



**HERITAGE VALLEY TRANSIT SERVICE  
TECHNICAL ADVISORY COMMITTEE (HVTAC)  
AGENDA**

<https://us02web.zoom.us/j/88044635116?pwd=S3F1TEtTanM5UWx0Slk1WGJCeFA5dz09>

Wednesday, February 17, 2021  
2:00 p.m.

*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 HVTAC committee on an item to be considered at this meeting are asked to submit comments in writing to the committee at [vvega@goventura.org](mailto:vvega@goventura.org) by 4:30PM, Tuesday February 16, 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](mailto: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 HVTAC 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:** Any member of the public may address the Committee for up to two minutes on any subject within the jurisdiction of the Committee that is not scheduled for a public discussion before the Committee.
- ITEM 4      AGENDA ADJUSTMENTS**
- ITEM 5      APPROVAL OF MINUTES**  
Recommendation: That the Committee waive the reading and approve the minutes for the regular meeting of March 4, 2020.
- ITEM 6      ELECTION OF OFFICERS**  
Recommendation: That the Committee elect the Chair and Vice Chair.
- ITEM 7      KPI/RIDERSHIP REPORT**  
Recommendation: Receive and file.
- ITEM 8      MARKETING AND OUTREACH AGREEMENT – For Action**  
Recommendation: Verbal Update.
- ITEM 9      DRAFT FISCAL YEAR (FY) 2021/2022 VALLEY EXPRESS BUDGET – For Action**  
Recommendation: That the Committee consider recommendation for Draft Fiscal Year 2021/2022 Budget to the Heritage Valley Policy Advisory Committee (HVPAC).
- ITEM 10     CONSIDERATION OF JOINING TransMAC AGREEMENT – For Action**

Recommendation: That the Committee approve staff recommendation for Valley Express to begin the process of entering into the TransMAC Agreement and taking to the HVPAC for approval.

**ITEM 11      FUNDING OPPORTUNITY FOR LOW OR NO EMISSION TRANSIT VEHICLES – For Information**

**ITEM 12      DETERMINE THE NEXT MEETING DATE – For Discussion**

*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.*



HERITAGE VALLEY TRANSIT SERVICE  
TECHNICAL ADVISORY COMMITTEE (HVTAC)  
Fillmore City Hall, Council Chambers  
250 Central Avenue, Fillmore, CA

Wednesday, January 22, 2020  
1:30 p.m.

## Meeting Summary

**MEMBERS PRESENT:** David Fleisch, County of Ventura (Chair)  
Gaylynn Brien, City of Fillmore (Vice Chair)

**MEMBERS ABSENT:** City of Santa Paula

**VCTC STAFF PRESENT:** Martin Erickson, Public Transit Director  
Aaron Bonfilio, Program Manager – Transit Services  
Heather Miller, Transit Planner  
Jeni Eddington, Transit Specialist

**ITEM 1 CALL TO ORDER**  
*Chair Fleisch, called the meeting to order at 1:35 p.m.*

**ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**  
*Mr. Aaron Bonfilio, made a brief announcement,*

**ITEM 3 PUBLIC COMMENT**  
*None.*

**ITEM 4 AGENDA ADJUSTMENTS**  
*None.*

**ITEM 5 APPROVAL OF MEETING MINUTES**

### **ACTION**

**The Committee unanimously approved the November 7, 2019 meeting minutes.**

**ITEM 6 KPI/RIDERSHIP REPORT**  
*Ms. Heather Miller provided an overview of the Valley Express service, which serves the cities of Santa Paula, Fillmore, and the unincorporated area of Piru. Additionally, two school trippers operate during the school year in Santa Paula and Fillmore. A report was provided to staff, showing the year-end Key Performance Indicators (KPI) comparison to the previous Fiscal Year (FY) 2018/2019 and Fiscal Year (FY) 2019/2020. She also provided a summary on the ridership through the "College Ride" program. Lastly, she mentioned the Valley Express Service now has available for riders to purchase passes online via the Valley Express Website: <http://www.valleyexpressbus.org/buy-passes/>*

**ITEM 7 MARKETING AND OUTREACH UPDATE**  
*Ms. Eddington provided a brief overview to the committee on the current marketing and outreach activities. A report was provided to staff which summarizes the activities since April 2019 through the present as well as providing a preview of the current year's marketing plan, to round out FY 2019/20.*

**ITEM 8 MARKETING AND OUTREACH AGREEMENT**

*Mr. Bonfilio reviewed with the Committee the staff recommendation to extend the current contract agreement with Celtis for one year. He mentioned with Heritage Valley Technical Advisory Committee (HVTAC) consideration to extend the Agreement with Celtis for one year will allow additional time for Celtis to continue the progress that has been made, and provide time for the member-agencies to consider the future scope of work for the marketing and outreach program, as the group considers other factors concerning the organization and management of the Valley Express going forward.*

**ACTION**

**The Committee unanimously approved Staff's recommendation to propose to the Heritage Valley Policy Advisory Committee (HVPAC) to consider extending the current contract agreement for one year, ending June 30, 2021.**

**ITEM 9 DRAFT FISCAL YEAR (FY) 2020/2021 VALLEY EXPRESS BUDGET**

*Mr. Bonfilio asked the Committee to consider the staff recommendation of the Drafted Fiscal Year 2020/2021 Valley Express Budget and provide recommendation to the HVPAC Committee. The Committee was provided with two reports (attachments), Attachment A: Draft FY2020/2021 Valley Express Budget" and, Attachment B: Valley Express Budget Model (Fiscal Year 2019/2020)".*

**ACTION**

**The Committee unanimously approved Staff's recommendation to propose to the Heritage Valley Policy Advisory Committee (HVPAC) to consider the Drafted Fiscal Year 2020/2021 Valley Express Budget.**

**ITEM 10 DETERMINE THE NEXT MEETING**

The Committee requested to meet on Wednesday, April 22nd | 1:30 p.m.  
Location: Fillmore Council Chambers

**ITEM 11 ADJOURNMENT**

The meeting was adjourned at 2:45 p.m.



**DATE: FEBRUARY 17, 2021**  
**MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE**  
**FROM: AARON BONFILIO, PROGRAM MANAGER**  
**SUBJECT: ELECTION OF COMMITTEE OFFICERS**

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**RECOMMENDATION**

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

**BACKGROUND**

The Chair and Vice Chair shall be elected from among the Heritage Valley Technical Advisory Committee representatives by majority vote. Nomination and selection of the new officers will occur during this meeting. The current Chair is Dave Fleisch County of Ventura and Vice Chair is Gaylynn Brien of City of Fillmore.

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**DATE:** FEBRUARY 17, 2021  
**MEMO TO:** HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVTAC)  
**FROM:** ERIN KENNEALLY, TRANSIT SPECIALIST  
**SUBJECT:** KEY PERFORMANCE INDICATORS (KPI) REPORT

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### **RECOMMENDATION**

- Receive and file report.

### **BACKGROUND**

Valley Express service includes four fixed routes serving the cities of Santa Paula, Fillmore and the unincorporated area of Piru. Although, two school trippers usually operate during the school year in Santa Paula and Fillmore, service was suspended in March 2020 due to the COVID-19 pandemic and has not yet resumed. Additionally, Dial-A-Ride service is offered to the general public.

This report provides a Quarter 1 (Jul-Aug-Sep) comparison between FY2019/2020 and FY2020/2021.

### **Key Performance Highlights:**

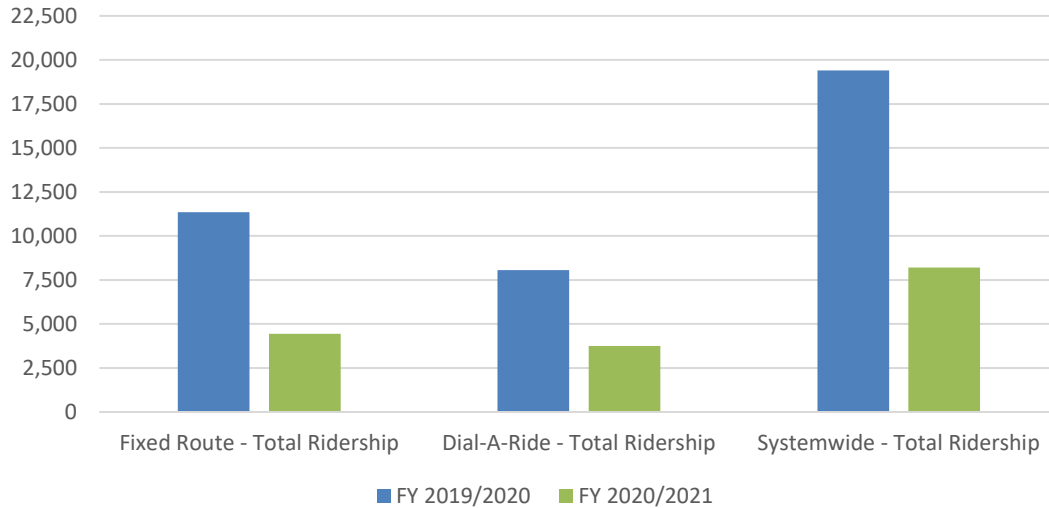
- This quarter, Valley Express ridership decreased by 58% to just over 8,200 passenger trips compared to nearly 19,400 in the same quarter of last year. Fixed route ridership decreased by 61%, while Dial-A-Ride ridership declined by 53%. The Piru route currently accounts for 50.5% of all ridership.
- Operating costs have decreased however that likely has more to do with reduced service. No revenue has been collected since mid-March 2020. The anticipated date for resumption of revenue collection is June 2021.
- Due to COVID-19, Dial-a-Ride scheduling practices were modified to single parties traveling together at one time and shared-rides suspended, to the extent possible. (i.e., "1 on, 1 off")

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**FIRST QUARTER COMPARISON**  
**Valley Express Qtr 1 2019/20 vs Qtr 1 2020/21 Ridership**



**Quarterly Ridership Comparison by Route**

| <b>Valley Express</b>                |                     | <b>1st Quarter (JUL-AUG-SEP)</b> |               |  |
|--------------------------------------|---------------------|----------------------------------|---------------|--|
|                                      | <b>FY 2019/2020</b> | <b>FY 2020/2021</b>              | <b>Change</b> |  |
| <b>Fixed Routes</b>                  |                     |                                  |               |  |
| Santa Paula A                        | 510                 | 188                              | -63%          |  |
| Santa Paula B                        | 460                 | 77                               | -83%          |  |
| Santa Paula - Tripper                | 176                 | -                                | -100%         |  |
| Fillmore - Loop                      | 661                 | 212                              | -68%          |  |
| Fillmore - Tripper                   | 1,613               | -                                | -100%         |  |
| Piru                                 | 7,923               | 3,972                            | -50%          |  |
| <b>Fixed Route - Total Ridership</b> | <b>11,343</b>       | <b>4,449</b>                     | <b>-61%</b>   |  |
| <b>Dial-A-Ride Service Area</b>      |                     |                                  |               |  |
| Santa Paula                          | 5,991               | 2,497                            | -58%          |  |
| Fillmore                             | 2,063               | 1,256                            | -39%          |  |
| <b>Dial-A-Ride - Total Ridership</b> | <b>8,054</b>        | <b>3,753</b>                     | <b>-53%</b>   |  |
| <b>Systemwide - Total Ridership</b>  | <b>19,397</b>       | <b>8,202</b>                     | <b>-58%</b>   |  |

Detailed Quarterly comparisons system-wide and for fixed route service and DAR service are shown in the following Tables 1, 2 and 3.

**Table 1 System-wide Quarterly Comparison**

| SYSTEM-WIDE SERVICE - Valley Express KPI |             | Qtr 1<br>FY 2019/20 | Qtr 1<br>FY 2020/21 | Yr over Yr %<br>Change |
|--|-------------|---------------------|---------------------|------------------------|
| Ridership                                | System-wide | 19,397              | 8,202               | -58%                   |
| Passengers per Mile                      | System-wide | 0.28                | 0.15                | -48%                   |
| Passengers per Hr                        | System-wide | 3.66                | 1.75                | -52%                   |
| Revenue Hours                            | System-wide | \$ 5,294            | 4,676               | -12%                   |
| Revenue Miles                            | System-wide | \$ 69,262           | 56,016              | -19%                   |
| Operating Cost                           | System-wide | \$ 416,465          | \$ 326,320          | -22%                   |
| Cost per Hr                              | System-wide | \$ 78.67            | \$ 69.79            | -11%                   |
| Cost per Passenger                       | System-wide | \$ 21.47            | \$ 39.79            | 85%                    |

**Table 2 Fixed Route Quarterly Comparison**

| FIXED ROUTE - Valley Express KPI |             | Qtr 1<br>FY 2019/20 | Qtr 1<br>FY 2020/21 | Yr over Yr %<br>Change |
|----------------------------------|-------------|---------------------|---------------------|------------------------|
| Ridership                        | Fixed Route | 11,343              | 4,449               | -61%                   |
| Passengers per Mile              | Fixed Route | 0.54                | 0.25                | -55%                   |
| Passengers per Hr                | Fixed Route | 7.16                | 2.96                | -59%                   |
| Revenue Hours                    | Fixed Route | 1,585               | 1,505               | -5%                    |
| Revenue Miles                    | Fixed Route | 20,837              | 18,037              | -13%                   |
| Operating Cost                   | Fixed Route | \$ 137,663          | \$ 105,034          | -24%                   |
| Cost per Hr                      | Fixed Route | \$ 86.86            | \$ 69.79            | -20%                   |
| Cost per Passenger               | Fixed Route | \$ 12.14            | \$ 23.61            | 95%                    |

**Table 3 Dial-A-Ride Quarterly Comparison**

| <b>DIAL-A-RIDE (DAR) - Valley Express KPI</b> |                   | <b>Qtr 1<br/>FY 2019/20</b> | <b>Qtr 1<br/>FY 2020/21</b> | <b>Yr over Yr %<br/>Change</b> |
|---|-------------------|-----------------------------|-----------------------------|--------------------------------|
| <b>Ridership</b>                              | Dial-A-Ride (DAR) | 8,054                       | 3,753                       | <b>-53%</b>                    |
| <b>Passengers per Mile</b>                    | Dial-A-Ride (DAR) | 0.17                        | 0.10                        | <b>-41%</b>                    |
| <b>Passengers per Hr</b>                      | Dial-A-Ride (DAR) | 2.17                        | 1.18                        | <b>-45%</b>                    |
| <b>Revenue Hours</b>                          | Dial-A-Ride (DAR) | 3,709                       | 3,171                       | <b>-15%</b>                    |
| <b>Revenue Miles</b>                          | Dial-A-Ride (DAR) | 48,425                      | 37,979                      | <b>-22%</b>                    |
| <b>Operating Cost</b>                         | Dial-A-Ride (DAR) | \$ 278,802                  | \$ 221,286                  | <b>-21%</b>                    |
| <b>Cost per Hr</b>                            | Dial-A-Ride (DAR) | \$ 75.16                    | \$ 69.79                    | <b>-7%</b>                     |
| <b>Cost per Passenger</b>                     | Dial-A-Ride (DAR) | \$ 34.62                    | \$ 58.96                    | <b>70%</b>                     |

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**DATE:** FEBRUARY 17, 2021

**MEMO TO:** HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)

**FROM:** AARON BONFILIO, PROGRAM MANAGER – TRANSIT SERVICES

**SUBJECT:** MARKETING AND OUTREACH AGREEMENT

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### **RECOMMENDATION**

- Consider extending the current agreement with Celtis Ventures for outreach and marketing services.

### **BACKGROUND**

In April 2017 the Heritage Valley Policy Advisory Committee (HVPAC) recommended that Celtis Ventures (Celtis) be awarded the Valley Express marketing and outreach services agreement (Agreement). This followed a competitive procurement, during which representatives from each of the member-agencies evaluated proposals for the service. The Commission subsequently awarded the Agreement to Celtis and the term began July 1, 2017. Since that time Celtis has been engaged and provided its service as the exclusive firm responsible for marketing, advertising, graphic design, web design, online social media and outreach services. While staff completes certain tasks from time to time, Celtis has been the primary force behind the Valley Express marketing and outreach program.

The Agreement included two one-year extension options. At the January 2020 HVTAC meeting the Committee approved recommending to the HVPAC exercising the first of two one-year options to extend the agreement. On June 30, 2021, the extension term of the agreement ends. A single one-year option to extend the Agreement remains available. Should the Valley Express wish to extend the agreement, notice must be provided of the Commission's desire to extend approximately 90 days prior to June 30<sup>th</sup>.

As noted previously, Celtis has worked very well with staff and improving the Valley Express brand recognition. Most recently outreach and marketing activities have been strained in light of the COVID-19 pandemic, as transit agencies across the globe navigate the between sometimes conflicting messaging of inviting persons to use transit, while acknowledging service should be used for essential trips only. In addition, outreach has been focused on specific changes associated with the pandemic, from day-to-day operational updates (and changes to policies) to a broader campaign of informing and reassuring customers of additional steps taken to ensure a safe transit experience (such as enhanced cleaning).

Celtis' rate for service is and has been a flat \$90/hour. This is the same if principals or junior staff are engaged on a project. The simplified billing methodology provides our staff flexibility and transparency for budgeting purposes. It also provides value, such as for those times when principal staff are requested for presentations.

Staff presents the potential extension for the HVTAC's consideration. Extending the Agreement with Celtis for one year will provide the Valley Express service much needed continuity as we move into a period of promotion and reintroduction to the Heritage Valley community following the pandemic.

If approved by the HVTAC, the HVPAC will then review the item. Should the HVPAC approve the item for recommendation to the Commission, the draft amendment will be prepared to extend the Agreement by one year. Pursuant to the Agreement all other terms continue. The new term of the Agreement would be for one year, ending June 30, 2022.

Alternatively, if the decision is to let the current Agreement expire, a request for proposals or invitation for bids could be conducted to maintain a like marketing and outreach program.



**DATE: FEBRUARY 17, 2021**

**MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)**

**FROM: AARON BONFILIO, PROGRAM MANAGER – TRANSIT SERVICES**

**SUBJECT: DRAFT FISCAL YEAR 2021/2022 VALLEY EXPRESS BUDGET**

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### **RECOMMENDATION**

- Consider the Draft Fiscal Year 2021/2022 Valley Express Budget and provide recommendation to the Heritage Valley Policy Advisory Committee.

### **BACKGROUND**

Pursuant to the Cooperative Agreement for the Heritage Valley Transit Service, the HVTAC will make recommendations to the Heritage Valley Policy Advisory Committee (HVPAC) regarding, among other things, the annual level of service and budget. Following the HVTAC review, the item will then be reviewed by the HVPAC. Once final, the draft budget will be incorporated into the overall agency budget of VCTC. The budget process for VCTC includes a draft review by a budget and finance sub-committee, subsequent draft review by the full Commission in April, with final budget adoption by June. This item is to consider recommendation of the draft budget to the Heritage Valley Policy Committee for the upcoming fiscal year.

Over the past year the Valley Express bus service was primarily funded with Federal CARES Act stimulus revenues. This provided for significant savings of recurring Federal formula revenues, as well as carryover and deferred use of local revenues. The proposed budget for the upcoming fiscal year is in many ways a “return to normalcy”.

The draft budget was developed based on the following factors and assumptions:

- 1- Resumption of both suspended “school tripper” routes as well as the service demand for the general-public Dial-a-Ride mode.
- 2- Carryover of unexpended Local Transportation Fund (LTF) and Federal Transit Administration (FTA) revenues.
- 3- Contractor rate escalation pursuant to agreement, and six-month continuation of contractor pass-through of added COVID response activities, such as enhanced cleaning, and additional supplies, ending December 31, 2021.
- 4- Resumption of fare collection in coordination with VCTC-led countywide contactless fare collection system (June 2021).
- 5- One-year extension of the waiver for State mandated farebox recovery ratio penalties.
- 6- That the City of Santa Paula’s local contribution will not include Measure T sales tax revenues.
- 7- No increase to VCTC staffing costs.
- 8- Extension of the Agreement with Celtis Ventures for marketing and outreach services.
- 9- Limited increased expenses focused on promotion and outreach as economy reopens.

**In sum the net year-over-year change in budget expenditures reflects an increase of 2.77%.**

**DISCUSSION**

The level of service operated is the primary driver for expenditures. During the current year, operations costs are trending under budget, primarily due to the decrease in the “on-demand” general public Dial-a-Ride. However, while this demand currently remains below prior years, the budget provides for potential growth and eventual return to pre-pandemic service levels. Correspondingly, the projected breakdown of Dial-a-Ride hours by jurisdiction is based on the “pre-pandemic year’s” utilization (FY 2019/2020).

Actual compensation, i.e., cost for the on-demand Dial-a-Ride service, is based on the actual utilization. Whereas Fixed Route services are operated according to a set schedule and budgeted accordingly. Though should schools continue remote learning, the seasonal “school tripper” routes may remain suspended.

**RECOMMENDED LEVEL OF SERVICE**

|                             | <i>FY 2021/2022</i>           | <i>FY 2020/2021</i>              |
|-----------------------------|-------------------------------|----------------------------------|
| <b><u>Fixed Route</u></b>   | <b><u>Projected Hours</u></b> | <b><u>Current (Budgeted)</u></b> |
| <b>Fillmore</b>             | <b>1,890</b>                  | 1,890                            |
| <b>Santa Paula</b>          | <b>1,810</b>                  | 1,810                            |
| <b>County</b>               | <b>3,200</b>                  | 3,200                            |
| <b>Subtotal Fixed Route</b> | <b>6,900</b>                  | 6,900                            |
| <b><u>Dial-a-Ride</u></b>   | <b><u>Projected Hours</u></b> | <b><u>Current (Budgeted)</u></b> |
| <b>Fillmore</b>             | <b>5,800</b>                  | 5,800                            |
| <b>Santa Paula</b>          | <b>9,800</b>                  | 9,800                            |
| <b>County</b>               | <b>1,800</b>                  | 1,800                            |
| <b>Subtotal Dial-a-Ride</b> | <b>17,400</b>                 | 17,400                           |
| <b>Total All Services</b>   | <b>24,300</b>                 | 24,300                           |

***Anticipated Revenues***

The Valley Express has historically utilized revenues from the Federal Transit Administration (FTA) funding, Passenger Fares, and the City of Santa Paula’s sales tax Measure “T”. These funds are in addition to the State Local Transportation Fund (LTF) revenues that each member-agency receives and budgets for transit programs.

Due to the injection of Federal CARES Act revenues in Fiscal Year 2020/2021 and deferred use of FTA and LTF, this year’s budgeted FTA formula revenues are approximately 37% above typical annual allocations. Similarly, there is an approximate \$415,695 available in carryover LTF revenues for use with this year’s budget. While fare collection activities are projected to resume for the entire year, conservatively, staff is budgeting approximately half of pre-pandemic fare revenues totals (i.e., \$41,000).

As the Technical Committee is aware, the City of Santa Paula passed a local sales tax measure in 2016, known as “Measure T”. In the past the City has funded a portion of their local contribution from Measure T



revenues. Due to the continued waiver of the State's farebox recovery ratio penalties, it is assumed that the City's contribution will not necessarily include these revenues.

**RECOMMENDATION**

Staff recommends that the HVTAC consider the Draft Fiscal Year 2021/2022 Valley Express Budget and provide direction to staff regarding the recommendation to the Heritage Valley Policy Advisory Committee (HVPAC).

The draft Fiscal Year 2021/2022 Valley Express Budget is attached to this item as "Attachment A". A breakdown of each member agency's local contribution is attached to this item as "Attachment B: Valley Express Budget Model (FY2021/2022)."

If approved at this stage, the next step is to present the budget to the PAC, which if approved will then be incorporated into the draft VCTC Budget package presented to the Commission at its April 2021 meeting.

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**Attachment "A": VALLEY EXPRESS BUS SERVICE**

*FISCAL YEAR 2021/2022 BUDGET (DRAFT)*

**FUNDING:**

| <b>Funding Source</b>                | <b>Funding Dollars</b> |
|--------------------------------------|------------------------|
| FTA CARES Act                        | \$ 69,600              |
| FTA                                  | 912,500                |
| Local Contribution – Bus Operations  | 939,200                |
| Local Contribution – Route Guarantee | 0                      |
| Local Fee – Contract Administration* | 100,000                |
| Local Fee – Farebox                  | 41,000                 |
| <b>Total Funding</b>                 | <b>\$2,062,300</b>     |

**EXPENDITURE COMPARISON:**

|   | <b>Fiscal Year<br/>2019/2020<br/>Actual</b> | <b>Fiscal Year<br/>2020/2021<br/>Budget</b> | <b>Fiscal Year<br/>2021/2022<br/>Budget</b> |
|---|---|---|---|
| Salaries                                | \$ 36,919                                   | \$ 41,700                                   | \$ 41,600                                   |
| Fringe and Tax                          | 18,591                                      | 22,900                                      | 20,900                                      |
| Indirect Cost Allocation                | 28,405                                      | 35,400                                      | 37,500                                      |
| Mileage                                 | 239   | 2,000                                       | 1,700                                       |
| Office Support                          | 298   | 500   | 500   |
| Postage                                 | 22  | 200   | 200   |
| Printing                                | 3,417                                       | 26,300                                      | 26,000                                      |
| Bank Fees                               | 322   | 800   | 800   |
| Legal Services                          | 3,332                                       | 12,000                                      | 12,000                                      |
| Professional Services                   | 39,315                                      | 68,000                                      | 68,000                                      |
| Bus Purchase/ Farebox Capital Equipment | 309   | 4,000                                       | 4,000                                       |
| Communications Wi-Fi                    | 6,842                                       | 9,000                                       | 9,000                                       |
| Contract Services                       | 1,479,165                                   | 1,714,000                                   | 1,765,100                                   |
| Outreach                                | 62,218                                      | 70,000                                      | 75,000                                      |
| <b>Total Expenditures</b>               | <b>\$1,679,394</b>                          | <b>\$2,006,800</b>                          | <b>\$2,062,300</b>                          |

**Attachment "B": VALLEY EXPRES BUDGET MODEL (FY 2021/2022)**

|   |                     |                               |
|---|---------------------|-------------------------------|
| <b>Cost of Service 2021/2022 (24,300 hours)</b>       |                     |                               |
| Overhead: Staff                                       | \$ 100,000          |                               |
| Overhead: Other                                       | \$ 197,200          |                               |
| Contractor  | \$ 1,765,100        |                               |
| <b>Total Costs</b>                                    | <b>\$ 2,062,300</b> |                               |
| External Revenues                                     |                     |                               |
| FTA (including Carryover Cares 170,000)               | \$ 982,100          |                               |
| Projected Farebox                                     | \$ 41,000           |                               |
| <b>Total External Revenues</b>                        | <b>\$ 1,023,100</b> |                               |
| <b>(1) Total Net Due (Less External Revenues)</b>     | <b>\$ 1,039,200</b> |                               |
| (2) Member Agency Share Overhead                      |                     |                               |
|   |                     | <i>% Share Overhead</i>       |
| Fillmore  | \$ 99,066           | 33%                           |
| Santa Paula   | \$ 99,067           | 33%                           |
| County  | \$ 99,067           | 33%                           |
| <b>Subtotal Overhead Costs</b>                        | <b>\$ 297,200</b>   |                               |
| (3) Member agency share of Contractor Costs (rounded) |                     |                               |
|   |                     | <i>% Share of total hours</i> |
| Fillmore  | \$ 234,814          | 31.65%                        |
| Santa Paula   | \$ 354,511          | 47.78%                        |
| County  | \$ 152,675          | 20.58%                        |
| <b>Subtotal Contract Costs</b>                        | <b>\$ 742,000</b>   |                               |
| Total Costs: Member Agency                            |                     |                               |
| Fillmore  | \$ 333,880          |                               |
| Santa Paula   | \$ 453,578          |                               |
| County  | \$ 251,742          |                               |
| <b>Total Costs: Member Agency</b>                     | <b>\$ 1,039,200</b> |                               |
| Available Carryover Balances (2yrs)                   |                     |                               |
| Fillmore  | \$ 131,833          |                               |
| Santa Paula   | \$ 196,301          |                               |
| County  | \$ 87,561           |                               |
| <i>Projected Amount Due to VCTC</i>                   |                     |                               |
| Fillmore  | \$ 202,047          |                               |
| Santa Paula*  | \$ 257,277          |                               |
| County  | \$ 164,181          |                               |



**DATE:** FEBRUARY 17, 2021

**MEMO TO:** HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)

**FROM:** AARON BONFILIO, PROGRAM MANAGER – TRANSIT SERVICES  
CLAIRE GRASTY, PROGRAM MANAGER – REGIONAL TRANSIT PLANNING

**SUBJECT:** CONSIDERATION OF JOINING TransMAC AGREEMENT

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### **RECOMMENDATION**

- Approve Valley Express moving forward with the TransMAC agreement and taking to the HVPAC for approval

### **BACKGROUND**

Over the last year and a half, VCTC and the Santa Barbara Association of Governments (SBCAG) have worked with our consultant Claris Strategy, an 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.

One of the most significant recommendations to come out of the TEPP process and Technical Memorandum is entering into a mutual aid agreement. Mutual aid was a major component of the TEPP and was discussed throughout the process, including at Transcom and a separate mutual aid meeting. The recommendation is specifically to enter into the 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 to the agencies that provide support. 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. Lastly, VCTC staff has reviewed the TransMAC agreement, as has our legal counsel and all are in favor of moving forward and not have objections. As such, VCTC plans to enter the TransMAC agreement at

an upcoming Commission meeting. Likewise, Thousand Oaks Transit plans to sign onto the agreement at an upcoming Council meeting. The other county operators are in the process of reviewing the agreement.

As such, VCTC is recommending the Valley Express begin the process of entering into the TransMAC agreement, which is attached.