Urban Service	Rural Service	Recommended Action
New Service Performance Criteria: End of Twelve Months		
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Twenty-four Months		
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Thirty-Six Months **		
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 2021-22

September 8, 2020	CTAC/SSTAC MEETING Review and approve Unmet Transit Needs definitions and schedule
December 4, 2020	VCTC MEETING Approve Unmet Transit Needs definitions and schedule
December 14, 2020	OUTREACH Unmet Transit Needs information and survey posted to digital and print channels
January 6, 2021	OUTREACH Legal Notice for public hearing published in local newspapers of record (Ventura County Star and VIDA Newspaper)
February 5, 2021	PUBLIC HEARING VCTC meeting at 9:00 a.m.
April 13, 2021	CTAC/SSTAC MEETING Approve Unmet Transit Needs findings and staff recommendation
May 7, 2021	VCTC MEETING Staff presents Unmet Transit Needs findings Commission adopt Unmet Transit Needs findings
June 4, 2021	VCTC MEETING Adopt FY 2021 Transportation Development Act (TDA) apportionments
August 15, 2021	SUBMITTAL Deadline to submit findings to the State of California for review



Item #7

September 8, 2020

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

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: TRANSPORTATION EMERGENCY PREPAREDNESS PLAN

RECOMMENDATION:

- Receive and file

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. The draft TEPP will go to the Commission in the fall with the inclusion of any comments received.