



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

AGENDA

The meeting will be via ZOOM Webinar

<https://us02web.zoom.us/j/85750268449?pwd=MU9KTGFINWZsRnNELzY3ZU5EYXZZdz09>

WEDNESDAY, April 14, 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 April 13, 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 March 10, 2021 meeting.*

- ITEM 6 ADA CERTIFICATION SERVICES PROGRAM – Verbal Update**
 - *Receive and file.*

- ITEM 7 FISCAL YEAR (FY) 2021/22 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS (UTN) FINDINGS – Verbal Update**
 - *Review the draft Fiscal Year 2021/2022 Unmet Transit Needs Findings and staff recommendation.*

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- ITEM 8** **TITLE VI DRAFT REPORT – For Action**
 - *Review the Draft VCTC Title VI Program Update (June 1, 2021 – May 31, 2024).*
- ITEM 9** **COVID-19 OPERATIONS UPDATE – Verbal Update**
- ITEM 10** **FUTURE AGENDA ITEMS**

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**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
Wednesday, March 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)
Tyler Nestved, City of Camarillo
Philip Pulley, City of Ojai
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)
Ben Cacatian, VCAPCD (ex-officio)

**MEMBERS
ABSENT:**

City of Fillmore
City of Moorpark
City of Oxnard
City of Port Hueneme
City of Santa Paula

**VCTC STAFF
PRESENT:**

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

ITEM 1 CALL TO ORDER

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

ITEM 2 INTRODUCTIONS & ANNOUNCEMENT

Mr. Martin Erickson, VCTC, made a brief announcement, drivers are receiving their vaccinations.

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

None.

ITEM 5 APPROVAL OF JANUARY MINUTES

ACTION

Albarran moved Taylor seconded, that the Committee approve the February 10, 2021 meeting minutes as amended. The motion passed with no objections.

ITEM 6 ADA CERTIFICATION SERVICES

Ms. Tricia Avila, Mobility Management Program, provided an update on the ADA Certification Services for the month of February (please see attached report). She reviewed there was a slight increase in ADA determinations, last month it was 91 and for the current month it is 135. She also mentioned recertifications increased to 105 (they have been reaching out to every single participant ahead of time directly). Lastly, they received 33 new applications.

ITEM 7 REGIONAL TRANSIT SAFETY PERFORMANCE TARGETS (PTASP)

Ms. Priscilla Freduah-Agyemang, Southern California Association of Governments, provided a PowerPoint presentation on the Regional Transit Safety Performance Targets (PTASP).

ITEM 8 STATUS OF FEDERAL CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROJECTS

Mr. Peter De Haan, VCTC, reviewed with the Committee the status of obligated Federal Congestion Mitigation and Air Quality (CMAQ) projects for the current Federal Fiscal Year (FFY), as well as anticipated for future years (see attachment, which provides the recent projects added).

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

Ms. Heather Miller, VCTC, noted that the recommendation presented in the Staff report has since been revised. The original recommendation was: 1) to fund two (2) Zero-Emission Bus (ZEB) fueling Facilities in Ventura County, one at the Gold Coast Transit facility in Oxnard and one at the Simi Valley Transit Maintenance facility in Simi Valley (see initial staff report provided), and 2) Agencies contribute local shares of FY20/21 Low Carbon Transit Operations Program (LCTOP) funds totaling \$49,680 to their region's ZEB Fueling Facilities project.

The new staff recommendation is:

Approve the Ventura County Transportation Commission (VCTC) FY2020/21 Low Carbon Transit Operations Program (LCTOP) Allocation Request of \$886,110 for the following projects:

- \$420,000 for the College Ride Transit Fare Promotion and
- \$466,110 for Metrolink Saturday Service.

Staff encourages the cities of Camarillo, Moorpark, Simi Valley and Thousand Oaks to continue to co-sponsor the project by contributing their LCTOP funds for FY20/21 in the amount of \$18,983 for a total amount of \$905,093 in FY 2020/21 LCTOP funds.

ACTION

Kroes moved Gonzales seconded, that the Committee approve the Ventura County Transportation (VCTC) FY2020/21 Low Carbon Transit Operations Program (LCTOP) Allocation Request of \$886,110 for the two projects: 1) \$420,000 for the College Ride Transit Fare Promotion and, 2) \$466,110 for Metrolink Saturday Services. Staff encourages the cities of Camarillo, Moorpark, Simi Valley and Thousand Oaks to continue to co-sponsor the project by contributing their LCTOP funds for FY2020/21 in the amount of \$18,983 for a total amount of \$905,093 in FY 2020/21 LCTOP funds. The motion passed as amended with no objections.

ITEM 10 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN (TEPP)

Ms. Grasty, VCTC, updated the Committee, at the last Commission meeting VCTC has approved to enter into the TransMAC agreement and will be providing each agency with a hard copy of this agreement once it has been officially executed.

ITEM 11 TRANSIT INTEGRATION AND EFFICIENCY STUDY (TIES)

Mr. Martin Erickson, VCTC, reviewed with the Committee at the last Commission meeting, the consulting agreement between VCTC and Fehr & Peers was approved, for the development of a Transit Integration and Efficiency Study (TIES). He also thanked everyone who participated in the selection committee.

ITEM 10 ADJOURNMENT

Chair Miller adjourned the meeting at 2:16 pm.



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APRIL 14, 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.

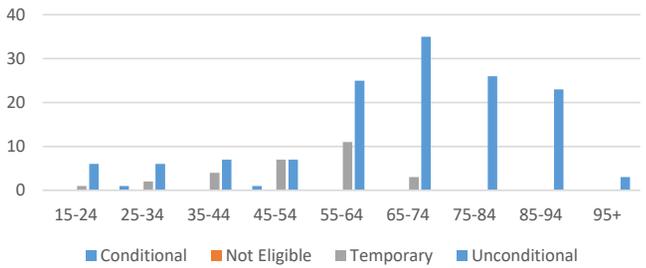
DISCUSSION:

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 *March 2021*.



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Mar-21								
		March	Feb.	Jan.	Dec.	Nov.	Oct.	As of March 17th MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions.
Call Center	Inbound ADA Calls	244	165	152	142	120	188	
	Outbound ADA calls	380	311	205	182	191	225	
	Average hold time (in seconds)	1.4	1.2	1	1	1.1	1.1	
	Outbound Area Transmittals	10	7	2	2	0	7	
	Inbound Area Transmittals	7	7	6	3	2	7	
								Riders requesting service outside of Ventura County
								Riders requesting service into Ventura County
Applications Received	Recertification	118	105	65	57	63	73	Total applications received: 169
	New Applications	51	33	26	24	22	27	Online Applications Received: 2 (2%)
Applications Received by Service Area	Camarillo Area	11	7	7	10	8	7	Applications by Language 
	Gold Coast Area	73	49	36	42	31	38	
	Valley Express Area	5	8	5	1	1	0	
	Moorpark Area	6	10	3	3	2	5	
	Simi Valley Area	41	34	20	13	27	27	
	Thousand Oaks	29	29	20	10	16	23	
	Out of County	4	1	0	2	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)	42	22	25	23	15	13	
	Complete, Over 85+	8	5	2	0	3	1	
	Complete, Phone Interview	2	1	2	3	8	17	
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0	
	Complete, Recertifications	117	107	62	56	60	70	
	Completed Determinations	169	135	91	82	86	101	
Delays in Processing (Cumulative)	Due to incomplete application by client	5	2	1	0	0	5	In-person Interviews by Eligibility and Assessment Type 
	Pending Professional Evaluation (PE)	2	3	0	3	5	4	
	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)				138	82%			
Conditional				2	1%			
Temporary				29	17%			
Denials				0	0%			
Short Term				0	0%			

Mar-21

Mar-21				
Applications Received - GCT Area Cities	Mar.	Feb.	Jan.	Dec.
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	3	1	0	0
Oak View	0	0	0	3
Oxnard	44	26	23	22
Saticoy	0	0	0	0
Port Hueneme	7	3	1	3
Ventura	19	19	12	14
Applications Received-Valley Express Area Cities				
Fillmore	3	1	2	0
Piru	0	0	0	0
Santa Paula	2	7	3	1

Monthly Queue Call Report (March)

	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	Σ	
Grand Total	232	2	178	9	45	0	232	0	232	0	0	0.00	45	70.69%
Monday	64	2	53	1	10	0	64	0	64	0	0	0.00	10	78.13%
Tuesday	55	1	40	2	13	0	55	0	55	0	0	0.00	13	67.27%
Wednesday	45	1	35	1	9	0	45	0	45	0	0	0.00	9	71.11%
Thursday	35	1	30	2	3	0	35	0	35	0	0	0.00	3	77.14%
Friday	30	1	20	3	7	0	30	0	30	0	0	0.00	7	60.00%
Saturday	3	0	0	0	3	0	3	0	3	0	0	0.00	3	0.00%



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APRIL 14, 2021

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM: CLAIRE GRASTY, PROGRAM MANAGER – REGIONAL TRANSIT PLANNING
JENI EDDINGTON, TRANSIT PLANNER**

**SUBJECT: FISCAL YEAR (FY) 2021/22 TRANSPORTATION DEVELOPMENT ACT (TDA)
UNMET TRANSIT NEEDS (UTN) FINDINGS**

RECOMMENDATION:

- Review the draft Fiscal Year 2021/2022 Unmet Transit Needs Findings and staff recommendation

DISCUSSION:

As part of the annually required Unmet Transit Needs Findings, the Citizen's Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) is required to review and comment on the recommendations proposed to be presented to the Commission. The findings were brought to CTAC/SSTAC at the April meeting for approval. The Unmet Transit Needs Assessment is attached.

Pursuant to Senate Bill 203, the cities of Santa Paula, Fillmore, Moorpark, and Camarillo are subject to the Unmet Transit Needs process. Additionally, on June 11, 2018, legislation allowed Thousand Oaks to spend TDA fund on streets and roads and they therefore now participate in the process as well. VCTC Intercity service does not utilize Article 8 funds for non-transit purposes; however, service requests for the regional service it provides are included in the process. The Gold Coast Transit District (GCTD), City of Ojai and the City of Simi Valley do not utilize or claim TDA Article 8 funds for non-transit purposes and their service is not subject to the Unmet Transit Needs process.

Adopted Criteria

In order for a request to be considered an Unmet Transit Need, it must receive at least 15 requests for general public service or 10 requests for disabled service:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs.
- Service must be needed by and benefit the general public.

Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

If they fulfill the above criteria, the need must also be determined to be reasonable to meet.

Public Input Process

The public comment period for the Fiscal Year 2021-2022 Unmet Transit Needs process was held between December 11, 2020 and February 12, 2021 with comments received prior to December 11th being included in this report.

Each year, VCTC uses a variety of channels to promote and solicit public comment for the Unmet Transit Needs process including an online survey, social media advertising, eblasts, community meetings, and the GOVCbus app. Public notices were also printed in the Ventura County Star and VIDA News.

This year, 68 surveys were received which is comparable to previous years. VCTC hosted two county-wide virtual community meetings and a virtual public hearing where almost a dozen comments were received. Additional comments were received via email. Overall, 126 respondents provided 166 comments.

Analysis

Staff screened each comment received based on the criteria; no requests met the 15-comment threshold for fixed route or the 10-comment threshold for dial-a-ride service and therefore were not further screened to determine if the need was reasonable to meet.

The FY20-21 Unmet Needs process had two requests that met the 15-comment threshold; service to Santa Clarita from Fillmore and Santa Paula, and service between Fillmore and Moorpark. Service to Santa Clarita is not technically an Unmet Need as the request is for service into LA County. However, as this has been the most requested service improvement over the last several years, VCTC staff has endeavored to plan for a scenario to bring the service forward as a potential partnership with Santa Clarita Transit and the cities in the Heritage Valley. Fleet capacity and needs, route costs and route configuration are issues to be addressed as part of the planning process.

Additionally, there has been repeat demand expressed for several years regarding connectivity between the cities of Fillmore and Moorpark, including this year where it was the most frequent comment received during the public participation process. As with service to Santa Clarita, issues of fleet capacity and needs, route costs and route configuration will need to be addressed as part of the planning process. Planning for these service improvements has been superseded by responding to the COVID-19 pandemic that has resulted in significant service reductions and uncertain funding for transit. VCTC has been focused on providing transit safely and effectively for essential trips for individuals who continue to rely on public transit. As transit agencies work to recover from the reduced ridership and revenue brought on by COVID-19, the priority is to reinstate service. VCTC staff intends to restart planning efforts for these routes after reduced transit service has been reinstated and the funding picture is clearer.

VCTC and the operators value all comments and public input as they are essential to improving public transit in Ventura County. The transit providers receive comments about their service through this process and take all feedback received into consideration for future planning purposes.

The most frequent comments that are not applicable to the Unmet Transit Needs process but are nonetheless valuable for the operators are the following:

- Expanded service to multiple Los Angeles County locations.
- Expanded service and increased service hours into Santa Barbara county.
- The reinstatement of pre-Coronavirus routes that were suspended.
- Countywide Sunday Service



April 14, 2021

MEMO TO: TRANSIT OPERATORS COMMITTEE (TRANSCOM)

**FROM: CLAIRE GRASTY, PROGRAM MANAGER – REGIONAL TRANSIT PLANNING
JENI EDDINGTON, TRANSIT PLANNER**

SUBJECT: DRAFT VCTC 2021 TITLE VI PROGRAM UPDATE

RECOMMENDATION:

- Review and Comment on the Draft VCTC 2021 Title VI Program Update

DISCUSSION:

The Federal Transit Administration (FTA) requires recipients of federal assistance to provide assessments of compliance with Title VI of the Civil Rights Act of 1964 as part of the grant approval process. An updated plan must be submitted by grantees every three years; VCTC will submit the attached report by July 31, 2021. Title VI regulations mandate that no person in the United States shall, on the ground of race, color and national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the FTA.

The Commission's commitment to ensuring that its services are delivered and implemented in accordance with Title VI is described in the Non-Discrimination notice and procedures that were adopted by the Commission on October 10, 2012. The existing practices conform to Caltrans' requirements for implementing Title VI and the Americans with Disabilities Act (ADA) regulations. However, as a recipient of FTA funds, requirements for implementing Title VI are more extensive and require the adoption of a Title VI Program under the guidelines set forth in FTA Circular 4702.1B, *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*.

The Circular has general requirements and guidelines for all recipients and additional requirements for fixed route transit providers. Below is a summary of the 2021 VCTC Title VI Program:

- **Title VI Notice to the Public**
Posted in public locations (website, buses, brochures, etc.)

- **Title VI Complaint Procedures**
- **Title VI Complaint Form**
- **List of transit-related Title VI investigations, complaints, or lawsuits**
FTA requires that a list of cases be held for five years.
- **Public Participation Plan**
Promotes inclusive public participation using outreach events, bilingual print material and the Unmet Transit Needs process, etc.
- **Language Assistance Plan**
Ensures meaningful access for persons who are limited-English proficient (LEP) through use of bilingual materials, bilingual staff, interpreter services, etc.
- **Membership of non-elected committees and councils**
- **Monitoring procedures for subrecipients**
Responsible for establishing monitoring procedures for subrecipients who are extended federal funds, unless the subrecipient is also a direct recipient of FTA.
- **Title VI equity analysis for the site and location of facilities**
For this current report this requirement is not applicable to VCTC.
- **Documentation that the governing board has reviewed and approved the Program**
A copy of meeting minutes or a resolution must be submitted with the Title VI Program Report.

After review by TRANSCOM on April 14, 2021, staff plans to bring the Title VI Program to the Commission for approval at the May 7, 2021 meeting. Upon approval of the Title VI Program by the Commission, staff will submit the report to FTA via the Transit Award Management System (TrAMS) system. Concurrence and approval of the report by the FTA Regional Civil Rights Office is anticipated within 30 days. The Title VI Program is updated every three years, or as necessary, when guidelines are revised or as compliance reviews require.

Attachment: VCTC 2021 Draft Title VI Program Report