



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

AGENDA

The meeting will be via ZOOM Webinar

<https://us02web.zoom.us/j/81587866995?pwd=dlg3ekNzTW9pSjRjZDQqclZKaDJnZz09>

WEDNESDAY, February 10, 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 February 9, 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 January 13, 2021 meeting.*
- ITEM 6 ADA CERTIFICATION SERVICES PROGRAM - Update**
- ITEM 7 TRANSIT INTEGRATION AND EFFICIENCY STUDY (TIES) – Verbal Update**
- ITEM 8 CONTACTLESS FARE SYSTEM AND UPDATES TO REGIONAL FARE MEDIA AGREEMENTS – For Action**
 - *Approve updating the set of regional fare media agreements for VCTC's "Zone 1" and "Zone 2" 31-day passes, and Social Service Agency single-ride tickets, to incorporate new Contactless Fare Media system by Cubic (System); and,*

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.

- *Provide VCTC staff feedback regarding these updates, as well as, provide feedback regarding proposed terms regarding Regional Stored Value fare media which will utilize the System.*

ITEM 9 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN (TEPP) – For Discussion

ITEM 10 FUTURE AGENDA ITEMS



**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Wednesday, January 13, 2021
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
Mellie Deano, City of Fillmore
Philip Pulley, City of Ojai
Pete Wessell, City of Oxnard
Ben Gonzales, City of Simi Valley
Mike Houser, City of Thousand Oaks
Treena Taylor, County of Ventura
Martin Erickson, VCTC InterCity Bus

Magdalena Domingo, CSUCI (ex-officio)

**MEMBERS
ABSENT:**

City of Moorpark
City of Port Hueneme
City of Santa Paula
Port of Hueneme

Caltrans District 7 (ex-officio)
VCAPCD (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

Chair Albarran called the regular TRANSCOM meeting to order at 1:33pm VIA-ZOOM.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENT

Mr. Albarran, City of Ventura, made a brief announcement, Ventura has awarded the consulting firm Nelson\Nygaard for the development of their Active Transportation Plan (ATP).

Mr. Matt Miller, GCTD, made a brief announcement, service changes will take effect on Sunday, Jan. 24th, which will include a restoration of full service to their two busiest routes, Route 1, and Route 6.

Mr. Tyler Nestved, City of Camarillo, mentioned as of January 1st, bus fares will be suspended again with an Executive Order, and then to be ratified at their first Council Meeting in January.

Mr. Mike Houser, City of Thousand Oaks, made a few announcements, 1) TOT received delivery of 6 new DAR vans they ordered last year in May, and will be retiring 6 of their older vans, 2) City Council has awarded a contract for the construction of a bus parking canopy with solar, and 3) City Council will be asked to approve the purchase of 2 replacement cutaway buses and these will be

the City's first EV buses (they expect delivery sometime in September of this year).

Mr. Aaron Bonfilio, VCTC, reported on the status of the Commission's recent approval of the Agreement with Delerrok/Cubic at the December Commission meeting and he thanked those that participated in the proposal evaluation process and for each agencies' help with the recent fleet surveys. As well, Mr. Bonfilio let the group know of the general timeline and that VCTC and the vendor would be reaching out to schedule kickoff meetings with the operators. There was discussion about the surveys and if any issue were identified. Nothing significant was noted, however, the vehicle inventory would need to be updated

Ms. Heather Miller, VCTC, briefly mentioned, Mr. Peter De Haan is currently attending a Santa Barbara Southern California Association of Governments (SCAG) meeting until 2pm (he will join once the meeting is adjourned).

Ms. Maggie Domingo, CSUCI, made a brief announcement, the spring semester started on January 25th.

Ms. Claire Grasty, VCTC, briefly reviewed the Unmet Transit Needs (UTN) meeting dates and times. She also mentioned to not hesitate to share VCTC UTN survey and or any other related material.

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

There were no agenda adjustments, however a clarification was made as to the future TRANSCOM meetings will take place on the second Wednesday of the month.

ITEM 5 APPROVAL OF NOVEMBER MINUTES

ACTION

Gonzales moved Taylor seconded, that the Committee approve the November 12, 2020 meeting minutes. The motion passed with no objections.

ITEM 6 ELECTION OF OFFICERS – CHAIR AND VICE CHAIR

ACTION

Houser moved, seconded by Taylor, and passed 8/0 that Miller be the 2021 Transit Operators Advisory Committee Chair.

ACTION

Houser moved, seconded by, and passed 8/0 that Ben Gonzales be the 2021 Transit Operators Advisory Committee Vice Chair.

ITEM 7 2021 MEETING SCHEDULE

Receive and file.

Incoming Chair Miller arrived and chaired the meeting from this point forward.

ITEM 8 TRANSIT AGENCIES RESPONSE TO COVID-19 IMPACTS ON TRANSIT

Mr. Erickson, VCTC, mentioned with the extensive discussion that took place today at the Weekly Operations meeting, there was not much more to add. However, he did mention, if any committee members were unable to attend the VCTC Commission meeting last Friday, to please review the report he presented (VCTC Agenda item 12). It was an extensive report, please let him know if you would like to receive a copy.

ITEM 9 ADA CERTIFICATION SERVICES PROGRAM

Mr. Bonfilio, VCTC, provided a brief update on the September and October report. He asked if there were any questions, there were none.

ITEM 10 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN (TEPP) NEXT STEPS

Ms. Grasty, VCTC, thanked everyone who participated in the Transportation Emergency Preparedness Plan (TEPP) process. She mentioned an invitation was sent out for the Tabletop exercise scheduled on January 28 at 10am, (if not please be sure to let her know so that she may send it to you). She reviewed standalone documents derived from the TEPP is the Technical Memo and Recommendations (please see each respective document distributed individually with the TRANSCOM agenda notice). Therefore, it is Staff recommendation to begin the process to enter into TransMAC.

ACTION

Houser moved, Gonzales seconded, to the recommendation as amended: Staff recommends that each transit agency reach out to their internal organizations to review the drafted agreement and provide VCTC feedback before moving forward with any formal recommendation.

ITEM 11 REVISED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR VCTC AND SUBRECIPIENTS FOR PROJECTS FUNDED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA)

Mr. Peter De Haan, VCTC, reviewed with the committee, VCTC staff has prepared a 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 (to review this analysis, please visit VCTC's website and click onto <https://www.goventura.org/work-with-vctc/contracts/>)

ITEM 12 PROGRAMMING OF FISCAL YEAR (FY) 2020/21 CONGESTION MITIGATION AND AIR QUALITY (CMAQ) FUNDS

Mr. De Haan, VCTC, reminded the committee at the last meeting, the committee approved a staff recommendation to inquire with transit operators regarding vehicle replacement needs scheduled in the asset management plans for the current Fiscal Year (FY) 2020-21. A notice to the public works agencies and transit operators, was provided (see Attachment B), and he reviewed the table found in Attachment A. Staff recommendation is to fund \$7,108,608 which will leave a balance of \$432,969 of which can be carried over and the requested projects that remain unfunded, these funds be required in the next following year should all of the projects on the list be selected for funding.

ACTION

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

ITEM 13 FUTURE AGENDA ITEMS



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February 10, 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.

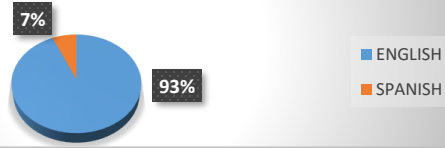
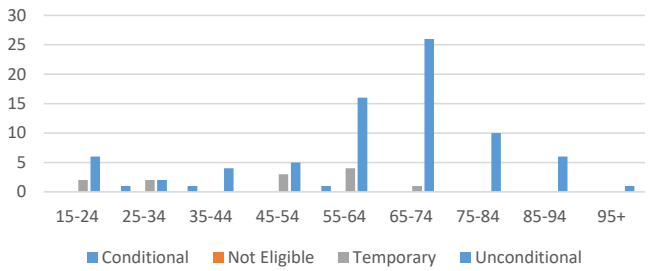

DISCUSSION:

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 *January 2021*.



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Jan-21								
Call Center	Inbound ADA Calls	152	142	120	188	194	220	As of March 17th MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions.
	Outbound ADA calls	205	182	191	225	230	266	
	Average hold time (in seconds)	1	1	1.1	1.1	1.2	1.4	
	Outbound Area Transmittals	2	2	0	7	7	6	
	Inbound Area Transmittals	6	3	2	7	6	1	
Applications Received	Recertification	65	57	63	73	76	91	Riders requesting service outside of Ventura County
	New Applications	26	24	22	27	26	27	Riders requesting service into Ventura County
Applications Received by Service Area	Camarillo Area	7	10	8	7	8	9	Applications by Language 
	Gold Coast Area	36	42	31	38	38	36	
	Valley Express Area	5	1	1	0	4	4	
	Moorpark Area	3	3	2	5	4	7	
	Simi Valley Area	20	13	27	27	24	21	
	Thousand Oaks	20	10	16	23	24	40	
	Out of County	0	2	0	0	0	1	
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)	25	23	15	13	13	17	
	Complete, Over 85+	2	0	3	1	4	5	
	Complete, Phone Interview	2	3	8	17	8	6	
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0	
	Complete, Recertifications	62	56	60	70	71	85	
	Completed Determinations	91	82	86	101	96	113	
Delays in Processing (Cumulative)	Due to incomplete application by client	1	0	0	5	0	1	In-person Interviews by Eligibility and Assessment Type 
	Pending Professional Evaluation (PE)	0	3	5	4	6	5	
	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)				76	84%			
Conditional				12	13%			
Temporary				3	3%			
Denials				0	0%			
Short Term				0	0%			

Jan-21				
Applications Received - GCT Area Cities	Jan.	Dec.	Nov.	Oct.
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	0	0	2	2
Oak View	0	3	0	1
Oxnard	23	22	20	28
Saticoy	0	0	0	0
Port Hueneme	1	3	2	1
Ventura	12	14	7	6
Applications Received-Valley Express Area Cities				
Fillmore	2	0	0	0
Piru	0	0	0	0
Santa Paula	3	1	1	0

Monthly Queue Call Report (January)

	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	152	1	119	8	25	0	152	1	153	0	78	0.65	25	68.42%
Sunday	4	0	1	0	3	0	4	0	4	0	0	0.00	3	25.00%
Monday	30	1	23	1	6	0	30	0	30	0	0	0.00	6	66.67%
Tuesday	28	1	22	3	3	0	28	0	28	0	0	0.00	3	67.86%
Wednesday	24	1	21	0	3	0	24	0	24	0	78	3.71	3	66.67%
Thursday	30	1	27	1	2	0	30	1	31	0	0	0.00	2	83.33%
Friday	34	1	25	3	6	0	34	0	34	0	0	0.00	6	67.65%
Saturday	2	0	0	0	2	0	2	0	2	0	0	0.00	2	0.00%



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February 10, 2021

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: Contactless Regional Fare System and Updates to Regional Fare Media Agreements

RECOMMENDATION:

- Approve updating the set of regional fare media agreements for VCTC's "Zone 1" and "Zone 2" 31-day passes, and Social Service Agency single-ride tickets, to incorporate new Contactless Fare Media system by Cubic (System); and,
- Provide VCTC staff feedback regarding these updates as well as provide feedback regarding a potential reimbursement Regional Stored Value Agreement terms which utilize the System.

DISCUSSION:

For the past five years, VCTC and the transit operators across the county have participated in various bus pass acceptance agreements for VCTC's regional fare media (Agreements). The fare media is accepted through electronic validation or visual flash pass validation. The Agreements include the following fare media products: VCTC's "Zone 1" and "Zone 2" 31-day passes, and a Social Service Agency single-ride ticket. The Agreements were entered into by the transit operators, and they describe the reporting and billing process to VCTC. While many operators have cash validating fareboxes by Genfare, which can provide validation and/or reporting, not all agencies utilize the same system and the fareboxes themselves are a significant investment for smaller agencies and not equipped, presently, to accept/validate mobile tickets, for example. In addition, VCTC and transit operators participate in a reimbursement agreement associated with the College Ride pilot program. VCTC intends to bring the update of this reimbursement agreement to the Committee at a later date.

Prior to these Agreements, a single fare collection system, the 'Go Ventura Smartcard', was in place across much of the same fleet. With the exception of Ojai Trolley, and the not yet formed Kanan Shuttle, each of the operators accepted both monthly passes and what was then called "e-purse". E-purse was a stored value product that allowed passengers to add any denomination of value to their account (\$5+). Each e-purse paid boarding would deduct a single fare (less a 10% discount). This legacy system was in place for roughly fifteen years and was eventually decommissioned and replaced by the current systems and sets of Agreements noted above.

ATTACHMENT

At the December 2020 Commission meeting, a contract for a new “Contactless” regional fare media system was awarded to Delerrok Inc., a company acquired by Cubic. The System includes solutions for mobile tickets as well as reloadable smartcards (both of these mediums are capable of issuing stored value or “e-purse”). In addition, the Contract with Cubic includes options for the transit operators to accept contactless bank cards and to expand the System to include paratransit services.

Delerrok’s platform solution was selected through a competitive Request for Proposals (RFP) process. The draft RFP and Scope of Work was initially distributed to the transit operators so each could provide feedback to VCTC prior to release. The proposals were subsequently reviewed by an evaluation panel which scored the proposals in the months preceding the December Commission meeting. The review was conducted by staff representatives from marketing, finance, operations, planning, I.T. and upper management from VCTC as well as Gold Coast and Simi Valley Transit.

This item is to approve VCTC’s recommendation that the set of regional fare media Agreements be updated to reflect the new Contactless fare system, specifically that the regional fare media be migrated to the new Contactless system, and away from the multiple reporting methods and manual collection of data which occurs today. As well, this item is to give the Committee the opportunity to provide VCTC staff feedback regarding those updates as well as the planned reintroduction of the regionally accepted “e-purse” product, now called “Stored Value”, to the transit consumer. This was specifically part of the Scope of Work included in the Request for Proposals.

The subject set of Agreements are attached, along with the draft amendments to the Agreements. Proposed terms related to a new “Stored Value” fare media product are also attached for consideration and input.

Generally speaking, it is VCTC’s intent to carryover the current and prior business rules associated with fare pricing and reimbursement at the initial rollout of the program, April 19, 2021 – December 31, 2021, with an understanding that the business rules and pricing will be reviewed and reassessed “post-launch” of the new system for potential refinements and adjustments.

The projected “go-live” date of April 19, 2021 for implementation is dependent on the successful installation and system acceptance of the fare media system. Presuming this Go-live implementation target is met, the anticipated timeline for the project is described below:

April 19, 2021 – Soft Launch: followed by 3 to 4 week beta test to make any necessary refinements/configuration adjustments. Outreach to elicit regular rider testers to use in either revenue or non-revenue environment taking place in weeks preceding. Revenue/non-revenue distinction is specified as GCTD is resuming fare collection April 2021, while others will not have resumed by then. Minimal public facing marketing and promotion for soft launch.

June 1, 2021 – Formal Full-scale Launch: Date by which “full scale” system promotion and outreach will be focused for the formal launch of the system. While some agencies are considering forgoing fare collection for the remainder of the Fiscal Year and possibly the next Fiscal Year, this date is the anticipated date that the post soft-launch system refinements will be completed, pass sales outlets will be fully operational, and that all marketing and outreach program materials will be completed.

VCTC is requesting that each transit operator provide VCTC staff with its comments to the proposed Agreement updates and Stored Value terms, no later than March 1, 2021. VCTC will review/edit, as needed before bringing the final set of Agreements to the April Commission on April 2, 2021.

ATTACHMENT

REGIONAL STORED VALUE PRODUCT SOLD BY THE DELERROK-CUBIC SYSTEM

Proposed Terms

That transit riders may purchase any denomination of Stored Value product, greater than \$2.00. (\$2.00 is the minimum purchase amount for a single sale transaction.)

The fare mediums for the Stored Value product include mobile phones and reloadable smartcards as sold through the System.

That the rider shall self-select their rider category as full or reduced fare eligible. Reduced fare eligibility is restricted to Disabled, Senior (65+ years) or Medicare recipient, only. All other riders are considered full fare riders.

That the stored value shall not expire.

The Stored Value is for use of payment of a single trip according to the account holder's selected fare type category.

That the amount deducted by System will be the boarding Agency's single trip price, less 10% of the single trip price. (For example, if the fare is \$1.50, the amount deducted/collected by VCTC will be equal to \$1.35). The 10% discount to the passenger shall serve as incentive for transitioning to the stored value media. Agencies agree to periodically review the incentive discount applied to this product.

VCTC shall reimburse Agencies for the use of Stored Value during a month period, as collected (or deducted) from the passenger's device or smartcard pass.

Passengers using Stored Value product are eligible to a single free transfer within 2 hours of first use on the originating bus. The transfer will automatically be issued using the smartcard or mobile phone fare medium (not using a paper transfer).

Stored value will be accepted by all transit operators participating in the Contactless Fare Collection System to ensure access across the County and service areas.

Agencies agree to consider Fare Capping program at a later date to leverage the system to provide the greatest access to lower-cost fare pass products, such as 31-day period passes.

Agency pass sales locations will sell the Stored Value product.

Agencies will be allowed to have agency-specific promotions.

Single trip fare prices will be set by the Agency but system programming is the responsibility of VCTC/Cubic.



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FIRST AMENDMENT TO VCTC INTERAGENCY COUNTYWIDE 31-DAY PASS AGREEMENT

This First Amendment to the VCTC Interagency Countywide 31-Day Pass Agreement (First Amendment) between the Ventura County Transportation Commission (“VCTC”) and Gold Coast Transit District, The Cities of Thousand Oaks, Simi Valley, Moorpark, Camarillo, Ojai, and the Heritage Valley Transit Service (“County Transit Providers”), (collectively referred to herein as “Parties”) is entered into as of this _____ day of _____ 2021.

WHEREAS, on July 1, 2015, VCTC entered into an Interagency “Countywide 31-Day Pass” Agreement (“Agreement”) with County Transit Providers; and,

WHEREAS, on December 9, 2020, VCTC entered into a contract with transit fare technology provider Delerrok Inc., a wholly owned subsidiary of Cubic Transportation Systems (Cubic), to provide a regional contactless fare collection system (herein referred to as “System”) for Parties; and,

WHEREAS, the System is anticipated to be implemented beginning April 2021, and Parties now wish to utilize the upcoming System to facilitate Countywide 31-Day Pass sales, and for validation onboard transit vehicles, as well as for reporting associated with the collection and disbursement of revenues; and,

WHEREAS, VCTC and the County Transit Providers recognize the use of modern technologies, such as reloadable smartcards and mobile phones for fare payment as afforded through the System, has a beneficial impact on the transit rider experience; and,

WHEREAS, VCTC and County Transit Providers acknowledge the need to accept the pre-existing Countywide 31-Day Passes for a transitional period while the fare media provided by the new System are adopted and the pre-existing fare media is phased out; and,

WHEREAS, the Parties now desire to amend the Interagency Countywide 31-Day Pass Agreement to include the methods by which VCTC and County Transit Providers may additionally sell, validate, report and transmit data concerning Countywide 31-Day Pass usage and the associated revenues for disbursements.

NOW, THEREFORE, VCTC and County Transit Providers agree as follows:

- 1. Countywide 31-Day Rolling Pass Production.** Section 1 of the Agreement is hereby amended as follows: VCTC will design and produce a “Countywide 31-Day Pass”. The Countywide 31-Day Pass fare media types shall include, paper magnetic stripe passes (Paper Passes), electronic virtual passes sold through the System loaded on mobile devices (Mobile Passes), and electronic virtual passes sold through the System loaded on chip-enabled smartcards (Smartcard Passes).
- 2. Countywide 31-Day Pass Rider Entitlement.** Section 2 of the Agreement is hereby amended as follows: The "Countywide 31 -Day Pass" shall entitle the user to make unlimited trips on

participating transit services during the 31 -day period which is printed on Paper Passes, made visible or scannable on Mobile Passes, or encoded on Smartcard Passes upon activation.

- 3. Pass Usage Monthly Reports.** Section 9 of the Agreement is hereby amended as follows: The participating COUNTY TRANSIT PROVIDERS will report the number of passenger boardings paying the fare with a valid Countywide 31-Day Pass using Paper Passes to VCTC in the manner prescribed by VCTC no later than the last day of each month for the prior month's ridership. The System will report the number of passenger boardings paying their fare with a valid 31-Day Pass using Mobile Passes and Smartcard Passes. For the purposes of the distribution process, ridership will be based on boardings occurring between the first of the month, and the last day of the month. The following table provides the schedule of monthly due dates for the reports of passenger boardings paying the fare with Paper Passes:

Ridership Period	Paper Pass Boarding Report Due to VCTC
January	February 28*
February	March 31
March	April 30
April	May 31
May	June 30
June	July 31
July	August 31
August	September 30
September	October 31
October	November 30
November	December 31
December	January 31
*On leap year due February 29	

At a minimum:

- a. The County Transit Providers which have deployed or implemented a pass-validating GFI farebox with magnetic farecard capability, or compatible device able to validate passes, will provide original unedited and untampered system reports that accurately reflect the number of times a valid "Countywide 31-Day Pass" Paper Pass was used in a calendar month. Data shall indicate the number of uses by pass type (Zone 1-Full, Zone 1-Reduced, Zone 2- Full, Zone 2-Reduced). Or,
- b. The County Transit Providers which DO NOT have or have not deployed or implemented a pass-validating GFI farebox with magnetic farecard capability, or a compatible device able to validate passes, will provide documentation that accurately reflects the number of times a valid "Countywide 31-Day Pass" Paper Pass was used in a calendar month. Counts of passenger boardings paying their fare with a valid "Countywide 31-Day Pass" Paper Pass will be based on rider counts by drivers. Driver counts should record the number of uses by pass type (Zone 1-Full, Zone 1-Reduced, Zone 2- Full, Zone 2-Reduced). Drivers are responsible for checking each pass for validity before accepting and counting the boarding.

- c. The Mobile Passes and Smartcard Passes shall be validated by onboard pass readers which are components of the System. County Transit Providers shall operate the System per the training and instructions provided by VCTC or System provider, Cubic, in order to ensure the proper validation, recording and transmission of accurate data for monthly reporting purposes. No other report shall be required from County Transit Providers, than those automatically generated by the System. VCTC and County Transit Providers agree to develop a plan to validate and document Mobile Passes and Smartcard Passes, in the event of temporary System malfunction.

Except to the extent amended herein, all other provisions of the Agreement remain in full force and effect.

This Amendment may be executed in counterparts and/or by facsimile or other electronic means, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterpart, shall constitute one original, which shall be binding upon and effective as to all Parties.

IN WITNESS THEREOF, the Parties hereto have caused this First Amendment to be executed and attested by their respective duly authorized officers.

VENTURA COUNTY TRANSPORTATION COMMISSION

Darren M. Kettle, Executive Director
VCTC

APPROVED AS TO FORM

Steve Mattas, General Counsel
VCTC

[INSERT COUNTY TRANSIT PROVIDER NAME]

[Insert signatory]
[Insert Agency]



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**FIRST AMENDMENT TO REIMBURSEMENT AGREEMENT FOR TRANSIT PROVIDERS
VCTC SINGLE RIDE TICKETS**

This First Amendment to the Reimbursement Agreement for Transit Providers (First Amendment) between the Ventura County Transportation Commission (“VCTC”) and Participating Transit Providers, (collectively referred to herein as “Agencies”) is entered into as of this _____ day of _____ 2021.

WHEREAS, on VCTC and Participating Transit Providers entered into Reimbursement Agreement for Transit Providers (“Agreement”) for the use of VCTC single-ride tickets sold to social service agencies for the use of their clients with general public transit services; and,

WHEREAS, on December 9, 2020, VCTC entered into a contract with transit fare technology provider Delerrok Inc., a wholly owned subsidiary of Cubic Transportation Systems (Cubic), to provide a regional contactless fare collection system (herein referred to as “System”) for Agencies; and,

WHEREAS, the System is anticipated to be implemented beginning April 2021, and Agencies now wish to utilize the upcoming System to facilitate single-ride ticket validation onboard transit vehicles, as well as for reporting associated with the collection and disbursement of revenues; and,

WHEREAS, VCTC and the Participating Transit Providers recognize the use of modern technologies, such as reloadable smartcards and mobile phones for fare payment as afforded through the System, has a beneficial impact on the transit rider experience; and,

WHEREAS, VCTC and Participating Transit Providers acknowledge the need to accept the pre-existing single-ride ticket fare media for a transitional period while the fare media provided by the new System are adopted and the pre-existing fare media is phased out; and,

WHEREAS, the Agencies now desire to amend the Agreement to include the methods by which VCTC additionally sell single-ride tickets, and Agencies may, validate, report and transmit data concerning usage and the associated revenues for disbursements.

NOW, THEREFORE, VCTC and Participating Transit Providers agree as follows:

1. **Fare Collection.** Section 3, second bullet, of the Agreement, “Fare Collection” is hereby amended as follows: The passenger shall provide the transit vehicle operator (driver) the appropriate single-ride ticket on the transit vehicles when boarding. It will be the responsibility of the transit vehicle operator to require proof of eligibility if a reduced-fare single-ride ticket is used. The collecting agency shall retain and void the single-ride ticket QR for the transit providers which have a pass-validating capability, the pass shall be validated and voided electronically. The electronic validation of the single-ride ticket may include through use of the System, or pre-existing GFI Farebox, depending on the Fare Media type used. Fare media types shall include, paper magnetic stripe passes (Paper Passes), electronic virtual passes sold through the System loaded on mobile devices (Mobile Passes), paper tokens which use “QR-code” sold

through the System (QR Passes), and electronic virtual passes sold through the System loaded on chip-enabled smartcards (Smartcard Passes).

2. **Reimbursement.** Section 3, third bullet, of the Agreement, "Reimbursement" is hereby amended as follows: An accounting invoice listing the number of full-fare and reduced-fare single-ride ticket Paper Passes collected will be submitted no more than once a month to the VCTC. As backup the voided single-ride ticket Paper Passes or, original, unedited, and untampered GFI system reports that accurately reflect the number of times valid single-ride ticket Paper Passes were used will be submitted. No invoices or additional reporting is required from Participating Transit Agencies for single-ride tickets sold and validated by the System.

The VCTC will reimburse the transit provider agency at a rate of \$.60 for each reduced-fare ticket, and \$1.25 for each full-fare single-ride ticket submitted or collected through the System. The VCTC will provide the reimbursement within thirty days following acceptance of a complete invoice packet (i.e. invoice and tickets) for Paper Passes, and will provide reimbursement within thirty days following the end of the month for single-ride tickets validated through the System. Reimbursements are subject to change if the VCTC adjusts the value of the tickets. Sixty days prior notice will be provided to all transit AGENCIES participating in the program.

Except to the extent amended herein, all other provisions of the Agreement remain in full force and effect.

This Amendment may be executed in counterparts and/or by facsimile or other electronic means, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterpart, shall constitute one original, which shall be binding upon and effective as to all Agencies.

IN WITNESS THEREOF, the Agencies hereto have caused this First Amendment to be executed and attested by their respective duly authorized officers.

VENTURA COUNTY TRANSPORTATION COMMISSION

Darren M. Kettle, Executive Director
VCTC

APPROVED AS TO FORM

Steve Mattas, General Counsel
VCTC

[INSERT PARTICIPATING TRANSIT PROVIDER NAME]

[Insert signatory]

[Insert Agency]