



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

AGENDA

The meeting will be via ZOOM Webinar

<https://us02web.zoom.us/j/88118664162?pwd=cDVPT29nZ2h1TUplCNmZaM0VzVXNndz09>

WEDNESDAY, March 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 March 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 COMMENT**
- ITEM 4 AGENDA ADJUSTMENTS**
- ITEM 5 APPROVAL OF MINUTES – For Action**
 - *Waive the reading and approve the minutes of the February 10, 2021 meeting.*
- ITEM 6 ADA CERTIFICATION SERVICES PROGRAM – Verbal Update**
- ITEM 7 REGIONAL TRANSIT SAFETY PERFORMANCE TARGETS (PTASP) – Priscilla Freduah-Agyemang**
- ITEM 8 STATUS OF FEDERAL CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROJECTS – Verbal Update**

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- *Receive and File*

ITEM 9 FISCAL YEAR (FY) 2020/2021 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) – For Action

- Approve the Ventura County Transportation Commission (VCTC) FY 2020/21 Low Carbon Transit Operations Program (LCTOP) Allocation Request of \$916,807 to fund the following:
 - VCTC staff recommends \$867,127 in LCTOP funds for the project development of two (2) Zero-Emission Bus (ZEB) Fueling Facilities in Ventura County, one at the Gold Coast Transit facility in Oxnard to serve the western portion of the County and one at the Simi Valley Transit Maintenance facility in Simi Valley to serve the eastern portion of the county.
 - VCTC staff also recommends that agencies contribute local shares of FY 20/21 LCTOP funds totaling \$49,680 to their region’s ZEB Fueling Facilities project.

ITEM 10 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN (TEPP) – Verbal Update

ITEM 11 TRANSIT INTEGRATION AND EFFICIENCY STUDY (TIES) – Verbal Update

ITEM 12 FUTURE AGENDA ITEMS

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**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Thursday, February 10, 2021
1:30 p.m.**

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

**MEMBERS
PRESENT:**

Matt Miller, Gold Coast Transit District (Chair)
Ben Gonzales, City of Simi Valley (Vice Chair)
Pete Wessell, City of Oxnard
Ben Gonzales, City of Simi Valley
Mike Houser, City of Thousand Oaks
Sergio Albarran, City of Ventura
Treena Taylor, County of Ventura
Martin Erickson, VCTC InterCity Bus

Magdalena Domingo, CSUCI (ex-officio)
Robert Wong, Caltrans District 7 (ex-officio)

**MEMBERS
ABSENT:**

City of Camarillo
City of Fillmore
City of Moorpark
City of Ojai
City of Port Hueneme
City of Santa Paula
Port of Hueneme

**VCTC STAFF
PRESENT:**

Aaron Bonfilio, Program Manager, Transit Services
Claire Grasty, Program Manager / Regional Transit Planning

ITEM 1 CALL TO ORDER

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

ITEM 2 INTRODUCTIONS & ANNOUNCEMENT

Mr. Sergio Albarran, City of Ventura, announced the city council has approved continuation with the closure of the downtown surface streets through January 7, 2022.

Mr. Aaron Bonfilio, VCTC, announced, the Cubic group is out in the field for the installation and completion of the prototype vehicles.

Ms. Claire Grasty, VCTC, thanked the committee for filling out the Transportation Emergency Preparedness Plan (TEPP) survey, and is still available if anyone else would like to fill out the survey. She also noted the County will be updating the Emergency Operation Plan (EOP), and the TEPP update will be included/reflected in the plan update.

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

None.

ITEM 5 APPROVAL OF JANUARY MINUTES

ACTION

Albarran moved Wessell seconded, that the Committee approve the January 13, 2021 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 January (please see attached report).

ITEM 7 TRANSIT INTEGRATION AND EFFICIENCY STUDY (TIES)

Mr. Martin Erickson, VCTC, reviewed with the Committee that the Commission has approved the consulting agreement between VCTC and Fehr & Peers, for the development of a Transit Integration and Efficiency Study (TIES); (he thanked everyone who participated in the selection committee).

ITEM 8 CONTACTLESS FARE SYSTEM AND UPDATES TO REGIONAL FARE MEDIA AGREEMENTS

Mr. Bonfilio, VCTC, reviewed with the Committee staff's recommendation to update VCTC's regional fare media agreements for the 31-day passes for "Zone-1" and "Zone-2", and the Social Service Agency Single-ride tickets, to incorporate new Contactless Fare Media system by Delerrok-Cubic System. Also, he requested the committee please provide feedback on the update on the fare media agreements, and on the proposed terms for the Regional Stored Value Agreement terms which utilize the System (information is requested to be submitted by March 1).

ACTION

Gonzales moved Albarran seconded, that the Committee approve updating the set of regional fare media agreements as proposed, and Social Service Agency single-ride rickets, to incorporate new Contactless Fare Media system by Delerrok-Cubic System. The motion passed with no objections.

ITEM 9 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN (TEPP)

Ms. Grasty, VCTC, added additional information on the TEPP, VCTC received from Claris Strategy the implementation plan, which mirrors the recommendations provided on the technical memo previously sent out, (she will forward the plan to the group after the meeting).

ITEM 10 ADJOURNMENT

Chair Miller adjourned the meeting at 2:16 pm.



MARCH 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.

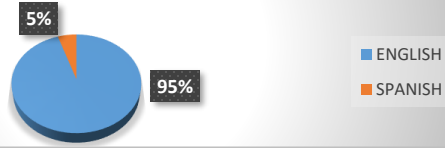
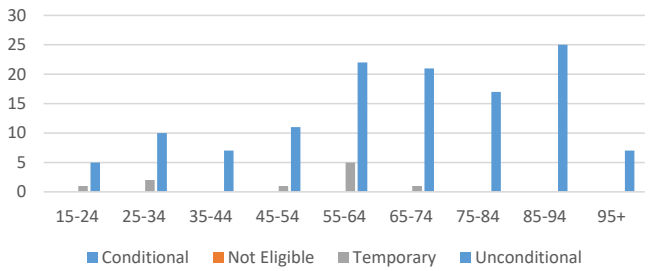
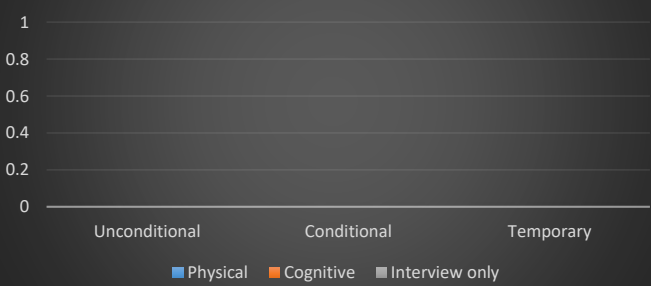
DISCUSSION:

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 *February 2021*.



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Feb. 2021								
		Feb.	Jan.	Dec.	Nov.	Oct.	Sept.	As of March 17th MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions.
Call Center	Inbound ADA Calls	165	152	142	120	188	194	
	Outbound ADA calls	311	205	182	191	225	230	
	Average hold time (in seconds)	1.2	1	1	1.1	1.1	1.2	
	Outbound Area Transmittals	7	2	2	0	7	7	
	Inbound Area Transmittals	7	6	3	2	7	6	
								Riders requesting service outside of Ventura County
								Riders requesting service into Ventura County
Applications Received	Recertification	105	65	57	63	73	76	Total applications received: 138
	New Applications	33	26	24	22	27	26	Online Applications Received: 4 (4%)
Applications Received by Service Area	Camarillo Area	7	7	10	8	7	8	Applications by Language 
	Gold Coast Area	49	36	42	31	38	38	
	Valley Express Area	8	5	1	1	0	4	
	Moorpark Area	10	3	3	2	5	4	
	Simi Valley Area	34	20	13	27	27	24	
	Thousand Oaks	29	20	10	16	23	24	
	Out of County	1	0	2	0	0	0	
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)	22	25	23	15	13	13	
	Complete, Over 85+	5	2	0	3	1	4	
	Complete, Phone Interview	1	2	3	8	17	8	
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0	
	Complete, Recertifications	107	62	56	60	70	71	
	Completed Determinations	135	91	82	86	101	96	
Delays in Processing (Cumulative)	Due to incomplete application by client	2	1	0	0	5	0	
	Pending Professional Evaluation (PE)	3	0	3	5	4	6	
	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	In-person Interviews by Eligibility and Assessment Type 
	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)				125	93%			
Conditional				0	0%			
Temporary				10	7%			
Denials				0	0%			
Short Term				0	0%			

Feb-21

Feb-21				
Applications Received - GCT Area Cities	Feb.	Jan.	Dec.	Nov.
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	1	0	0	2
Oak View	0	0	3	0
Oxnard	26	23	22	20
Saticoy	0	0	0	0
Port Hueneme	3	1	3	2
Ventura	19	12	14	7
Applications Received-Valley Express Area Cities				
Fillmore	1	2	0	0
Piru	0	0	0	0
Santa Paula	7	3	1	1

Monthly Queue Call Report (February)

	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	159	1	123	10	26	0	159	0	159	0	0	0.00	26	72.33%
Monday	32	1	23	1	8	0	32	0	32	0	0	0.00	8	68.75%
Tuesday	37	1	24	4	9	0	37	0	37	0	0	0.00	9	59.46%
Wednesday	30	1	22	5	3	0	30	0	30	0	0	0.00	3	73.33%
Thursday	24	1	23	0	1	0	24	0	24	0	0	0.00	1	95.83%
Friday	34	1	30	0	4	0	34	0	34	0	0	0.00	4	73.53%
Saturday	2	0	1	0	1	0	2	0	2	0	0	0.00	1	50.00%



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March 10, 2021

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: STATUS OF FEDERAL CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROJECTS

RECOMMENDATION:

- Receive and file.

BACKGROUND:

Under federal law, CMAQ funds apportioned to California lapse if they are not used within three years. AB 1012, which became law in October 1999, applies the three-year lapsing rule to CMAQ funds in each county. It is important for VCTC to have an accurate schedule of CMAQ (Attachments 1 and 2, respectively) projects to ensure that our region does not lose funds. VCTC also uses this project schedule to ensure that the Federal Transportation Improvement Program (FTIP) includes all of the projects which are ready-to-go and to manage the county's Obligation Authority (OA).

Attached is the current status of obligation projects during the current Federal Fiscal Year (FFY) as well as anticipated for future years. Staff emailed the agencies requesting review of these tables, and the information has been updated based on the feedback provided. The Committee is requested to continue to provide staff with any updates as changes occur.

There is no danger of lapsing CMAQ this year, so any unused balance for the year will carryover to next year, when it will be available for the projects that are carried over.



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CMAQ PROJECTS FY 2020/21

Balance as of February 1, 2021

\$ 19,826,421

Project Title	Agency	TIP ID	Planned Obligation (E-76 date)	Amount	Current Project Status	FTIP Status
Ojai Ave / Maricopa Ped Impr (Pedestrian and Bike Safety Improvements)	Ojai	VEN170113	Jun-21	\$150,000	Project Combined with ATP Project under new FTIP Number VEN170113.	CON Programmed in 20/21 in 2019 FTIP Engineering (\$100,000) - Obligated. Construction (\$150,000) Obligation planned in FY 21/22 (old FTIP number: VEN150620)
Sheridan Way/Ventura River Bike Trail	S.B. Ventura	VEN110304	Jun-21	\$353,829	Project has been rescoped.	CON Programmed in 20/21 in 2019 FTIP; requires Formal amend as cost increase is > than 50% of total project cost.
Rancho Road Bike Path	Thousand Oaks	VEN150616	Jun-21	\$348,846	PAED/PSE - Total of \$208,296 CMAQ fundingh obligated in 2016 and 2017.	CON Programmed in 20/21 in 2019 FTIP will need EPSP; letter confirming CMAQ funds from VCTC to Caltrans.
Conejo School Road / Willow Lane Sidewalk / Bike Lanes	Thousand Oaks	VEN171005	Jun-21	\$666,197	Project has Article 3, CMAQ and ATP Funds for CON--CTC approved a time extension to June 30, 2020	CON Programmed in 20/21 in 2019 FTIP will need EPSP; letter confirming CMAQ funds from VCTC to Caltrans.
Replace 3 Buses Cost Increase	Gold Coast Transit	TBD	Aug-21	\$77,000	Currently, GCTD has approximately \$1,451,141 in Federal FY 18 CMAQ funds dedicated to replace three (3) 40' New Flyer	FTIP Admin Mod for increase in costs/CMAQ funding. FTIP Project ID?
Fox Canyon Barranca Bike Bridge (Env Review Needed)	Ojai	VEN130601	Aug-21	\$62,975	Engineering (\$40K) obligated in November, Con in 20/21.	ENG and CON Programmed in 18/19 in 2019 FTIP
Replace 12 Paratransit Vehicles	Simi Valley	TBD	Aug-21	\$2,444,542	FTA Transfer can be requested after project is in FTIP.	FTIP Amend for new Project
Replace 9 Buses	Gold Coast Transit	TBD	Aug-21	\$4,587,076	FTA Transfer can be requested after project is in FTIP.	FTIP Amend for new Project
Bike facilities for NECSP	Oxnard	VEN130101	Aug-21	\$866,708	95% PS&E complete. NEPA revalidated. R/W Cert and RFA for Construction planned for summer 2021	CON Programmed in 20/21 in 2019 FTIP; requires FTIP Admin Mod as cost increase is < 50% total project cost.
Oxnard Blvd Bike/Ped Facility	Oxnard	VEN150907	Aug-21	\$1,762,074	96% PS&E complete, NEPA in final review, R/W Cert and RFA for Construction planned for summer 2021	CON Programmed in 20/21 in 2019 FTIP; requires FTIP Admin Mod as cost increase is < 50% total project cost.

Total obligations in FY 20/21 \$11,319,247
Remaining balance \$8,507,174
Potential Lapse (AB1012) \$0

FY 2018/19	\$0	Lapses October 1, 2021
FY 2019/20	\$7,787,531	Lapses October 1, 2022
FY 2020/21	\$12,038,890	Lapses October 1, 2023
TOTAL	\$19,826,421	

FY 21/22 and Beyond

Ojai Ave / Maricopa Ped Impr (Pedestrian and Bike Safety Improvements)	Ojai	VEN170113	21/22	\$1,219,682	Project Combined with ATP Project under new FTIP Number VEN170113.	CON Programmed in 20/21 in 2019 FTIP Engineering (\$100,000) - Obligated. Construction (\$150,000) Obligation planned in FY 21/22 (old FTIP number: VEN150620) *Requires an Amendment to increase cost of project by \$1,219,682
Pleasant Valley Rd Bike Lanes	Camarillo	VEN160103	21/22	\$2,349,033	PE Underway PES form has been signed. Working on PES studies.	ROW Programmed in 21/22 CON Programmed in 21/22 *Requires Admin Mod for \$1,000,000 in increased project cost.



March 10, 2021

MEMO TO: TRANSIT OPERATORS COMMITTEE
FROM: HEATHER MILLER, PROGRAM MANAGER
SUBJECT: FY 2020/21 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) ALLOCATION

RECOMMENDATION:

- Approve the Ventura County Transportation Commission (VCTC) FY 2020/21 Low Carbon Transit Operations Program (LCTOP) Allocation Request of \$916,807 to fund the following:
 - VCTC staff recommends \$867,127 in LCTOP funds for the project development of two (2) Zero-Emission Bus (ZEB) Fueling Facilities in Ventura County, one at the Gold Coast Transit facility in Oxnard to serve the western portion of the County and one at the Simi Valley Transit Maintenance facility in Simi Valley to serve the eastern portion of the county.
 - VCTC staff also recommends that agencies contribute local shares of FY 20/21 LCTOP funds totaling \$49,680 to their region's ZEB Fueling Facilities project.

BACKGROUND:

The Low Carbon Transit Operations Program (LCTOP) is a Cap-and-Trade program established in 2014 with SB 862 that provides funds to public transportation agencies for investments in capital projects and service that reduce greenhouse gas (GHG) emissions and improve mobility with a priority on serving Disadvantaged Communities (DACs).

The SCO announced FY 20/21 LCTOP allocation amounts on February 26, 2021. The amount of FY 20/21 LCTOP funds to be programmed at VCTC's discretion, not including Metrolink's revenue formula amount, is \$867,127. Collectively, \$49,680 LCTOP funds are allocated to cities within Ventura County, and the Gold Coast Transit District. Overall, FY 20/21 LCTOP funds declined by approximately 45% compared to FY 19/20 following the economic downturn due to the coronavirus pandemic and subsequent impact on Cap-and-Trade funds that fuel the LCTOP program. Applications for projects are due to Caltrans on April 9, 2021.

LCTOP FY 2020/21	ALLOCATION
VCTC (99313)	\$ 867,127
VCTC/SCRRA (99314)	\$ 91,216
Camarillo	\$ 5,396
GCTD	\$ 30,697
Moorpark	\$ 2,155
Simi Valley	\$ 8,387
Thousand Oaks	\$ 3,045
TOTAL excluding SCRRA	\$ 916,807

DISCUSSION:

In December 2018, the California Air Resources Board (ARB) adopted the Innovative Clean Transit (ICT) regulation. The ICT regulation requires all public transit agencies to gradually transition to a 100 percent zero-emission bus (ZEB) fleet with a full transition by 2040.

In addition, the California Legislature passed SB 1119 in 2018 that increases LCTOP project flexibility by allowing transit agencies to waive the requirement of expending 50 percent of their total allocation within and benefiting a Disadvantaged Community (DAC) if the recipient expends the funding on the purchase of zero-emission transit buses and supporting infrastructure.

While Ventura County transit operators have developed rollout plans to work toward the 100% ZEB goal, sufficient funding for bus purchases and infrastructure development is often lacking.

VCTC staff therefore recommends the commitment of \$867,127 in LCTOP funds as seed capital to be used toward the project development of two (2) new Zero-Emission Bus (ZEB) fueling facilities to support Ventura County transit operators in their fulfillment of the 100% ZEB goal by 2040. Staff recommends locating one fueling facility at the new Gold Coast Transit Facility in Oxnard to serve the western portion of Ventura County, with GCTD administering this project. Staff proposes locating a second fueling facility at the Simi Valley Transit Maintenance Facility in Simi Valley to serve the eastern portion of Ventura County.

With the passage of SB 824, LCTOP recipients are permitted to roll over funding for a maximum of four (4) years, allowing VCTC to preserve the funding now while providing the flexibility needed for undertaking such a project.

For the remaining \$49,680, VCTC staff recommends agencies contribute their local shares to the regional ZEB fueling facilities project in their respective area, given the mutual intent of the project's goal and the relatively small amount of individual agency LCTOP allotments. The process of contributing to the regional ZEB fueling facilities project would follow a similar process as last year's countywide College Ride program.