



**HERITAGE VALLEY TRANSIT SERVICE  
POLICY ADVISORY COMMITTEE (HVPAC)**

**AGENDA**

<https://us02web.zoom.us/j/88618722639?pwd=OW4rbURGcmhMa2l0VHkzdEJwdUx6UT09>

**Thursday, March 11, 2021**

**1:00 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 HVPAC 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, Wednesday March 10, 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 HVPAC 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 CELTIS CONTRACT EXTENSION – For Action**

Recommendation: Consider approval of HVTAC's recommendation to extend the current agreement with Celtis Ventures for outreach and marketing services.

**ITEM 9 DRAFT FISCAL YEAR (FY) 2021/2022 VALLEY EXPRESS BUDGET – For Action**

Recommendation: Consider the Draft Fiscal Year 2021/2022 Valley Express Budget and provide recommendation to the Ventura County Transportation Commission.

- ITEM 10      CONSIDERATION OF JOINING TransMAC AGREEMENT – For Action**  
Recommendation: Approve entering into the Transit Mutual Aid Compact (TransMAC) Agreement.
- ITEM 11      FUNDING OPPORTUNITY FOR LOW OR NO EMISSION TRANSIT VEHICLES – For Action**  
Recommendation: Consider recommendation to the VCTC authorizing staff to apply for a grant under the FTA 5339(c) Low-or-No-Emission Grant Program, on behalf of the Valley Express bus service, in the amount of \$510,000; and that if selected, to provide the required match in an amount not to exceed 15%, or \$90,000 of local funding, for a total anticipated project cost not to exceed \$600,000.
- ITEM 12      DETERMINE THE NEXT MEETING DATE – For Discussion**
- ITEM 13      ADJOURNMENT**

*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  
POLICY ADVISORY COMMITTEE (HVPAC)**  
Santa Paula City Hall, Council Chambers  
970 Ventura Street, Santa Paula, CA 93060

Wednesday, March 4, 2020  
1:00 p.m.

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## MEETING MINUTES

**MEMBERS PRESENT:** Manuel Minjares, City of Fillmore  
Jenny Crosswhite, City of Santa Paula  
Kelly Long, County of Ventura  
Darren Kettle, VCTC

**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**

*Vice Chair Minjares called the meeting to order at 10:00 a.m.*

**ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**

*None.*

*Chair Long arrived.*

**ITEM 3 PUBLIC COMMENT**

*None.*

**ITEM 4 AGENDA ADJUSTMENTS**

*None.*

**ITEM 5 APPROVAL OF MEETING MINUTES**

**ACTION**

**Minjares moved, seconded by Long that the Committee approve the November 20, 2019 meeting minutes. The motion passed unanimously.**

**ITEM 6 ELECTION OF OFFICERS**

**ACTION**

**Chair Long moved to appoint Commissioner Crosswhite as Chair and Commissioner Minjares as Vice Chair of the Heritage Valley Policy Advisory Committee. The motion passed with no objections.**

*Commissioner Crosswhite chaired the meeting from this point forward.*

**ITEM 7 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, and Dial-A-Ride service is now offered to the general public, an expansion of the service that took effect in August 2017. A report was provided to staff, showing Quarter 2 (Oct-Nov-Dec) FY 2019/2020 Key Performance Indicators (KPI) comparison to FY 2018/2019.*

**ITEM 8      MARKETING AND OUTREACH UPDATE**

*Ms. Jeni Eddington provided an update on the current marketing and outreach activities. A report was provided which summarizes the activities since December 2019, as well as providing a preview of the current year's marketing plan, through remaining FY 2020.*

**ITEM 9      CELTIS CONTRACT EXTENSION**

*Ms. Jeni Eddington reviewed with the Committee members, the current contract agreement for Outreach Programs related to the Valley Express Bus and Dial-A-Ride service with Celtis Ventures (Celtis) will expire on June 30, 2020. In the current contract agreement, there is a provision which allows for an extension for up to two additional one-year terms. At the last Heritage Valley Technical Advisory Committee (HVTAC) meeting, the Committee voted to recommend to Heritage Valley Policy Advisory Committee (HVPAC) to exercise the extension for one more year with the current provider, Celtis.*

**ACTION**

**Long moved and seconded by Minjares to approve the proposed recommendation to extend the Marketing and Outreach Services contract agreement with Celtis Ventures (Celtis), for one more year. The motion passed with no objections.**

**ITEM 10     DRAFT FISCAL YEAR (FY) 2020/2021 VALLEY EXPRESS BUDGET**

*Mr. Aaron Bonfilio reviewed with the Committee members, the recommendation by Heritage Valley Technical Advisory Committee (HVTAC) to approve the Draft Fiscal Year (FY) 2020/2021 Valley Express Budget, (see attachment A, Draft FY 2020/21 Valley Express Budget, and attachment B, Valley Express Budget Model FY 2020/21).*

**ACTION**

**Commissioner Long moved and seconded by Chair Crosswhite to approve the VCTC staff and Heritage Valley Technical Advisory Committee Draft Fiscal Year (FY) 2020/2021 as proposed. The motion passed with no objections.**

**ITEM 11     DETERMINE THE NEXT COMMITTEE MEETING DATE**

*Wednesday, May 20th at 1:30 p.m.  
Location: Santa Paula Council Chambers*

**ITEM 12     ADJOURNMENT**

*The meeting was adjourned at 1:47 p.m.*



**DATE:** MARCH 11, 2021  
**MEMO TO:** HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)  
**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.

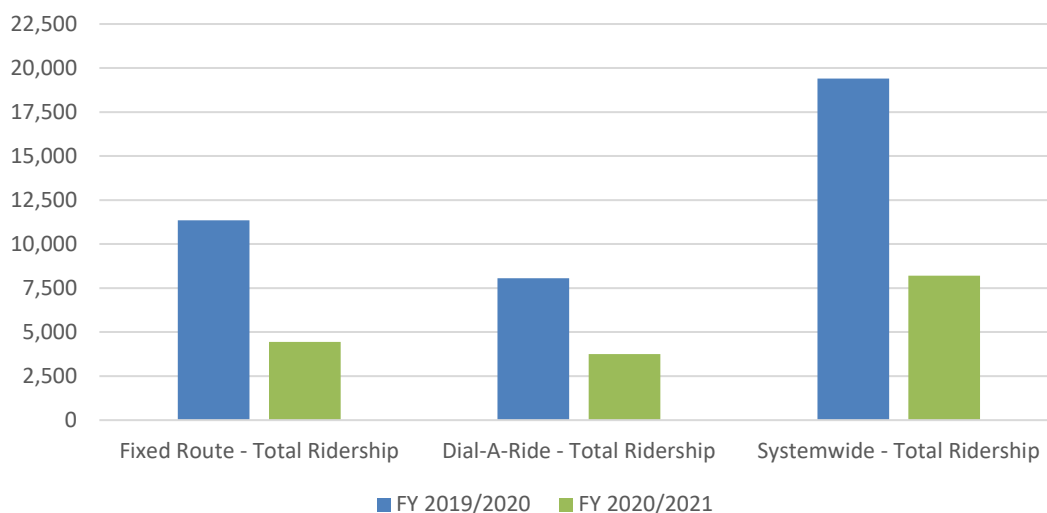
### **Key Performance Highlights:**

- 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>Fixed Routes</b>	<b>FY 2019/2020</b>	<b>FY 2020/2021</b>	<b>Change</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**

<b>SYSTEM-WIDE SERVICE - Valley Express KPI</b>		<b>Qtr 1 FY 2019/20</b>	<b>Qtr 1 FY 2020/21</b>	<b>Yr over Yr % Change</b>
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**

<b>FIXED ROUTE - Valley Express KPI</b>		<b>Qtr 1 FY 2019/20</b>	<b>Qtr 1 FY 2020/21</b>	<b>Yr over Yr % Change</b>
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 FY 2019/20</b>	<b>Qtr 1 FY 2020/21</b>	<b>Yr over Yr % 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: MARCH 11, 2021**

**MEMO TO: HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)**

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

**SUBJECT: MARKETING AND OUTREACH AGREEMENT**

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### **RECOMMENDATION**

- Consider approval of HVTAC's recommendation to extend 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 March 2020 HVPAC meeting the Committee approved recommending to the Commission 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>.

At the February 17, 2021, Heritage Valley Technical Advisory Committee (HVTAC) meeting, the HVTAC considered the option to exercise the final extension year. The HVTAC's recommended action was that the HVPAC to approve recommending to the Commission exercise of the extension option. This item is now presented to the HVPAC for consideration, which, if approved, will then be presented to the Commission.

As noted previously, Celtis has worked very well with staff and improving the Valley Express brand recognition. Most recently outreach and marketing efforts 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). Attached to this item is a summary document highlighting some of the recent outreach activities.

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.

As noted above, staff presents HVTAC's recommendation to exercise the final one-year extension. 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 HVPAC for recommendation to the Commission, the draft amendment will be prepared to extend the Agreement by one year and brought forward to the Commission for final approval. 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.

#### Attachments

*Valley Express Outreach Efforts: July - December 2020*



**DATE: MARCH 11, 2021**

**MEMO TO: HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)**

**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 Ventura County Transportation Commission.

### **BACKGROUND**

On February 17, 2021, the Heritage Valley Technical Advisory Committee (HVTAC) approved for recommendation the draft budget for Fiscal Year 2021/2022. 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 Ventura County Transportation Commission 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 (*currently pending in State legislature*).
- 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 increase for 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).

Lastly, in the past, the City of Santa Paula has funded a portion of their local contribution from Measure T revenues, in lieu of Local Transportation Fund revenues. This “swap” assists the Valley Express service maintain necessary those locally generated revenues required to meet State-mandated farebox recovery ratios. Due to the likelihood for 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 HVPAC consider the Draft Fiscal Year 2021/2022 Valley Express Budget for recommendation to the Commission.

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 incorporate the Valley Express program budget into the draft VCTC Budget package, which will be reviewed by the VCTC Finance Committee. If approved, the draft Fiscal Year 2021/2022 Budget will be presented to the full Commission at the 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 2019/2020 Actual</b>	<b>Fiscal Year 2020/2021 Budget</b>	<b>Fiscal Year 2021/2022 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)	\$ 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:** MARCH 10, 2021

**MEMO TO:** HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)

**FROM:** CLAIRE GRASTY, PROGRAM MANAGER

**SUBJECT:** TRANSIT MUTUAL AID COMPACT (TRANSMAC) AGREEMENT

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### **RECOMMENDATION**

- Approve entering into the Transit Mutual Aid Compact (TransMAC) Agreement

### **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, the California State Legislature saw the benefit of mutual aid arrangements in the transit and transportation sector. AB 2730, signed into law on September 29, 2020, authorizes “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 is consistent with this law.

Joining TransMAC will allow Valley Express bus service to call on the resources of the 18 transit operators that are signatories of the agreement during an emergency. It will provide a formal avenue for Valley Express to also provide its resources it has available when called upon. Resources will not be provided if the Valley Express is not in a position to lend them or they would otherwise hurt operations. The TransMAC agreement also stipulates operators will be reimbursed for resources provided.

VCTC staff and legal counsel has reviewed the TransMAC agreement and has no issues as written and are in support of moving forward, as this agreement will be mutually beneficial to our service and county, as well as to the other signatories.

The HVTAC has considered and approved the TransMAC agreement. Additionally, entering into the agreement is under consideration for the VCTC at their March 5 meeting. Thousand Oaks Transit also plans to move forward with the agreement, while it is under review by the other county operators. The participation by Ventura County operators will grow the membership significantly and make it that much more robust and better prepare the county in an emergency.

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



**DATE: MARCH 11, 2021**

**MEMO TO: HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)**

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

**SUBJECT: FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5339(C) LOW-OR-NO EMISSION PROGRAM GRANT APPLICATION**

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### **RECOMMENDATION**

- Consider recommendation to the VCTC authorizing staff to apply for a grant under the FTA 5339(c) Low-or-No-Emission Grant Program, on behalf of the Valley Express bus service, in the amount of \$510,000; and that if selected, to provide the required match in an amount not to exceed 15%, or \$90,000 of local funding, for a total anticipated project cost not to exceed \$600,000.

### **BACKGROUND**

On February 11, 2021, the Federal Transit Administration (FTA) issued a Notice of Funding Opportunity (NOFO) of \$180 million in competitive grants under the fiscal year 2021 Low or No Emission Grant Program (“Low-No”). The Low-No program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction and/or leasing of required support facilities. Funding is allocated on a competitive basis, from proposals submitted to FTA in response to the NOFO. Applications are due by April 12, 2021 to the FTA through the “Grants.gov” system.

All eligible expenses under the Low-No Program are attributable to compliance with the Clean Air Act and/or the Americans with Disabilities Act. The Federal share of the cost of leasing or purchasing a transit bus is not to exceed 85 percent of the total transit bus cost, and the federal share in the cost of leasing or acquiring low- or no-emission bus-related equipment and facilities is 90% of the net related project cost.

The current fleet of the Valley Express is made up entirely of model year 2015 vehicles. While the fleet remains in good condition and has not reached its useful life, a number of buses will technically reach their useful life over the next 2-4 years, and thus be eligible for replacement using FTA revenues. Additionally, the State’s Innovative Clean Transit fleet rule adopted December 2018 requires all public transit agencies to gradually transition to a 100% zero-emission bus fleet. The timeline for doing so depends on the size of the fleet. In the case of the VCTC-Valley Express fleet, 25% of new bus purchases made between 2026-2028 must be zero-emission, and beginning 2029, 100% of new bus purchases must be zero-emission (either battery-electric or hydrogen fuel cell).

The proposed project would be to purchase two (2) battery-electric zero-emission buses (ZEBS), as well as purchase the necessary vehicle charging equipment and related facility infrastructure improvements. If selected, the grant obligation would be required to be within three years of project selection, by FY 2024. However, VCTC is a member of a current joint-purchasing cooperative with options for battery-electric

buses, and the purchase could be completed as early as 2023. As with other competitive grant opportunities the ability to quickly obligate and spend the grant funding provides an advantage in the application process.

The estimated project cost breakdown (including taxes and fees) is noted below:

<u>Item</u>	<u>Estimated Cost</u>	<u>Contingency</u>	<u>Total</u>
Two Battery-electric ZEB (\$230,000)	\$460,000	\$23,000.00	\$483,000.00
Vehicle Charging and Facility Improvements	100,000	\$10,000.00	\$110,000.00
		Total Estimated Cost	<b>\$593,000.00</b>

As mentioned, a local match of 15% is identified in the recommendation. The proposed grant application for \$510,000 of Low-No program revenues would require up to \$90,000 in matching local revenues. Staff's recommendation is that this contribution be supported by the cost savings realized during the current Fiscal Year 2020/2021. As of February 28, 2021, the Valley Express Contract Services line-item, year-to-date is trending approximately 25% under budget. This is due in large part to the decrease in demand for the Dial-a-ride service as well as reduced fixed route costs, while school-oriented "tripper" routes have been suspended. Although schools are projected to potentially re-open this spring and some demand for Dial-a-ride service is expected to increase, year-end Contract Services costs are anticipated to be at least 15% below budgeted amounts (which is equal to approximately \$257,000). The cost savings at the end of the Fiscal Year could in turn be utilized to defer use of local revenues at a later date, thus making available significant local revenues.

If approved by the HVPAC, the staff report and draft resolution will be prepared for presentation at the April 2, 2021 Commission meeting whereby the Commission would authorize staff to submit the grant application on behalf of the Valley Express bus service.