



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

**AGENDA  
Wednesday, September 8, 2021  
1:30 p.m.**

The meeting will be via ZOOM Webinar

<https://us02web.zoom.us/j/86983079729?pwd=ZHNkYlNnTWZhXZlFKWEV1eWY5MUg1UT09>

On June 11, 2021, the Governor issued Executive Order N-08-21 maintaining the suspension of certain provisions of the Brown Act to continue to allow for local legislative bodies to conduct meetings completely telephonically or by other electronic means through September 30, 2021. As such, VCTC conducts its meetings by teleconference and members participate from individual remote locations with no physical locations open to the public for the TRANSCOM meeting.

**Members of the public are encouraged to attend the meeting remotely.** Persons who wish to address the Committee on an item to be considered at this meeting are asked to submit comments in writing to the Committee at [jeddington@goventura.org](mailto:jeddington@goventura.org) by 4:30 p.m. Tuesday, September 7, 2021. If you would like to participate in a verbal public comment on any item on the agenda during the meeting, please email your comment to [jeddington@goventura.org](mailto:jeddington@goventura.org). Comments received will be read into the record during the public comment portion of this meeting.

- ITEM 1 CALL TO ORDER**
- ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**
- ITEM 3 PUBLIC COMMENT**
- ITEM 4 AGENDA ADJUSTMENTS**
- ITEM 5 APPROVAL OF MAY MINUTES – For Action**
  - *Waive the reading and approve the minutes of the May 12, 2021 meeting.*
- ITEM 6 APPROVAL OF JULY MINUTES – For Action**
  - *Waive the reading and approve the minutes of the July 14, 2021 meeting.*
- ITEM 7 ADA CERTIFICATION SERVICES PROGRAM – Verbal Update**
- ITEM 8 APPROVE FISCAL YEAR 2021/22 PROGRAM OF PROJECTS (POP) - For Action**
- ITEM 9 ADOPTION OF DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR VCTC AND SUBRECIPIENTS FOR PROJECTS FUNDED BY THE FEDERAL TRANSIT ADMINISTRATION – For Discussion**
- ITEM 10 COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN – Verbal Update**
- ITEM 11 VCBUSPASS CONTACTLESS FARE SYSTEM PROGRAM – Verbal Update**
- ITEM 12 DRAFT REPORT ON AB1351 BY CalSTA/CALTRANS – Verbal Update**
- ITEM 13 FUTURE AGENDA ITEMS – For Discussion**

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*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 Administrative Assistant at (805) 642-1591 ext. 111. 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.*



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## TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

Meeting held remotely via Zoom  
Wednesday, May 12, 2021  
1:30 p.m.

### Meeting Minutes

**MEMBERS  
PRESENT:**

Matt Miller, Gold Coast Transit District (Chair)  
Ben Gonzales, City of Simi Valley (Vice Chair)  
Tyler Nestved, City of Camarillo  
Shaun Kroes, City of Moorpark  
Philip Pulley, City of Ojai  
Tim Bochum, City of Oxnard  
Mike Houser, City of Thousand Oaks  
Treena Taylor, County of Ventura  
Martin Erickson, VCTC Intercity Bus

Christopher Jetton, CSU Channel Islands (ex-officio)  
Ben Cacatian, VCAPCD (ex-officio)

**MEMBERS  
ABSENT:**

City of Fillmore  
City of Santa Paula  
City of Ventura

**VCTC STAFF  
PRESENT:**

Darren Kettle, Executive Director  
Peter De Haan, Programming Director  
Amanda Fagan, Planning and Policy Director  
Claire Grasty, Regional Transit Planning Manager  
Heather Miller, Programming Manager  
Aaron Bonfilio, Transit Services Manager

**ITEM 1 CALL TO ORDER**

Chair Miller called the meeting to order at 1:32 p.m. via ZOOM.

**ITEM 2 INTRODUCTIONS & ANNOUNCEMENT**

None.

**ITEM 3 PUBLIC COMMENT**

None.

**ITEM 4 AGENDA ADJUSTMENTS**  
None.

**ITEM 5 APPROVAL OF MEETING MINUTES FOR APRIL 14, 2021**

**ACTION**

**Kroes moved, Gonzalez seconded, that the Committee approve the April 14, 2021 meeting minutes. The motion passed with no objections.**

**ITEM 6 ADA CERTIFICATION SERVICES**

Mr. Mike Culver, Mobility Management Partners (MMP), provided an update on the Americans with Disabilities Act (ADA) Certification Services for the month of April (attached).

**ITEM 7 DISTRIBUTION OF AMERICAN RELIEF PLAN (ARP) ACT FUNDS**

Mr. Peter De Haan, VCTC, reviewed with the Committee the federal government approval of three COVID relief bills, each of which provides emergency transit funding distributed according to a different method, which is as follows:

1. Coronavirus Aid, Relief, and Economic Security (CARES Act)  
Urban Area Funds = \$67,166,310  
Rural Area Funds = \$1,303,379
2. Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act  
Urban Area Funds = \$0  
Rural Area Funds = \$1,172,379
3. American Relief Plan (ARP) Act  
Urban Area Funds = \$15,023,627  
Rural Area Funds = \$500,00 (estimate)

*There was extensive discussion amongst the Committee members.*

**ACTION**

**Nestved moved, Kroes seconded, that the Committee approve the distribution of federal relief funds as amended:**

1. **City of Camarillo will receive 25 percent,**
2. **City of Simi Valley will be brought up to 132% of Operating Budget Fiscal Year (FY) 2018, and**
3. **Remaining Operators will be receiving the remaining 93% of the Distribution Funds. The motion passed as amended with no objections.**

Mr. De Haan requested each transit operator provide the VCTC staff (by May 20) with the projects proposed for using its share of ARP funds. Mr. De Haan noted that the Federal Transportation Administration (FTA) has online guidelines to the FAQ available for those who would like complete details.

**ITEM 8 FISCAL YEAR PROGRAM OF PROJECTS (POP) DEVELOPMENT PROCESS**

Ms. Heather Miller, VCTC, reviewed the process for developing the Program of Projects (POP) for transit projects to be programmed in Ventura County for the FY 2021-22 federal apportionments.

She noted each transit operator is being requested to provide VCTC staff (by May 20) a program of projects that is proposed for funding using its share of available funds.

**ITEM 9 REVISION TO LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FISCAL YEAR (FY) 2020-21 PROGRAM**

**ACTION**

**Kroes moved, Gonzales seconded, that the Committee approve the revised Ventura County Transportation Commission Fiscal Year 2020/21 Low Carbon Transit Operations Program Allocation request of \$886,110 to fund the College Ride Program. The motion passed with no objections.**

**ITEM 10 COMMENT REGARDING CENSUS BUREAU URBANIZED AREA DEFINITION CRITERIA**

Ms. Amanda Fagan, VCTC, reviewed the staff recommendation to approve the letter/comment to the United States Census Bureau (dated May 13, 2021) about the proposed policy for redefining urbanized areas based on the 2020 Census data.

**ACTION**

**Miller moved, Taylor seconded, that the Committee approve the letter/comment dated May 13, 2021 about the proposed policy for redefining urbanized areas based on the 2020 Census data. The motion passed with no objections.**

**ITEM 11 TRANSIT INTEGRATION AND EFFICIENCY STUDY (TIES) – OPERATORS WORKING GROUP MEETING**

Mr. Erickson, VCTC, introduced the project consultants, Fehr and Peers, who made a presentation to the Committee. The Committee discussed the presentation and survey questions about transit trends.

**ITEM 12 ADJOURNMENT**

Chair Miller adjourned the meeting at 2:45 pm.



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**MEETING MINUTES OF JULY 14, 2021  
VCTC TRANSIT OPERATORS COMMITTEE  
AT 1:30 P.M. VIA ZOOM**

**MEMBERS PRESENT:**

Matt Miller, Gold Coast Transit District (Chair)  
Ben Gonzales, City of Simi Valley (Vice Chair)  
Tyler Nestved, City of Camarillo  
Shaun Kroes, City of Moorpark  
Phillip Pulley, City of Ojai  
Debbie O'Leary, City of Oxnard  
Sergio Albaran, City of Ventura  
Mike Houser, City of Thousand Oaks  
David Fleisch, County of Ventura

Christopher Jetton, CSUCI (ex-officio)  
Ben Cacatian, VCAPCD (ex-officio)

**MEMBERS ABSENT:**

City of Fillmore  
City of Port Hueneme  
City of Santa Paula

**VCTC STAFF  
PRESENT:**

Amanda Fagan, Planning and Policy Director  
Caitlin Brooks, Program Manager / Transportation Planning  
Aaron Bonfilio, Program Manager / Transit Contracts  
Peter De Haan, Programming Director  
Heather Miller, Program Manager / Programming  
Vera Vega, Administrative Assistant

**ITEM 1      CALL TO ORDER**

*Chair Miller called the regular TRANSCOM meeting to order via ZOOM.*

**ITEM 2      INTRODUCTIONS AND ANNOUNCEMENTS**

*Ben Cacatian announced that Ventura County is receiving nearly \$6 million to install EV chargers. The funds are available on a first-come, first-served basis. For further information contact [danny@vcapcd.org](mailto:danny@vcapcd.org).*

**ITEM 3      PUBLIC COMMENTS**

*None*

**ITEM 4      AGENDA ADJUSTMENTS**

*None*

**ITEM 5      APPROVAL OF MAY MINUTES**

*This item was deferred to the next meeting as the Committee members had not received the minutes.*

**ITEM 6 ADA CERTIFICATION SERVICES PROGRAM**

*Michael Culver of MMP reported that the ADA certification is performing as expected. Volumes have been picking up as the pandemic has subsided. The cost for the year was within the normal range.*

**ITEM 7 FISCAL YEAR 2021/22 STATE OF GOOD REPAIR (SGR) PROGRAM**

*Heather Miller of VCTC staff described the SGR program. She explained that the agenda item table has the estimated apportionments, with the final numbers expected to come out on August 1<sup>st</sup>. Not much change is anticipated. VCTC needs to receive the projects from the local transit operators by August 20<sup>th</sup> to review, approve, and submit to Caltrans.*

**ITEM 8 COORDINATED PUBLIC TRANSIT / HUMAN SERVICES TRANSPORTATION PLAN**

*Claire Grasty of VCTC presented the item. The consultant Nelson/Nygaard is in the research phase. There is some overlapping stakeholder engagement. Everyone on TRANSCOM should have received the survey. More public meetings are planned in the fall.*

**ITEM 9 CONTACTLESS FARE SYSTEM**

*Aaron Bonfillio of VCTC announced that the system is now installed on all eight bus operators that collect fares. Usage has been fairly steady. Aaron reviewed the data. He mentioned that currently only cards are being sold at ticket counters and online, but four users have discovered on their own that they can load accounts to the app, thus paying with their phone. Matt Miller of GCTD asked how to report a maintenance issue, and Aaron responded that each operator has a Cubic project manager assigned. Matt also asked when would VCTC officially load the full capability, and Aaron answered that the goal was the end of August.*

*Christopher Jetton of CSUCI asked about the status of using the University's IDs. Aaron stated that patrons must currently show their IDs but VCTC will start up again the tapping of the IDs. Matt asked if other transit operators should honor University IDs that riders show, and Claire answered that they should use their best judgment but err on the side of generosity until the school year starts.*

**ITEM 10 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN**

*Claire informed the Committee that VCTC is on the TransMAC steering committee, and any agency that wants to join should let VCTC know. They are trying to get the state Office of Emergency Services as an advisory member. Claire stated that transit operators should be sure to review the TEPP information on disaster reimbursement. Currently they are looking into the process to share ADA certification information with appropriate disaster response agencies.*

*Matt reported that GCTD is building up its contingency fleet, using buses that are at the end of their useful life, but the CNG tanks are still good. Mike Houser of Thousand Oaks said that perhaps there should be consideration of a countywide contingency fleet of CNG buses and how to fund the ongoing maintenance.*

**ITEM 11 ADJOURNMENT**

*Chair Miller adjourned the meeting.*





September 8, 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 are the ADA Paratransit Certification Services Reports from MMP for review at the TRANSCOM meeting. This report covers the period of July 2021.



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**September 8, 2021**

**MEMO TO:     TRANSIT OPERATORS ADVISORY COMMITTEE**  
**FROM:         PETER DE HAAN, PROGRAMMING DIRECTOR**  
**SUBJECT:      APPROVE FISCAL YEAR 2021/22 PROGRAM OF PROJECTS**

**RECOMMENDATION:**

- Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year (FY) 2021/22.

**BACKGROUND:**

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review transit projects proposed to be funded with federal dollars. As the designated recipient of federal transit funds, the Ventura County Transportation Commission (VCTC) is required to hold a public hearing and adopt a POP which lists projects to be funded with federal funds in each of the four urban areas in Ventura County. Thus, VCTC prepares the POP using separate programs for the Oxnard/Ventura, Thousand Oaks/Moorpark, Simi Valley, and Camarillo urbanized areas, as defined by the U.S. Census Bureau.

In May VCTC staff provided the transit operators with tables showing the calculation of estimated revenues and expenses for the four urbanized areas. That information was discussed at the Committee meeting. The transit operators were then to provide proposed programs based on the amounts of funds shown in the tables as being available for each operator.

Under VCTC's adopted policy, the estimated amount to be generated under the FTA formula by each transit operator's service provides the target amount for that operator's program. For agencies providing local bus service, the programming target includes the amount generated under the formula for the jurisdiction's population, after subtracting out a share of costs for countywide planning activities. The POP incorporates the FY 2021/22 Countywide Planning off-the-top amount of \$1,670,000, which takes into account \$200,000 in carryover CARES off-the-top funds being used to reduce this year's off-the-top amount.

The FY 2021/22 POP includes the ARP funding distribution approved at the May 2021 TTAC meeting. It also includes transit-related CMAQ funds approved in the recent CMAQ call for projects, and the second years' worth of Section 5310 Senior/Disabled and Section 5307 JARC funds approved in the most recent JARC/5310 call for projects. For Gold Coast, the POP shifts \$236,456 of JARC-related CARES expenditures from CARES to ARP, for the Late Night Safe Rides Project, with the CARES funds previously programmed for this project being used instead for bus operations.

It is important to mention that the federal transportation program authorization law, the Fixing America's Surface Transportation (FAST) Act, is scheduled to expire on September 30<sup>th</sup>, and no reauthorization bill has passed. Therefore, the POP is based on the conservative assumption that FY 2021/22 federal transit funding will be the same as the amount authorized for FY 2021/22 under FAST. Should the adopted FY 2022 Federal transportation budget be lower than these estimates, it will be necessary to make changes to the Program of Projects.

The POP was published for public notice in the September 7<sup>th</sup> Ventura County Star. Staff will present the POP to the VCTC for Public Hearing and approval at the September 10<sup>th</sup> meeting.

### Program of Projects

The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2021/22 Fiscal Year (FY 2022). The funds available in FY 2022 are estimated to be \$740,000 in Section 5310 funds and \$31,576,000 in other funds for the Oxnard UA, \$330,000 in Section 5310 funds and \$9,550,000 in other funds for the Thousand Oaks UA, \$2,835,000 for the Camarillo UA, and \$7,815,000 for the Simi Valley UA, based on anticipated FY 2022 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, September 10, 2021. Persons wishing to make a verbal comment at the hearing must no later than 4:30 p.m., Thursday, September 9, 2021, email the comment to [ribarra@goventura.org](mailto:ribarra@goventura.org) or provide the comment via telephone at 805-642-1591, extension 101, and that comment will be read into the record during the hearing. The hearing can be viewed at <https://us/j/88289980181?pwd=L1RWempQSnBRN1dSb0VOdGZtMExQUT09>. The POP is available for public inspection at 751 E. Daily Drive, Suite 420, Camarillo CA 93010, and on-line at <https://www.goventura.org/work-with-vctc/grant-opportunities/>. Unless a subsequent list is published, this list will become the final Program of Projects for inclusion in the Southern California Association of Governments Federal Transportation Improvement Program.

### FY 2021/22 Federal Transit Program of Projects

	Total Cost	Federal Share	Local Share & Other
<b>OXNARD/VENTURA URBANIZED AREA</b>			
<b>Gold Coast Transit</b>			
<u>Operating Assistance</u>			
Operating Assistance (FY 22/23)	\$ 3,000,000	\$ 1,500,000	\$ 1,500,000
Operating Assistance (FY 21/22) (CARES Act funds reprogramming)	\$ 236,456	\$ 236,456	\$ -
Operating Assistance (ARP Act)	\$ 3,201,368	\$ 3,201,368	\$ -
Late Night Safe Rides Project (ARP Act)	\$ 236,456	\$ 236,456	\$ -
South Oxnard Micro-Transit (JARC)	\$ 318,845	\$ 273,400	\$ 45,445
	<u>\$ 6,993,125</u>	<u>\$ 5,447,680</u>	<u>\$ 1,545,445</u>
<u>Capital Assistance</u>			
Preventive Maintenance (FY 22/23)	\$ 2,095,658	\$ 1,676,526	\$ 419,132
Preventive Maintenance (ARP Act)	\$ 2,827,518	\$ 2,827,518	\$ -
Replace 3 Buses Cost Increase (CMAQ)	\$ -	\$ 77,000	\$ -
Replace 9 Buses (CMAQ)	\$ 5,181,380	\$ 4,587,076	\$ 594,304
Operations and Maintenance Facility Debt Service	\$ 602,500	\$ 482,000	\$ 120,500
Operations and Maintenance Facility Debt Service (5339 Funds)	\$ 636,034	\$ 636,034	\$ -
ADA Paratransit Service (FY 22/23)	\$ 1,195,415	\$ 956,332	\$ 239,083
ADA Paratransit Service (ARP Act)	\$ 1,886,258	\$ 1,886,258	\$ -
	<u>\$ 12,538,505</u>	<u>\$ 13,128,744</u>	<u>\$ 1,373,019</u>
Total Gold Coast	\$ 19,531,629	\$ 18,576,424	\$ 2,918,463
<b>Ventura County Transportation Commission</b>			
<u>Operating Assistance</u>			
VCTC Intercity Operating Assistance (FY 22/23)	\$ 2,534,052	\$ 1,267,026	\$ 1,267,026
VCTC Intercity Operating Assistance (ARP Act)	\$ 1,497,397	\$ 1,497,397	\$ -
VCTC Countywide Transit Functions (CARES Act)	\$ 800,466	\$ 605,517	\$ -
Ventura County Human Services Agency RAIN TLC Work Reliability Transport (JARC)	\$ 74,947	\$ 62,456	\$ 12,491
	<u>\$ 4,906,862</u>	<u>\$ 3,432,396</u>	<u>\$ 1,279,517</u>
<u>Planning Assistance</u>			
Transit Planning and Prioritization (FY 22/23)	\$ 301,601	\$ 241,281	\$ 60,320
Regional Transit Information Center (FY 22/23)	\$ 131,250	\$ 105,000	\$ 26,250
Countywide Outreach Activities (FY 22/23) (CMAQ Funds)	\$ 636,000	\$ 636,000	\$ -
	<u>\$ 1,068,851</u>	<u>\$ 982,281</u>	<u>\$ 86,570</u>
<u>Capital Assistance</u>			
Regional Transit Tech Equipment (FY 22/23)	\$ 537,500	\$ 430,000	\$ 107,500
VCTC Intercity Preventive Maintenance (FY 22/23)	\$ 447,295	\$ 357,836	\$ 89,459
VCTC Intercity Rehab / Facility Lease (FY 22/23) (Sec 5339)	\$ 195,047	\$ 195,047	\$ -
Metrolink Preventive Maintenance (FY 22/23)	\$ 1,848,773	\$ 1,848,773	\$ -

Metrolink Capital Rehab (FY 22/23)(Sec 5337)	\$ 3,307,780	\$ 3,307,780	\$ -
Metrolink Prev Maintenance (FY 22/23)(Sec 5337)	\$ 1,779,139	\$ 1,779,139	\$ -
	<u>\$ 8,115,534</u>	<u>\$ 7,918,575</u>	<u>\$ 196,959</u>
Total VCTC	\$ 14,091,247	\$ 12,333,252	\$ 1,563,046
<b>Valley Express</b>			
Operating Assistance			
Operating Assistance (FY 22/23)	\$ 1,326,448	\$ 663,224	\$ 663,224
Total Valley Express	<u>\$ 1,326,448</u>	<u>\$ 663,224</u>	<u>\$ 663,224</u>
TOTAL	<u>\$ 34,949,325</u>	<u>\$ 31,572,900</u>	<u>\$ 5,144,734</u>
<b>THOUSAND OAKS/MOORPARK URBANIZED AREA</b>			
<b>Ventura County Transportation Commission</b>			
Operating Assistance			
VCTC Intercity Operating Assistance (ARP Act)	\$ 714,162	\$ 714,162	\$ -
VCTC Countywide Operations Functions (CARES)	\$ 194,949	\$ 194,949	\$ -
	<u>\$ 909,111</u>	<u>\$ 909,111</u>	<u>\$ -</u>
Planning Assistance			
Transit Planning and Prioritization (FY 22/23)	\$ 17,329	\$ 13,863	\$ 3,466
Bus Service Planning (FY 22/23)	\$ 531,250	\$ 425,000	\$ 106,250
	<u>\$ 548,579</u>	<u>\$ 438,863</u>	<u>\$ 109,716</u>
Capital Assistance			
VCTC Intercity Preventive Maintenance (FY 22/23)	\$ 484,041	\$ 387,233	\$ 96,808
VCTC Intercity Rehab / Facility Lease (FY 22/23) (Sec 5339)	\$ 118,491	\$ 94,793	\$ -
Metrolink Preventive Maintenance (FY 22/23)	\$ 741,462	\$ 741,462	\$ -
Metrolink Capital Rehab (FY 22/23)(Sec 5337)	\$ 2,281,910	\$ 2,281,910	\$ -
Metrolink Prev Maintenance (FY 22/23)(Sec 5337)	\$ 1,227,360	\$ 1,227,360	\$ -
	<u>\$ 4,853,265</u>	<u>\$ 4,732,758</u>	<u>\$ 96,808</u>
Total VCTC	\$ 6,310,954	\$ 6,080,732	\$ 206,524
<b>City of Thousand Oaks</b>			
Operating Assistance			
Operating Assistance (ARP Act)	\$ 1,488,135	\$ 1,488,135	\$ -
ECTA Saturday Senior/ADA Service (JARC)	\$ 25,000	\$ 20,000	\$ 5,000
ECTA Sunday Senior/ADA Service (JARC)	\$ 25,000	\$ 20,000	\$ 5,000
Summer Beach Bus	\$ 100,000	\$ 50,000	\$ 50,000
	<u>\$ 1,638,135</u>	<u>\$ 1,578,135</u>	<u>\$ 60,000</u>
Capital Assistance			
EV Charging Infrastructure	\$ 375,000	\$ 300,000	\$ 75,000
EV Charging Infrastructure (Sec 5339)	\$ 125,000	\$ 100,000	\$ 25,000
Bus Washer	\$ 64,209	\$ 51,367	\$ 12,842
Bus Washer (Sec 5339)	\$ 262,500	\$ 210,000	\$ 52,500
Inter-City ADA	\$ 187,500	\$ 150,000	\$ 37,500
	<u>\$ 1,014,209</u>	<u>\$ 811,367</u>	<u>\$ 202,842</u>
Total Thousand Oaks	\$ 2,652,344	\$ 2,389,502	\$ 262,842
<b>City of Moorpark</b>			
Operating Assistance			
Operating Assistance (FY 22/23)	\$ 250,000	\$ 125,000	\$ 125,000
Operating Assistance (ARP Act)	\$ 475,000	\$ 429,565	\$ -
Pilot On-Demand Rideshare Program	\$ 108,000	\$ 54,000	\$ 54,000
	<u>\$ 833,000</u>	<u>\$ 608,565</u>	<u>\$ 179,000</u>

<u>Capital Assistance</u>			
Preventive Maintenance (FY 22/23)	\$ 150,000	\$ 120,000	\$ 30,000
Dial-a-Ride Capital Leases (FY 22/23)	\$ 68,242	\$ 34,121	\$ 34,121
	<u>\$ 218,242</u>	<u>\$ 154,121</u>	<u>\$ 64,121</u>
Total Moorpark	\$ 1,051,242	\$ 762,686	\$ 243,121
<b>TOTAL</b>	<b>\$ 10,014,540</b>	<b>\$ 9,232,920</b>	<b>\$ 712,487</b>
<b>CAMARILLO URBANIZED AREA</b>			
<b>Ventura County Transportation Commission</b>			
<u>Planning Assistance</u>			
Transit Planning and Prioritization (FY 22/23)	\$ 227,881	\$ 182,305	\$ 45,576
Total VCTC	\$ 227,881	\$ 182,305	\$ 45,576
<b>City of Camarillo</b>			
<u>Planning Assistance</u>			
Transit Planning	\$ 80,000	\$ 64,000	\$ 16,000
	<u>\$ 80,000</u>	<u>\$ 64,000</u>	<u>\$ 16,000</u>
<u>Operating Assistance</u>			
Operating Assistance (FY 22/23)	\$ 1,053,514	\$ 526,757	\$ 526,757
Operating Assistance (ARP Act)	\$ 517,253	\$ 517,253	\$ -
	<u>\$ 1,570,767</u>	<u>\$ 1,044,010</u>	<u>\$ 526,757</u>
<u>Capital Assistance</u>			
One Large Cutaway (Sec 5339)	\$ 150,000	\$ 120,000	\$ 30,000
ADA Paratransit Service (FY 21/22)	\$ 178,556	\$ 142,845	\$ 35,711
Bus Preventive Maintenance (FY 22/23)	\$ 756,000	\$ 604,800	\$ 151,200
	<u>\$ 328,556</u>	<u>\$ 867,645</u>	<u>\$ 65,711</u>
Total Camarillo	\$ 1,979,323	\$ 1,975,655	\$ 608,468
<b>TOTAL</b>	<b>\$ 2,207,205</b>	<b>\$ 2,157,960</b>	<b>\$ 654,045</b>
<b>SIMI VALLEY URBANIZED AREA</b>			
<b>Ventura County Transportation Commission</b>			
<u>Planning Assistance</u>			
Transit Planning and Prioritization (FY 22/23)	\$ 340,689	\$ 272,551	\$ 68,138
Total VCTC	\$ 340,689	\$ 272,551	\$ 68,138
<b>City of Simi Valley</b>			
<u>Operating Assistance</u>			
Operating Assistance	\$ 2,068,228	\$ 1,034,114	\$ 1,034,114
Operating Assistance (ARP Act)	\$ 2,225,515	\$ 2,225,515	\$ -
	<u>\$ 4,293,743</u>	<u>\$ 3,259,629</u>	<u>\$ 1,034,114</u>
<u>Capital Assistance</u>			
12 Paratransit Vans (CMAQ)	\$ 2,761,247	\$ 2,444,532	\$ 316,715
Preventive Maintenance	\$ 357,300	\$ 285,840	\$ 71,460
Two Electric Vans & Infrastructure (Sec 5339)	\$ 450,000	\$ 360,000	\$ 90,000
Non Fixed-Route ADA Paratransit Capital	\$ 351,106	\$ 280,885	\$ 70,221
	<u>\$ 3,919,653</u>	<u>\$ 3,371,257</u>	<u>\$ 548,396</u>
Total Simi Valley	\$ 8,213,396	\$ 6,630,886	\$ 1,582,510
<b>TOTAL</b>	<b>\$ 8,554,085</b>	<b>\$ 6,903,437</b>	<b>\$ 1,650,648</b>
<b>FY 21/22 SECTION 5310 PROGRAM OF PROJECTS</b>			
	<b>Total Cost</b>	<b>Federal Share</b>	<b>Local Share &amp; Other</b>
<b>OXNARD/VENTURA URBANIZED AREA</b>			
<u>Planning Assistance</u>			
Program Administration	\$ 29,701	\$ 29,701	\$ -
<u>Operating Assistance</u>			
Area Agency on Aging MediRide Program	\$ 218,400	\$ 182,000	\$ 36,400
<u>Capital Assistance</u>			
One-Call/One Click Mobility Management	\$ 160,214	\$ 128,171	\$ 32,043
<b>TOTAL</b>	<b>\$ 408,315</b>	<b>\$ 339,872</b>	<b>\$ 68,443</b>

**THOUSAND OAKS/MOORPARK URBANIZED AREA**Planning Assistance

Program Administration	\$	19,974	\$	19,974	\$	-
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Operating Assistance

Thousand Oaks Free Senior Nutrition Rideshare	\$	93,750	\$	75,000	\$	18,750
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Capital Assistance

One-Call/One Click Mobility Management	\$	96,435	\$	77,148	\$	19,287
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ECTA Intercity Senior ADA Service Vehicle Lease	\$	93,750	\$	75,000	\$	18,750
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**TOTAL**

\$	303,909	\$	247,122	\$	56,787
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September 8, 2021

**MEMO TO:     TRANSIT OPERATORS COMMITTEE**

**FROM:         PETER DE HAAN, PROGRAMMING DIRECTOR**

**SUBJECT:      ADOPTION OF DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL  
FOR VCTC AND SUBRECIPIENTS FOR PROJECTS FUNDED BY THE  
FEDERAL TRANSIT ADMINISTRATION (FTA)**

**RECOMMENDATION:**

- Receive and file.

**BACKGROUND:**

The Ventura County Transportation Commission (VCTC) is required by the FTA to have a DBE program in place for all FTA-funded contracts, and to adopt a new goal every three years. The last three-year DBE goal period for VCTC began in 2018, so VCTC must adopt a new goal to go into effect October 1, 2021.

The annual goal can vary from one three-year period to the next based on the type of contracts and the availability of DBE firms to perform the work. Specifically, the DBE goal is established as follows: (1) Determine the amount of federal funds anticipated to be received for each project (contract) in the next fiscal year; (2) Establish the base figure of DBEs as a percentage of all contractors, subcontractors, manufacturers, and suppliers in relevant market areas; and (3) Adjust the base figure based on the availability of DBEs.

The goal applies not only to contracts awarded by VCTC but also to contracts awarded by transit operators for which VCTC passes through funds from FTA grants administered by VCTC. As a result, the large majority of the past contract dollars has been for transit operations, a situation that is anticipated to continue in the upcoming three years. Since DBE goals are generally met through subcontracting, it has generally been difficult to obtain a significant amount of overall DBE participation, since contract proposals for transit operations in the county have for many years not included any subcontracts.

For the prior period, VCTC set its goal to 5.0%. As in past years, VCTC approved meeting this goal through 100% race-neutral methods, meaning that there were to be no contract-specific goals for DBE participation. For the first two years, VCTC has fallen short of the goal, having achieved 0.4% in Fiscal Year (FY) 2018/19 and 0% in FY 2019/20.

At the January 2021 meeting, TRANSCOM reviewed a proposed revision to the DBE goal for FY 2020/21, which was prepared for FTA approval based on earlier FTA direction. However, when the revised goal was submitted to FTA for review, FTA directed that VCTC keep its original goal, given that the revised goal preparation had been delayed due to the COVID pandemic. As a result, the DBE goal remained unchanged for FY 2020/21, with the understanding that VCTC would adopt its new goal on schedule for the period beginning October 1, 2021.

### **DISCUSSION:**

To the maximum extent feasible, VCTC must make every effort to meet its goal through race-neutral measures. Only in those instances where race-neutral measures are inadequate to meet the agency's goal may the agency establish specific contract goals. For many years VCTC had been able to meet its goals through race-neutral measures, primarily because Roadrunner as a local transit operations contractor was certified as a DBE. Now that Roadrunner has become a subsidiary of RATP-DEV, that DBE certification is no longer valid, and since that time VCTC has had extremely low DBE participation.

Although VCTC's goal was set at 5% for the three-year period ending in 2021, the updated analysis shows that based on the number of DBEs in the local market for the type of work to be performed by VCTC and subrecipients, the goal for the next three years should be reduced to 3.57%. A key issue is whether contract-specific goals will now be required to achieve this overall goal. The analysis found that in the past several years with no contract goals and with Roadrunner no longer counting as a DBE, VCTC only experienced DBE participation in consultant contracts. Assuming the same percentage participation in upcoming consultant contracts, and no DBEs in other contracts, the contract awards for the current year are anticipated to achieve only 1.48% DBE participation. Therefore, it will be necessary to employ race-conscious measures, otherwise referred to as contract-specific DBE goals, to provide a 2.09% increase in DBE participation to achieve the 3.57% overall goal.

Although VCTC and local jurisdictions have experience with contract-specific DBE goals as subrecipients of Caltrans, this revised FTA goal represents the first time that VCTC will be required to employ contract goals for work where it is the direct FTA recipient. The policy will apply not only to VCTC but also to VCTC subrecipients including Camarillo, Moorpark, Ojai, and Thousand Oaks. The process for employing the contract goal through VCTC will be similar to the Caltrans procedure. The race-conscious goal was set such that transit operations contracts will not be included, but other contract types, such as consulting and construction, will generally require goals.

As required by FTA, VCTC has undertaken a public consultation process and posted the proposed goal on the VCTC website. The DBE goal calculation report is posted at <https://www.goventura.org/work-with-vctc/contracts/>. The public consultation process is described in more detail in the report. The proposed DBE goal calculation has been submitted to FTA for review.

The DBE goal is on the September 10<sup>th</sup> VCTC agenda for approval.