



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

AGENDA

The meeting will be via ZOOM Webinar

<https://us02web.zoom.us/j/83580100980?pwd=QnVHZDJzVG1DOWkwcUVPdXg1ejNiZz09>

WEDNESDAY, January 13, 2021

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, Tuesday January 12, 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 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 COMMENTS**
- ITEM 4 AGENDA ADJUSTMENTS**
- ITEM 5 APPROVAL OF MINUTES – For Action**
 - Waive the reading and approve the minutes of the November 12, 2020 meeting.
- ITEM 6 ELECTION OF OFFICERS – CHAIR AND VICE CHAIR – For Action**
 - That the Committee nominate and elect officers to the Committee.
- ITEM 7 2021 MEETING SCHEDULE**
 - Receive and File
- ITEM 8 TRANSIT AGENCIES RESPONSE TO COVID-19 IMPACTS ON TRANSIT – Verbal Update**

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. 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 at the meeting.

- ITEM 9 ADA CERTIFICATION SERVICES PROGRAM**
- *Receive and File*
- ITEM 10 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN (TEPP) NEXT STEPS – For Action**
- *Approve the recommendation to begin the process of entering into TransMAC.*
- ITEM 11 REVISED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR VCTC AND SUBRECIPIENTS FOR PROJECTS FUNDED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA)**
- *Receive and File*
- ITEM 12 PROGRAMMING OF FISCAL YEAR (FY) 2020/21 CONGESTION MITIGATION AND AIR QUALITY (CMAQ) FUNDS**
- *Recommend the Commission program \$7,108,608 in FY 2020/21 and unprogrammed prior year CMAQ funds as recommended in the Attachment A table.*
- ITEM 13 FUTURE AGENDA ITEMS**

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**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Thursday, November 12, 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)
Tyler Nestved, City of Camarillo
Shaun Kroes, City of Moorpark
Philip Pulley, City of Ojai
Pete Wessell, City of Oxnard
Ben Gonzales, City of Simi Valley
Nancy Arrieta, City of Thousand Oaks
Treena Gonzalez, County of Ventura
Martin Erickson, VCTC InterCity Bus

Magdalena Domingo, CSUCI (ex-officio)
Ben Cacatian, VCAPCD (ex-officio)

**MEMBERS
ABSENT:**

City of Fillmore
City of Port Hueneme
City of Santa Paula
Port of Hueneme

Caltrans District 7 (ex-officio)

**VCTC STAFF
PRESENT:**

Peter De Haan, Programming Director
Aaron Bonfilio, Program Manager, Transit Services
Heather Miller, Program Manager

ITEM 1 CALL TO ORDER

*Vice Chair Miller called the regular TRANSCOM meeting to order at 1:33pm VIA-ZOOM.
Chair Albarran, joined the meeting (1:35pm).*

ITEM 2 INTRODUCTIONS & ANNOUNCEMENT

Mr. Matt Miller, GCTD, announced Ms. Dawn Perkins has been appointed Director of Finance.

Ms. Maggie Domingo, CSUCI, announced, current President Erika Beck is leaving the university to serve as president at Cal State Northridge, (their current Vice President of student affairs will serve as the interim president).

Mr. Peter De Haan, VCTC, announced, the Federal Transportation Administration (FTA) has informed VCTC will now be required to include race conscious measures goals, as it relates to Disadvantage Business Enterprise (DBE), and will affect VCTC subrecipients. More detailed information will be provided in the beginning of the new year.

Chair Albarran chaired the meeting from this point forward.

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

None.

ITEM 5 APPROVAL OF SEPTEMBER MINUTES

ACTION

Gonzales moved Miller seconded, that the Committee approve the September 10, 2020 meeting minutes. The motion passed with no objections.

ITEM 6 ADA CERTIFICATION SERVICES

Mr. Aaron Bonfilio, VCTC, provided an update on the ADA Certification Services for the month of September and October (please see attached report).

ITEM 7 TRANSCOM MEETING DATE CHANGE TO WEDNESDAY

Mr. Martin Erickson, VCTC, reviewed with the Committee, after conferring with the Chair and Vice Chair, VCTC is changing the date of the monthly TRANSCOM meetings to the second Wednesday of the month to accommodate the option for VCTC staff to potentially work remotely on Tuesdays and Thursdays. Therefore, in the future TRANSCOM will meet on second Wednesday of each month at 1:30 pm with the first meeting scheduled for Wednesday, January 13, 2021.

ITEM 8 MOBILE TICKETING AND ADVANCED FARE COLLECTION SYSTEM

Mr. Bonfilio, VCTC, provided a brief update on the mobile ticketing and fare collection system procurement. He thanked those who served as panelists on the selection process. He mentioned a firm has been selected, and currently under contract negotiations.

Martin Erickson, VCTC, departed the meeting.

ITEM 9 2020 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS / REVERSE COMMUTE (JARC) FUNDS CALL-FOR-PROJECTS PROJECT SELECTION

Ms. Heather Miller, VCTC, reviewed with the Committee VCTC staff recommendation to, 1) Approve programming \$1,344,616 in FTA Section 5310 Large Urbanized Area funds (Seniors and Disabled) and \$719,856 in FTA Section 5307 Jobs Access/Reverse Commute (JARC) funds for a total of \$2,064,472 for projects listed in Attachment A. 2) Approve the FY 2020/21 Program of Projects (POP) listed in Attachment B.

ACTION

Gonzales moved Albarran seconded, that the Committee approve 1) Programming \$1,344,616 in Federal Transit Administration (FTA) Section 5310 Large Urbanized Area funds (Seniors and Disabled) and \$719,856 in FTA Section 5307 Jobs Access/Reverse Commute (JARC) funds for a total of \$2,064,472 for project listed in Attachment A, and approve 2) Fiscal Year (FY) 2020/2021 Program of Projects listed in Attachment B. The motion passed with no objections.

ITEM 10 AVAILABILITY OF CONGESTION MITIGATION AND AIR QUALITY (CMAQ) AND TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 FUNDS

Mr. De Haan, VCTC, reviewed with the Committee, last month as part of federal legislation to extend government operations beyond the fiscal year end, the FAST Act funding authorization was extended by one fiscal year, through FY 2020/21. Therefore, VCTC now has one year of authorized CMAQ funds which has not yet been programmed. Also, VCTC has yet to program the FY 2020/21 TDA Article 3 Bicycle & Pedestrian funds. The total unprogrammed CMAQ balance, including prior-year carryover plus FY 2020/21 funds, is

\$15,083,154. Available TDA Article 3 funds, including the prior-year carryover plus 75% of the FY 2020/21 estimate, is \$592,242. As a result, the total unprogrammed balance for the two programs is \$15,675,396.

VCTC will be sending a letter requesting information regarding projects to use \$15.7 million in unprogrammed CMAQ and TDA Article 3 balances. The information will need to be received no later than **December 15th** to projects meeting the following criteria, 1) Cost increases for previous competitively-selected bicycle/pedestrian or transit projects, without supplanting previously-committed local match; 2) Transit vehicle replacements scheduled for 20/21 or 21/22 in an approved asset management plan; or 3) Required match for competitive state or federal grants for bicycle/pedestrian or transit projects.

ACTION

Miller moved Gonzalez seconded, that the Committee approve VCTC staff recommendation. The motion passed with no objections.

ITEM 11 TRANSIT AGENCIES RESPONSE TO COVID-19 IMPACTS ON TRANSIT

The Committee members felt no necessary discussion was needed and were all up to date on the latest information.

ITEM 12 FUTURE AGENDA ITEM

- Consider moving Item 10 to the top of the Agenda.

ITEM 13 ADJOURNMENT

Chair Albarran adjourned the meeting at 2:31 pm.



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DATE: JANUARY 13, 2021
MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: MARTIN ERICKSON, TRANSIT DIRECTOR
SUBJECT: ELECTION OF OFFICERS

RECOMMENDATION

- That the Committee nominate and elect officers to the Committee.

BACKGROUND

The Chair and Vice Chair shall be elected from among the Transportation Operators Advisory Committee representatives by majority vote. Nomination and selection of the new officers will occur during this meeting.

Below is a recent history of officers.

2020

Chair – Sergio Albarran, City of Ventura
Vice Chair – Matt Miller, Gold Coast Transit District

2019

Chair – Bill Golubics, City of Camarillo
Vice Chair – Sergio Albarran, City of Ventura

2018

Chair – Treena Gonzalez, County of Ventura
Vice Chair – Bill Golubics, City of Camarillo

2017

Chair – Shaun Kroes, City of Moorpark
Vice Chair – Treena Gonzalez, County of Ventura

2016

Chair – Mike Houser, City of Thousand Oaks
Vice Chair – Shaun Kroes, City of Moorpark



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DATE: JANUARY 13, 2021
MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: MARTIN ERICKSON, TRANSIT DIRECTOR
SUBJECT: 2021 Meeting Schedule

RECOMMENDATION

- That the Committee approve the 2021 TRANSCOM meeting schedule with meetings to be held at 1:30 p.m. the third Wednesday of every month in Ventura County Transportation Commission Conference Room with the exception of August.

DISCUSSION:

The following is the proposed 2021 Meeting Schedule for the Committee's consideration. This schedule will continue the practice of meeting the second Thursday of the month:

January 13	July 14
February 10	August – No meeting
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December 8



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January 13, 2021

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:

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

Attached is the ADA Paratransit Certification Services Report from MMP for review at the TRANSCOM meeting. This report covers the period of *December 2020*.



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Dec-20							
		Dec.	Nov.	Oct.	Sept.	Aug.	July
Call Center	Inbound ADA Calls	142	120	188	194	220	144
	Outbound ADA calls	182	191	225	230	266	254
	Average hold time (in seconds)	1	1.1	1.1	1.2	1.4	1.4
	Outbound Area Transmittals	2	0	7	7	6	1
	Inbound Area Transmittals	3	2	7	6	1	2
Applications Received	Recertification	57	63	73	76	91	85
	New Applications	24	22	27	26	27	28
Applications Received by Service Area	Camarillo Area	10	8	7	8	9	6
	Gold Coast Area	42	31	38	38	36	46
	Valley Express Area	1	1	0	4	4	2
	Moorpark Area	3	2	5	4	7	6
	Simi Valley Area	13	27	27	24	21	31
	Thousand Oaks	10	16	23	24	40	22
	Out of County	2	0	0	0	1	0
Completed Determinations by Evaluation Type	Complete, with Functional Evaluation	0	0	0	0	0	0
	Complete, Interview w/o Functional Evaluation	0	0	0	0	0	0
	Complete, Special Circumstance (no Interview)	23	15	13	13	17	13
	Complete, Over 85+	0	3	1	4	5	7
	Complete, Phone Interview	3	8	17	8	6	8
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0
	Complete, Recertifications	56	60	70	71	85	83
	Completed Determinations	82	86	101	96	113	111
Delays in Processing (Cumulative)	Due to incomplete application by client	0	0	5	0	1	3
	Pending Professional Evaluation (PE)	3	5	4	6	5	3
	Applications that failed to meet 21 day rule	0	0	0	0	0	0
	Applicants awaiting in-person interviews	0	0	0	0	0	0
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)				63	77%		
Conditional				3	4%		
Temporary				16	19%		
Denials				0	0%		
Short Term				0	0%		

As of March 17th MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions.

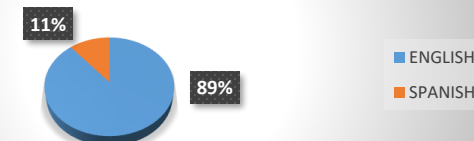
Riders requesting service outside of Ventura County

Riders requesting service into Ventura County

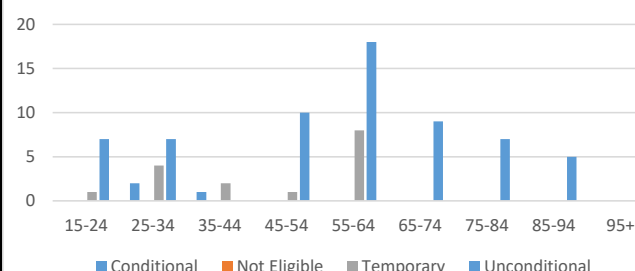
Total applications received: 81

Online Applications Received: 2 (2%)

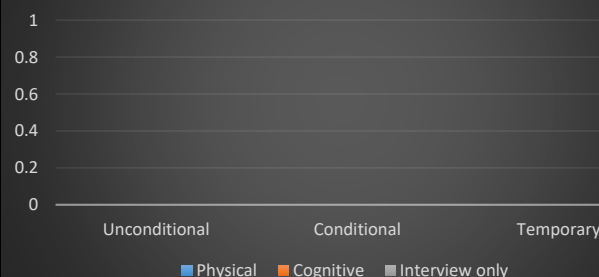
Applications by Language



Evaluations by Age and Determination Type



In-person Interviews by Eligibility and Assessment Type



Dec-20				
Applications Received - GCT Area Cities	Dec.	Nov.	Oct.	Sept.
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	0	2	2	4
Oak View	3	0	1	0
Oxnard	22	20	28	15
Saticoy	0	0	0	0
Port Hueneme	3	2	1	0
Ventura	14	7	6	0
Applications Received-Valley Express Area Cities				
Fillmore	0	0	0	2
Piru	0	0	0	0
Santa Paula	1	1	0	2



January 13, 2021

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: CLAIRE GRASTY, PROGRAMMING MANAGER
SUBJECT: TRANSPORTATION EMERGENCY PREPAREDNESS PLAN NEXT STEPS

RECOMMENDATION:

- Approve the recommendation to begin the process of entering into TransMAC

DISCUSSION:

Over the last year and a half, VCTC and SBCAG have worked with Claris Strategy, the advisory committee and numerous stakeholders to develop the Transportation Emergency Preparedness Plan (TEPP), including the transit operators in both counties. The final Plan was approved by VCTC and SBCAG in December 2020.

With the completion of this Plan, VCTC encourages all operators to use the TEPP to support emergency operations in the event of a disaster and use the Disaster Reimbursement annex as a guide whenever necessary.

With the TEPP complete, the next steps are to move forward with training and implement the recommendations in the Technical Memorandum (Memo). The Training Annex, attached, is included as part of the TEPP and outlines different training options for transit personnel and encourages all operators to review and consider options to train staff. Additionally, VCTC and SBCAG will be holding a virtual tabletop exercise on January 28 at 10 am that all operators are encouraged to participate in. Additionally, VCTC will work with the Ventura County OES to incorporate transportation exercises into their regular training.

The Technical Memo identifies gaps in emergency preparedness regarding transportation and includes recommendations of how best to remedy those gaps. The Technical Memo is attached, and the recommendations are outlined in an attached spreadsheet. Additionally, VCTC has developed a survey to better understand where each agency is in terms of emergency preparedness and the recommendations outlined in the Memo. The link to the survey is forthcoming. We ask that you complete it by February 5. Additionally, a implementation plan is currently being prepared to help accomplish goals outlined in areas for improvement.

RECOMMENDATION:

One of the most significant recommendations to come out of the TEPP process and Memo is entering to a mutual aid agreement. As has been discussed before (including at a TEPP meeting regarding mutual aid and at Transcom) there is an existing Transit Mutual Aid Compact (TransMAC) agreement, which includes participation by most Southern California transit operators, including LA Metro and LA ACCESS.

TransMAC was designed to forge a resilient, formal, and mutually beneficial relationship among public transit providers that allows agencies to provide support to each other during the response to, and recovery from, emergencies, pre-planned events, and other incidents that may impact transit operations, and to be similar to mutual aid/assistance agreements in other disciplines. It ensures each agency maintains control over its assets and is appropriately protected, ultimately enhancing the collective ability to provide service to the public and support public safety missions without interruption. It was also developed by numerous agencies with the goal of having a number of agencies participate, making mutual aid more likely and less burdensome. With the robust membership, the request of vehicles or services are spread across the members, rather than on a couple agencies. Additionally, as the agreement has already been developed and approved by numerous agencies, Ventura County operators would not have to develop one from scratch.

Additionally, AB 2730 states, "This bill would authorize a county, including a city and county, to enter into an agreement with an adjacent county, upon the request of the adjacent county, for purposes of permitting the adjacent county to borrow, for compensation, the county's emergency management and transportation services in the event of an emergency that requires the evacuation and relocation of the access and functional needs population in the adjacent county." While not all operators fall into this category, entering into an agreement with a neighboring county helps support this bill.

As such, VCTC is recommending the Ventura County transit operators begin the process of entering into the TransMAC agreement, which is attached.



January 13, 2021

MEMO TO: TRANSIT OPERATORS COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: REVISED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR VCTC AND SUBRECIPIENTS FOR PROJECTS FUNDED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA)

RECOMMENDATION:

- Receive and file.

DISCUSSION:

The Ventura County Transportation Commission (VCTC) is required by the FTA to have a DBE program in place for all FTA-funded contracts, and to adopt a new goal every three years. The last DBE three-year DBE goal period for VCTC began in 2018. At that time, VCTC set its goal to 5.0%. As in past years, VCTC approved meeting this goal through 100% race-neutral methods, meaning that there were to be no contract-specific goals for DBE participation. For the first two years, VCTC has fallen short of the goal, having achieved 0.4% in Fiscal Year (FY) 2018/19 and 0% in FY 2019/20. FTA staff has therefore directed VCTC to prepare a reconsideration of the DBE goal for FY 2020/21, and to include in that process a reconsideration of the decision to use only race-neutral measures. VCTC staff has prepared the revised DBE goal analysis, which recommends the goal for FY 2020/21 be lowered to 2.42%, with 0.90% to be met by race-neutral and 1.52% to be met by race-conscious measures. This analysis is available for review on VCTC's website at <https://www.goventura.org/work-with-vctc/contracts/>.

The annual goal can vary from one three-year period to the next based on the type of contracts and the availability of DBE firms to perform the work. Specifically, the DBE goal is established as follows: (1) Determine the amount of federal funds anticipated to be received for each project (contract) in the next fiscal year (2) Establish the base figure of DBEs as a percentage of all contractors, subcontractors, manufacturers and suppliers in relevant market areas; and (3) Adjust the base figure based on the availability of DBEs.

The goal applies not only to contracts awarded by VCTC but also to contracts awarded by transit operators for which VCTC passes through funds from FTA grants administered by VCTC. As a result, the large majority of the past contract dollars has been for transit operations, a situation which is anticipated to continue in FY 2020/21. Since DBE goals are generally met through subcontracting, it has generally been difficult to obtain a significant amount of overall DBE

participation, since contract proposals for transit operations in the county have for many years not included any subcontracts.

ANALYSIS:

To the maximum extent feasible, VCTC must make every effort to meet its goal through race-neutral measures. Only in those instances where race neutral measures are inadequate to meet the agency's goal may the agency establish specific contract goals. For many years VCTC had been able to meet its goals through race-neutral measures, primarily because of Roadrunner as a local transit operations contractor was certified as a DBE. Now that Roadrunner has become a subsidiary of RATP-DEV that DBE certification is no longer valid, and since that time VCTC has had extremely low DBE participation. Based on the recent VCTC contracting history, the analysis has projected that this year VCTC can expect to achieve DBE participation of only 0.9% based on race-neutral measures alone. Since the DBE goal calculation analysis shows that the DBE goal should be 2.42% based upon the available market for the anticipated contracts, it will be necessary to employ race-conscious measures, otherwise referred to as contract-specific DBE goals, to provide a 1.52% increase in DBE participation to achieve the 2.42% overall goal.

As required by FTA, VCTC has undertaken a public consultation process and posted the proposed goal on the VCTC website. The public consultation process is described in more detail in the report. The revised DBE goal is planned to be considered by the Commission at its February 5th meeting.

The methodology for developing this goal presumes that it will continue to be infeasible to have any subcontracting of transit operations contracts, and therefore such contracts are assumed to have 0% DBE participation and will not require contract goals. Also, transit vehicle manufacturers work directly with FTA to encourage DBE participation and therefore are not included in the VCTC DBE program. Therefore, to achieve the DBE goal it will be necessary for VCTC and its subrecipients such as Thousand Oaks and Ojai to employ DBE goals in procurements for other contracts such as construction and consulting. As part of VCTC's required review of subrecipient contracts prior to advertising, VCTC will need to work with the awarding agency to establish contract-specific DBE goals. Since Caltrans has employed race-conscious goals for many years, the VCTC process for setting contract goals will be similar to that which local jurisdictions already follow when establishing DBE goals for highway projects with federal funds administered by Caltrans.



January 13, 2021

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: PROGRAMMING OF FISCAL YEAR (FY) 2020/21 CONGESTION MITIGATION AND AIR QUALITY (CMAQ) FUNDS

RECOMMENDATION:

- Recommend the Commission program \$7,108,608 in FY 2020/21 and unprogrammed prior year CMAQ funds as recommended in the Attachment A table.

BACKGROUND:

VCTC's most recent CMAQ call for projects was in 2017. In 2018, VCTC approved additional CMAQ for projects that could obligate the balance quickly to avoid a rescission scheduled for September, 2019. By taking this step, VCTC programmed a significant portion of the remaining CMAQ money authorized through FY 2019/20, the final year of the FAST Act.

Due to the Federal government's decision to extend federal authorization by one year only, at the last TRANSCOM meeting the Committee approved a staff recommendation to query the transit operators regarding vehicle replacement needs scheduled in the asset management plans. VCTC provided a notice to the public works agencies and transit operators, provided in Attachment B. As shown in the Attachment A table, a total of \$14,505,684 was requested for transit projects. Following VCTC's general policy of providing half of the available funds for transit, there is a total of \$7,541,577 available, including \$4,638,445 in FY 2020/21 funds and \$2,903,132 in unprogrammed prior-year carryover.

DISCUSSION:

VCTC's request for project information specifically asked for vehicle replacements included in asset management plans as being due for replacement in either 2020/21 or 2021/22. Since the requests were nearly double the amount of currently available funds, staff is proposing to make a priority of vehicles due for replacement in 2020/21 based on the FTA minimum useful life definitions. Assuming that CMAQ is again authorized for 2021/22, it should be possible at that time to fund a significant share of the requests for that year.

There were several issues with the requests which the Committee should be made aware of. First, Simi Valley is proposing that its asset management plans be amended to include the proposed replacement vehicles, which are not currently included. Since the asset management plan replacement benchmarks are subject to change, provided that the changes are consistent with the basic policies contained in the plans, staff believes that this request can be supported for the current year given that annual benchmark adjustments can be expected to occur. These vehicles are beyond their minimum useful life as defined by FTA.

In the case of Thousand Oaks, the City has proposed to fund not only vehicles but also the required fueling infrastructure to convert to zero emission. Although such infrastructure was not included in the definition of what VCTC had requested, staff is open to considering such requests in the future. However, based on the minimum useful life for Thousand Oaks' current fleet, the City had intended to wait another year before starting the procurement of this infrastructure, and was planning to apply for discretionary federal Section 5339(b) funds to help pay for it. Staff therefore recommends not funding the Thousand Oaks electrification during the current fiscal year. Moreover, the requested Thousand Oaks van replacement was already completed and therefore that purchase cannot qualify for CMAQ under federal rules, since the air quality improvement has already occurred.

Similar to Simi Valley, the City of Ojai is proposing the replacement of one bus which is beyond its useful life, but was not yet scheduled for replacement in the asset management plan. Ojai operates its system with two buses, and the proposed replacement would be of the spare bus. Staff is not recommending this project be funded at this time, but that the funds be carried over to 21/22 when the funding will likely be tighter, especially if Thousand Oaks is unable to obtain the proposed federal discretionary grant. Moreover, Ojai has indicated that this bus replacement is a lower priority, with the highest priority being the Ojai Avenue / Maricopa Highway Active Transportation cost increase, which will require a significant share of the available bicycle/pedestrian funds. The City has noted that all of its spare buses have failed LPG fueling systems that are no longer supported by the manufacturer, but that these spare buses can operate with gasoline when a spare is needed.

The staff recommendation to fund \$7,108,608 will leave a balance of \$432,969 which can be carried over. Based on the requested projects that remain unfunded, it appears that all of these funds will be required in the following year should all of the projects that remain on the list be selected for funding.

ATTACHMENT A

AGENCY	PROJECT NAME	FUNDS REQUESTED	TOTAL PROJECT COST	CMAQ RECOMMENDED	COMMENTS
Thousand Oaks	Replace two buses cost increase for EV instead of CNG	\$ 800,000	\$ 1,810,000		
Thousand Oaks	Replace six DAR vehicles	\$ 540,000	\$ 680,000		Buses are already in service so cannot qualify for CMAQ.
Thousand Oaks	EV Charging Infrastructure	\$ 1,200,000	\$ 1,500,000		
Gold Coast	Replace three buses cost increase	\$ 77,000	\$ 1,727,128	\$ 77,000	
Gold Coast	Replace nine buses in 21/22	\$ 4,587,076	\$ 5,181,381	\$ 4,587,076	
Gold Coast	Replace nine buses in 22/23	\$ 4,587,076	\$ 5,181,381		
Ojai	Replace one bus	\$ 270,000	\$ 270,000		
Simi Valley	Replace 12 paratransit vehicles	\$ 2,444,532	\$ 2,760,000	\$ 2,444,532	
Total Requested		\$ 14,505,684		\$ 7,108,608	
Total available		\$ 7,541,577			50% of FY 20/21 estimated CMAQ



Ventura County Transportation Commission

December 1, 2020

**MEMO TO: CITY PUBLIC WORKS DIRECTORS
COUNTY TRANSPORTATION DIRECTOR
GOLD COAST TRANSIT GENERAL MANAGER**

FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR

**SUBJECT: REQUEST FOR STATUS UPDATE FOR CMAQ / TDA ARTICLE 3 PROJECTS FOR
PROJECTS TO BE CONSIDERED FOR POSSIBLE AVAILABLE FUNDS**

VCTC requests your assistance to provide information on potential uses for funds currently available through the federal Congestion Mitigation and Air Quality (CMAQ) program and the Transportation Development Act (TDA) Article 3 Bicycle and Pedestrian program.

VCTC's most recent CMAQ call for projects was in 2017. At that time, the Commission, for the first time, combined TDA Article 3 Bicycle and Pedestrian Funds with CMAQ in a single call for projects, with the goal of better focusing the TDA funds on a limited number of more transformative projects. In September, as part of federal legislation to extend government operations beyond the fiscal year end, the FAST Act funding authorization was extended by one fiscal year, through FY 2020/21. As a result, VCTC now has one year of authorized CMAQ funds which have not been programmed, in addition to FY 2019/20 TDA Article 3 Bicycle and Pedestrian funds that have not been allocated, and the FY2020/21 estimate. In total, the unprogrammed balance for the two programs is approximately \$15.7 million.

VCTC does not expect to have a call for projects at this time, given the current situation with slightly more than one years' worth of available funds. Instead, VCTC is focused on assisting previously committed projects which are short funds due to unanticipated costs increases. It is possible that should there be insufficient previously-approved projects to use the entire unprogrammed balance, that a small number of additional new projects will be considered.

VCTC requests information regarding projects to use \$15.7 million in unprogrammed CMAQ and TDA Article 3 balances **by December 15th**, for projects meeting the following criteria:

- (1) Cost increases for previous competitively selected bicycle/pedestrian or transit projects, without supplanting previously committed local match;
- (2) Transit vehicle replacements or related infrastructure scheduled for 20/21 or 21/22 in an approved asset management plan;
- (3) Required match for competitive state or federal grants for bicycle/pedestrian or transit projects; or
- (4) New projects eligible for CMAQ funding and reviewed by VCTC, should remaining funding be available.

Your submittal should include a letter, signed by you, detailing the funds being requested, including the amount of CMAQ or Article 3 funds, the amount of local match to be committed, and the planned date of fund obligation. For cost increases to prior projects, you need to provide a detailed justification of the cost increase to be reviewed by TTAC. For transit vehicle replacements, please provide transit asset management plan documentation. Requests for match should describe the approved discretionary grant to be matched. For proposed new projects, your letter should include the project name and a brief description.

Should you have any questions, please contact Peter De Haan at (805) 642-1591, extension 106 or pdehaan@goventura.org.



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