



**VENTURA COUNTY TRANSPORTATION COMMISSION
Heritage Valley Transit Service Technical Advisory Committee (HVTAC)**

AGENDA*

**Tuesday, March 29, 2022
10:00 a.m.**

***Action may be taken on any item listed on the agenda**

The meeting will be via ZOOM Webinar

Please click the link below to access the webinar.

<https://us02web.zoom.us/j/84840488471?pwd=T2l4OHJwYUMydTAxSXVPUGhwYlFFdz09>

Call-In Option:

Dial: 1.669.900.6833

Webinar I.D.: 848 4048 8471

Passcode: 12345

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct their meetings completely telephonically or by other electronic means. On June 11, 2021, the Governor subsequently 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 their meetings completely telephonically or by other electronic means through September 30, 2021. [In accordance with AB 361](#), VCTC meetings will continue to conduct its meetings by teleconference, its committee members will participate in the meeting from individual remote locations, and no physical location will be open to the public for this meeting.

*Members of the public will be able to virtually view and participate in this meeting remotely. Members of the public who wish to address the committee on an item to be considered at this meeting are asked to please use/click the "Raise Hand" feature in Zoom (or *9 if you are calling into the Zoom meeting) at the time the Chairperson requests public comments. The Host will then advise you when it is your turn to speak. Verbal public comments are limited to three minutes.*

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 (about 2 days) prior to meeting time will assist staff in assuring reasonable arrangements can be made to provide accessibility at 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 February 2021.
- ITEM 6 ELECTION OF OFFICERS – Aaron Bonfilio, Program Manager**
Recommendation: That the Committee elect the Chair and Vice Chair.
- ITEM 7 RIDERSHIP AND OUTREACH UPDATE – Erin Kenneally, Transit Specialist**
Recommendation: Receive and file.
- ITEM 8 DRAFT FISCAL YEAR (FY) 2022/2023 VALLEY EXPRESS BUDGET, Aaron Bonfilio, Program Manager – For Action**
Recommendation: That the Committee consider recommendation for Draft Fiscal Year 2022/2023 Budget to the Heritage Valley Policy Advisory Committee (HVPAC).
- ITEM 9 REQUEST FOR PROPOSAL FOR NEW OPERATOR CONTRACT – Aaron Bonfilio, Program Manager - For Action**
Recommendation: That the Committee recommend the HVPAC consider authorizing VCTC to finalize and issue Request for Proposals for Valley Express Bus Service on behalf of the Heritage Valley Transit Service member agencies.
- ITEM 10 DETERMINE THE NEXT MEETING DATE AND LOCATION – For Discussion**
Recommendation: That the Committee discusses the next meeting date and location, including VCTC's new corporate office.
- Wednesday, September 7 – Start time of 3:00 p.m. or 3:30 p.m.
 - Monday, September 12 – Start time of 3:00 or 3:30 p.m.
 - Monday, September 19 – Start time between 2:00 p.m. and 3:00 p.m.
 - Monday, September 26 – Start time between 2:00 p.m. and 3:00 p.m.
 - Wednesday, September 28 – Start time between 11:00 a.m. and 3:00 p.m.
- ITEM 11 ADJOURNMENT**



HERITAGE VALLEY TRANSIT SERVICE
TECHNICAL ADVISORY COMMITTEE (HVTAC)
Wednesday, February 17, 2021
1:30 p.m. via Zoom Webinar

Meeting Summary

MEMBERS PRESENT: David Fleisch, County of Ventura (Chair)
Jesse Cano, City of Fillmore
Clete Saunier, City of Santa Paula

MEMBERS ABSENT: None.

VCTC STAFF PRESENT: Martin Erickson, Public Transit Director
Aaron Bonfilio, Program Manager – Transit Services
Claire Grasty, Program Manager – Regional Transit Planning
Erin Kenneally, Transit Specialist

ITEM 1 CALL TO ORDER
Chair Fleisch called the meeting to order at 2:03 p.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS
No announcements.

ITEM 3 PUBLIC COMMENT
None.

ITEM 4 AGENDA ADJUSTMENTS
Item 10 was taken after Item 5.

ITEM 5 APPROVAL OF MEETING MINUTES

ACTION

Fleish moved that the Committee waive the reading and approve the January 22, 2020 meeting minutes. The motion passed unanimously.

ITEM 6 ELECTION OF OFFICERS

ACTION

Saunier moved, seconded by Fleisch, and passed unanimously that David Fleisch and Clete Saunier be the Heritage Valley Technical Advisory Committee Chair and Vice Chair, respectively.

ITEM 7 KPI/RIDERSHIP REPORT

Ms. Erin Kenneally, VCTC, reported that the Valley Express Transit Services ridership decreased due to the surge in Covid-19 cases in the County. She reported that the Piru route accounts for roughly 50% of the service and that Dial-A-Ride has not decreased at the same rate as fixed-route service because those that use DAR are often transit dependent.

ITEM 8 MARKETING AND OUTREACH AGREEMENT

ACTION

Fleish moved, seconded by Saunier, that the committee recommend to the HVPAC that the current agreement with Celtis Ventures be extended for one year. The motion passed unanimously.

ITEM 9 DRAFT FISCAL YEAR 2021-22 VALLEY EXPRESS BUDGET

ACTION

Saunier moved, seconded by Cano, that the committee recommend to the HVPAC the Valley Express Transit Service Draft FY 2021-22 Budget. The motion passed unanimously.

ITEM 10 CONSIDERATION OF JOINING TransMAC AGREEMENT

ACTION

Saunier moved, seconded by Fleisch, that the committee recommend to the HVPAC that the Valley Express Transit Service enter into the TransMAC agreement.

ITEM 11 FUNDING OPPORTUNITY FOR LOW OR NO EMISSION TRANSIT VEHICLES

Martin Erickson, VCTC, stated that transit vehicles purchased after 2029 will need to be battery or fuel cell operated and that VCTC staff intends to apply for a No-Low Grant option on behalf of Valley Express to replace the fleet.

ITEM 12 DETERMINE THE NEXT MEETING DATE

The committee discussed scheduling the next meeting on an as-needed basis.

ITEM 13 ADJOURNMENT

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



DATE: MARCH 29, 2022

MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: ELECTION OF COMMITTEE OFFICERS

RECOMMENDATION

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

BACKGROUND

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

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DATE: MARCH 29, 2022

MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)

FROM: ERIN KENNEALLY, TRANSIT SPECIALIST

SUBJECT: RIDERSHIP AND MARKETING REPORT

RECOMMENDATION

- Receive and file.

BACKGROUND

Valley Express service includes four fixed routes serving the cities of Santa Paula, Fillmore, and the unincorporated area of Piru, Dial-A-Ride services for the general public, and complementary ADA paratransit. School tripper service in Santa Paula and Fillmore was suspended in March 2020 due to the COVID-19 pandemic however service resumed in August 2021.

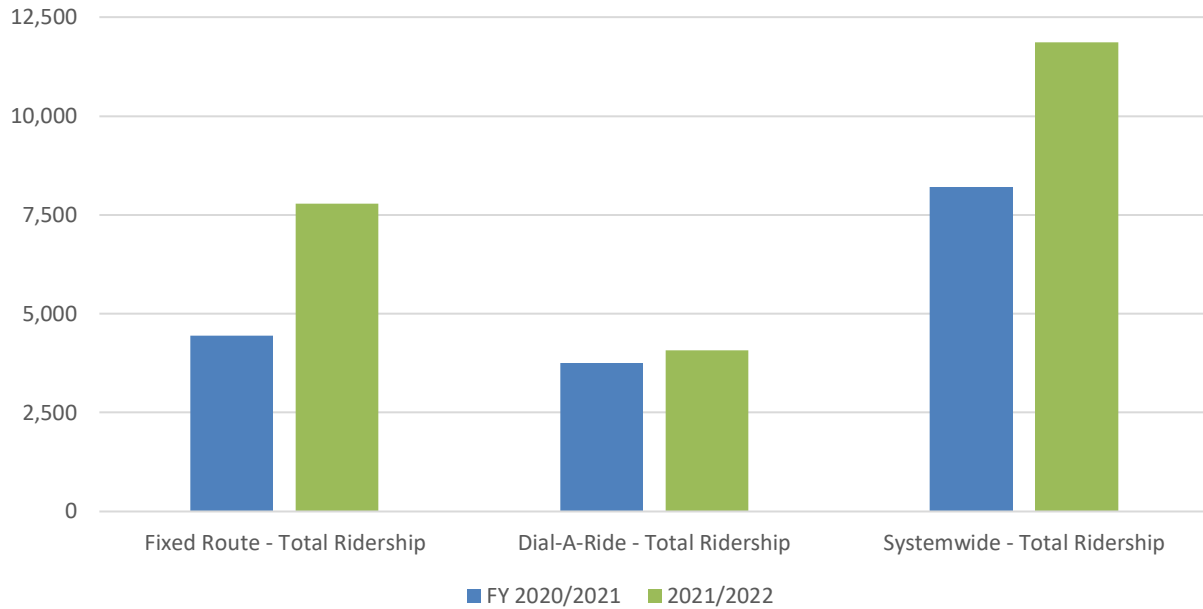
This report provides an update regarding key performance indicators (KPI) spanning Fiscal Years 2020/2021 and 2021/2022. In addition, this report provides an update regarding the recent marketing activities for Valley Express.

Key Performance Highlights:

- This quarter, Valley Express ridership increased by 45% to just over 11,800 passenger trips compared to 8,200 in the same quarter of last year. Fixed route ridership increased by 75%, while Dial-A-Ride ridership increased by 9%. The Piru route currently accounts for 81% of fixed route ridership as well as 51% systemwide ridership.
- Operating costs have increased. However, due to the increase in ridership, average cost per passenger has decreased by 25%.
- Ridership decreased significantly due to the COVID-19 pandemic; however, we are seeing an increase in ridership and February 2022 saw the highest ridership since the pandemic began.

FIRST QUARTER COMPARISON

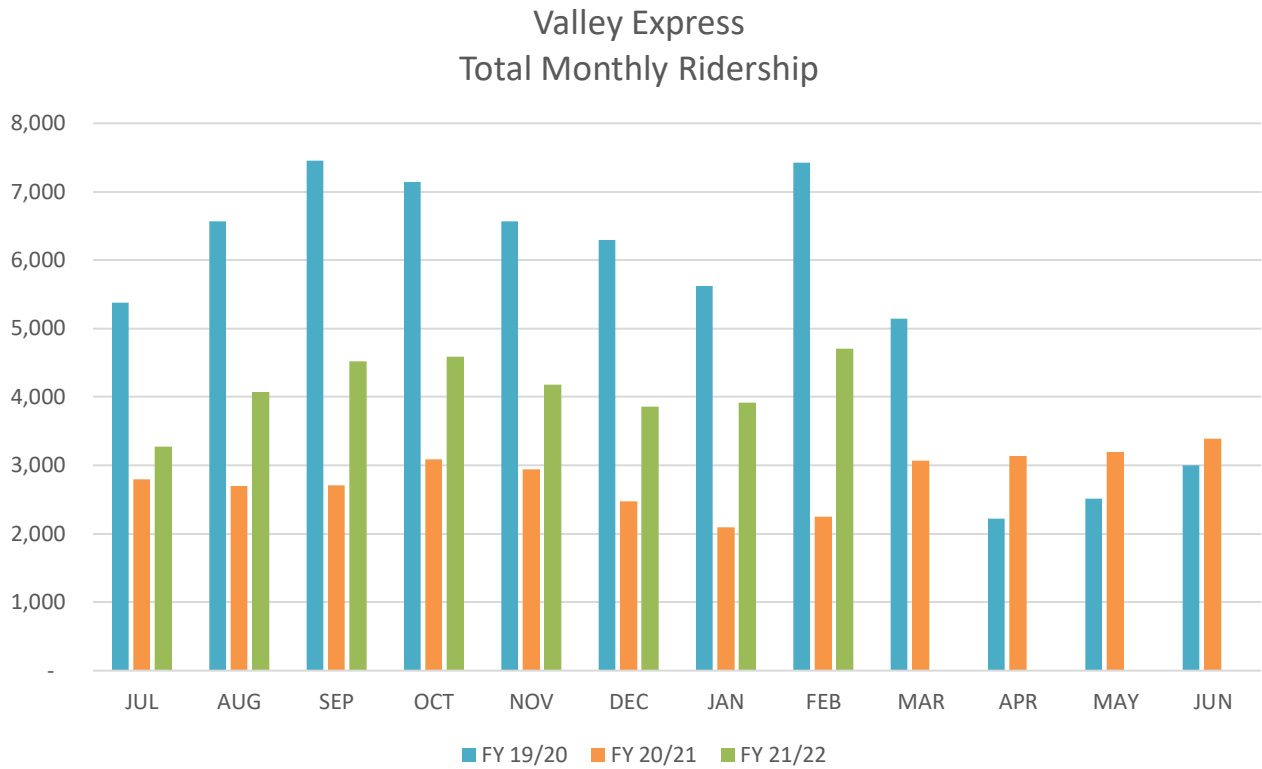
Valley Express Qtr 1 2020/21 vs Qtr 1 2021/22 Ridership



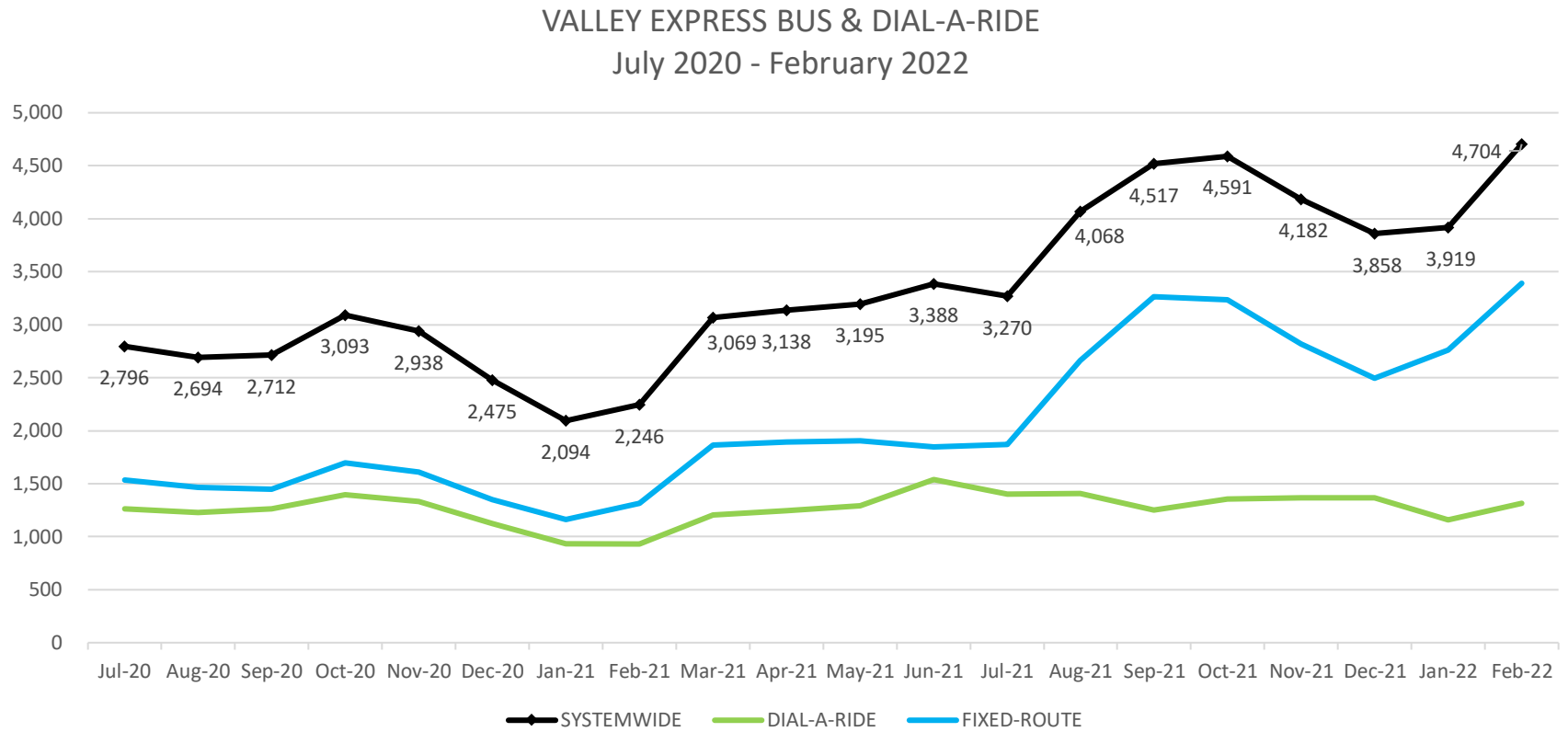
Quarterly Ridership Comparison by Route

| Valley Express | | 1st Quarter (JUL-AUG-SEP) | | |
|-------------------------------|--------------|---------------------------|--------|--|
| Fixed Routes | FY 2020/2021 | FY 2021/2022 | Change | |
| Santa Paula A | 188 | 129 | -31% | |
| Santa Paula B | 77 | 129 | 68% | |
| Santa Paula - Tripper | 0 | 157 | | |
| Fillmore - Loop | 212 | 156 | -26% | |
| Fillmore - Tripper | 0 | 935 | | |
| Piru | 3,972 | 6,286 | 58% | |
| Fixed Route - Total Ridership | 4,449 | 7,792 | 75% | |
| Dial-A-Ride Service Area | | | | |
| Santa Paula | 2,497 | 3,356 | 34% | |
| Fillmore | 1,256 | 719 | -43% | |
| Dial-A-Ride - Total Ridership | 3,753 | 4,075 | 9% | |
| Systemwide - Total Ridership | 8,202 | 11,867 | 45% | |

Valley Express Total Monthly Ridership FY19/20 to present



Monthly Ridership July 2020 through February 2022



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

Table 1 System-wide Quarterly Comparison

| SYSTEM-WIDE SERVICE - Valley Express KPI | | Qtr 1 FY 2020/21 | Qtr 1 FY 2021/22 | Yr over Yr % Change |
|--|-------------|---------------------|---------------------|------------------------|
| Ridership | System-wide | 8,202 | 11,867 | 45% |
| Passengers per Mile | System-wide | 0.15 | 0.22 | 49% |
| Passengers per Hr | System-wide | 1.75 | 2.65 | 51% |
| Revenue Hours | System-wide | 4,676 | 4,483 | -4% |
| Revenue Miles | System-wide | 56,016 | 54,382 | -3% |
| Operating Cost | System-wide | \$ 326,320 | \$ 353,928 | 8% |
| Cost per Hr | System-wide | \$ 69.79 | \$ 78.95 | 13% |
| Cost per Passenger | System-wide | \$ 39.79 | \$ 29.82 | -25% |

Table 2 Fixed Route Quarterly Comparison

| FIXED ROUTE - Valley Express KPI | | Qtr 1 FY 2020/21 | Qtr 1 FY 2021/22 | Yr over Yr % Change |
|----------------------------------|-------------|---------------------|---------------------|------------------------|
| Ridership | Fixed Route | 4,449 | 7,792 | 75% |
| Passengers per Mile | Fixed Route | 0.25 | 0.27 | 8% |
| Passengers per Hr | Fixed Route | 2.96 | 4.88 | 65% |
| Revenue Hours | Fixed Route | 1,505 | 1,596 | 6% |
| Revenue Miles | Fixed Route | 18,037 | 29,203 | 62% |
| Operating Cost | Fixed Route | \$ 105,034 | \$ 146,036 | 39% |
| Cost per Hr | Fixed Route | \$ 69.79 | \$ 91.48 | 31% |
| Cost per Passenger | Fixed Route | \$ 23.61 | \$ 18.74 | -21% |

Table 3 Dial-A-Ride Quarterly Comparison

| DIAL-A-RIDE (DAR) - Valley Express KPI | | Qtr 1 FY 2020/21 | Qtr 1 FY 2021/22 | Yr over Yr % Change |
|--|-------------------|---------------------|---------------------|------------------------|
| Ridership | Dial-A-Ride (DAR) | 3,753 | 4,075 | 9% |
| Passengers per Mile | Dial-A-Ride (DAR) | 0.10 | 0.16 | 64% |
| Passengers per Hr | Dial-A-Ride (DAR) | 1.18 | 1.41 | 19% |
| Revenue Hours | Dial-A-Ride (DAR) | 3,171 | 2,886 | -9% |
| Revenue Miles | Dial-A-Ride (DAR) | 37,979 | 25,179 | -34% |
| Operating Cost | Dial-A-Ride (DAR) | \$ 221,286 | \$ 207,891 | -6% |
| Cost per Hr | Dial-A-Ride (DAR) | \$ 69.79 | \$ 72.03 | 3% |
| Cost per Passenger | Dial-A-Ride (DAR) | \$ 58.96 | \$ 51.02 | -13% |

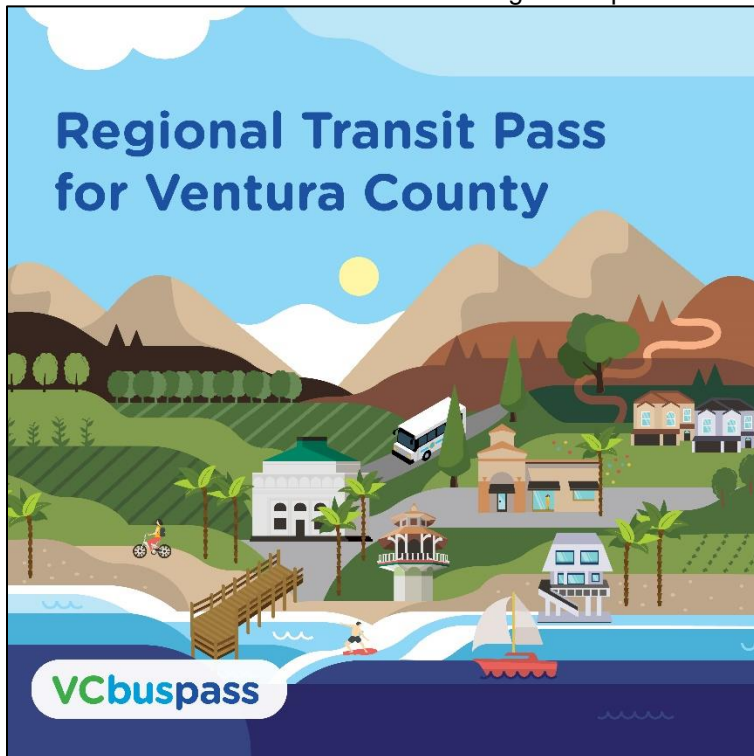
MARKETING AND COMMUNITY OUTREACH

During the past year we contracted with the marketing firm, Celtis Ventures, Inc. to assist us in promoting the Valley Express service within the Heritage Valley. Some of the projects they are currently undertaking include updating the Valley Express website and bus book as well as outreach campaigns promoting the VCbuspass and free rides for COVID vaccinations. In December 2021, Valley Express partnered with the Santa Paula Police Department in a holiday "Stuff-A-Bus." In May 2022, Valley Express will be providing shuttle service for the Santa Paula Senior Health Fair.

Social Media Post for Holiday Stuff-A-Bus



Social Media Post and Animation Promoting VCbuspass



Print Ads for Free COVID-19 Vaccination Rides

* Ran in the Santa Paula Times, Vida, and Fillmore Gazette



**For a limited time,
ride FREE to get your
COVID-19 vaccine on
Dial-A-Ride.**

Call 805-933-2267 to schedule
your trip after you have a vaccine
appointment secured.

**Por tiempo limitado, viaje
GRATIS para obtener su
vacuna contra el COVID-19
en el servicio de transporte
Dial-A-Ride.**

Llame al 805-933-2267 para programar
su viaje después de haber asegurado una
cita para vacunarse.




valleyexpressbus.org



valleyexpressbus.org

Current Valley Express Home Page


[Routes and Service Hours](#)[Fare Info](#)[Buy Passes](#)[Dial-A-Ride / ADA Paratransit](#)[Advisory Committees](#)[Title VI](#)[Contact](#)[Jobs](#)

Edit

Valley Express Transit Service

Valley Express operates fixed route, ADA-paratransit, and general public dial-a-ride throughout the Heritage Valley in Ventura County, California. The service is provided by a cooperative agreement between the Cities of Fillmore, Santa Paula, the County of Ventura, and the Ventura County Transportation Commission. It is managed and administered by the Ventura County Transportation Commission.


As a promotion, for a limited time, prices will be half off the regular per-trip fare through June 30, 2022.
Las tarifas estarán a mitad de la tarifa regular por viaje hasta el 30 de junio de 2022.




Valley Express Service Coronavirus Updates / Últimas Noticias

Valley Express opera servicio de autobús de ruta-fija, de transporte ADA, y de "Dial-A-Ride" (servicio por llamada) al público en general adentro del área de Heritage Valley. El servicio es proveído por un acuerdo cooperativo entre las ciudades de Fillmore, Santa Paula, el condado de Ventura, y la Comisión del Transporte del Condado de Ventura. El servicio es dirigido y administrado por la Comisión del Transporte del Condado de Ventura.

Updated Valley Express Home Page


[About](#)
[Routes](#)
[Dial-A-Ride](#)
[Fares](#)
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Valley Express Transit Service

Valley Express operates fixed route, ADA-paratransit, and general public dial-a-ride throughout the Heritage Valley in Ventura County, California. The service is provided by a cooperative agreement between the Cities of Fillmore, Santa Paula, the County of Ventura, and the Ventura County Transportation Commission. It is managed and administered by the Ventura County Transportation Commission.

[Fixed Route](#)
[Dial-A-Ride](#)


As a promotion, for a limited time, prices will be half off the regular per-trip fare through June 30, 2022.

Rider Alerts




COVID 19 Update
Valley Express Bus & Dial-A-Ride service updates.

[Learn More](#)



Local Community Meeting
Is Ventura County's Public Transit System meeting your needs?

[More Info](#)



Section Page Title
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Heritage Valley Advisory Committee

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News & Updates



Local Community Meeting
Is Ventura County's Public Transit System meeting your needs?

January 1, 2022

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Sign up for email updates
to stay informed on what's new

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DATE: MARCH 29, 2022

MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: DRAFT FISCAL YEAR 2022/2023 VALLEY EXPRESS BUDGET

RECOMMENDATION

- Consider the Draft Fiscal Year 2022/2023 Valley Express Budget and provide recommendation to the Heritage Valley Policy Advisory Committee.

BACKGROUND

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

Over the past year the Valley Express bus service was funded with a mix of Federal Transit Administration (FTA) recurring formula funds, carryover FTA CARES Act stimulus revenues, farebox and local funding from the member agencies. Currently, expenditures are under budget by approximately 20%, and trending to be approximately 15-18% under budget at year-end.

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

1. Continued modest increase in dial-a-ride demand as pandemic-era travel behaviors change.
2. Carryover of unexpended Local Transportation Fund (LTF) and Federal Transit Administration (FTA) revenues.
3. Potential contract provider rate increase with new contract term.
4. No increase to VCTC staffing costs.
5. Continued extension of the waiver for farebox recovery ratio penalties.
6. For the Valley Express bus service to complete the State mandated Zero Emission's Fleet Transition Plan.
7. Potential for budget-neutral modification of certain fixed route services to meet current demand, without any increase to total hours.

In sum, the net year-over-year change in draft budget expenditures reflects an increase of 11.25%. This is driven primarily by an anticipated increase in contract services expense of 13%, as other budget expenditures are either flat or down. While proposals from service providers may come in lower, this estimated expense is based on the most recent market factors – including in the driver shortage – with some room for contingency.

DISCUSSION

As noted, level of service is the primary driver for expenditures. During the current year, operations costs are trending under budget. This is primarily due to the actual utilization of the “on-demand”, general public Dial-a-Ride. During the current year we budgeted for an increase in demand, however, the growth has been more gradual than anticipated. For the upcoming year, the slower growth trend is expected to continue.

Staff recommends that the draft budget continue to be funded for the traditional level of service (24,300 hours). However, while certain fixed route services such as the Piru route and the school tripper routes have continued to maintain steady ridership (especially as COVID restrictions sunset), other fixed routes, such as the Santa Paula A and B, and the Fillmore Loop, have not regained riders as quickly.

Considering current trends, the draft budget was prepared to be flexible to address potential changes in demand or reallocation of resources. For example, if agreed to by the member-agencies, such budget neutral changes could include:

- a) potentially to allow for more dial-a-ride (by reducing certain fixed routes and reallocating existing drivers), and,
- b) to implement requested services such as between *Fillmore and Moorpark*, again using existing resources

RECOMMENDED LEVEL OF SERVICE

| | <i>FY 2022/2023</i> | <i>FY 2021/2022</i> |
|-----------------------------|-------------------------------|----------------------------------|
| <u>Fixed Route</u> | <u>Projected Hours</u> | <u>Current (Budgeted)</u> |
| Fillmore | 1,890 | 1,890 |
| Santa Paula | 1,810 | 1,810 |
| County | 3,200 | 3,200 |
| Subtotal Fixed Route | 6,900 | 6,900 |
| <u>Dial-a-Ride</u> | <u>Projected Hours</u> | <u>Current (Budgeted)</u> |
| Fillmore | 5,800 | 5,800 |
| Santa Paula | 9,800 | 9,800 |
| County | 1,800 | 1,800 |
| Subtotal Dial-a-Ride | 17,400 | 17,400 |
| Total All Services | 24,300 | 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 addition of FTA CARES Act revenues the Valley Express deferred use of FTA and LTF. The draft FY2022/2023 budgeted FTA formula revenues are approximately double typical annual allocations due the deferred use of prior year funding. Similarly, there is an approximate \$99,000 available

in carryover LTF revenues for use with this year's budget. Farebox revenues are projected based on current ridership levels.

As the Technical Advisory Committee is aware, the City of Santa Paula passed a local sales tax measure in 2016, known as "Measure T". In the past, the City has funded a portion of its local contribution from Measure T revenues, which are used as "Route Guarantee" to meet State TDA Farebox requirements. Due to the continued waiver of the State's farebox recovery ratio penalties, it is assumed that the City's contribution will not necessarily include these revenues and the attached draft budget does not include them. (Note: prior drafts of VCTC's budget, such as presented to the Finance and Administration Committee included mention of potential "Route Guarantee" revenues. This drafting was prior to the State's ruling for the upcoming fiscal year and the final budget will be amended to match with the HVTAC/HVPAC recommendation.)

RECOMMENDATION

Staff recommends that the HVTAC consider the Draft Fiscal Year 2022/2023 Valley Express Budget and provide direction to staff regarding the recommendation to the Heritage Valley Policy Advisory Committee (HVPAC).

The draft Fiscal Year 2022/2023 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 (FY2022/2023)."

If approved at this stage, the next step is to present the budget to the HVPAC, which if approved will then be incorporated into the VCTC Budget package presented to the Commission at its June 2022 meeting.

Attachment “A”: VALLEY EXPRESS BUS SERVICE

FISCAL YEAR 2022/2023 BUDGET (DRAFT)

FUNDING:

| Funding Source | Funding Dollars |
|-------------------------------------|------------------------|
| FTA | 1,288,926 |
| Local Contribution – Bus Operations | 866,774 |
| Local Fee – Contract Administration | 100,000 |
| Local Fee – Farebox | 38,700 |
| Total Funding | \$2,294,400 |

EXPENDITURE COMPARISON:

| | Fiscal Year 2021/2022 Budget | Fiscal Year 2022/2023 Budget |
|---|---|---|
| Salaries | \$ 41,800 | \$ 40,100 |
| Fringe and Tax | 20,800 | 19,900 |
| Indirect Cost Allocation | 37,400 | 40,000 |
| Mileage | 1,700 | 1,700 |
| Office Support | 500 | 500 |
| Postage | 200 | 200 |
| Printing | 26,000 | 10,000 |
| Bank Fees | 800 | 800 |
| Legal Services | 12,000 | 12,000 |
| Professional Services | 68,000 | 75,000 |
| Bus Purchase/ Farebox Capital Equipment | 4,000 | 4,000 |
| Communications Wi-Fi | 9,000 | 9,000 |
| Contract Services | 1,765,100 | 2,006,000 |
| Outreach | 75,000 | 75,000 |
| Total Expenditures | \$2,006,800 | \$2,294,200 |

Attachment "B": VALLEY EXPRESS BUDGET MODEL (FY 2022/2023)

| | | |
|---|---------------------|---------------------------------------|
| TAC/PAC Proposed budget Cost of Service 2022/2023 (24,300 hours) | | |
| Overhead: Staff | \$ 100,000 | |
| Overhead: Other | \$ 188,400 | |
| Contractor | \$ 2,006,000 | |
| Total Costs | \$ 2,294,400 | |
| External Revenues | | |
| FTA (including Carryover CARES) | \$ 1,288,926 | |
| Projected Farebox | \$ 38,700 | |
| Total External Revenues | \$ 1,327,626 | |
| (1) Total Net Due (Less External Revenues) | \$ 966,774 | |
| (2) Member Agency Share Overhead | | |
| | | <i>% Share Overhead</i> |
| Fillmore | \$ 96,133 | 33% |
| Santa Paula | \$ 96,133 | 33% |
| County | \$ 96,133 | 33% |
| Subtotal Overhead Costs | \$ 288,400 | |
| (3) Member agency share of Contractor Costs (rounded) | | |
| | | <i>% Share of total hours (19/20)</i> |
| Fillmore | \$ 214,679 | 31.65% |
| Santa Paula | \$ 324,112 | 47.78% |
| County | \$ 139,583 | 20.58% |
| Subtotal Contract Costs | \$ 678,374 | |
| Total Costs: Member Agency | | |
| Fillmore | \$ 310,812 | |
| Santa Paula | \$ 420,245 | |
| County | \$ 235,717 | |
| Total Costs: Member Agency | \$ 966,774 | |
| Available Carryover Balances | | |
| Fillmore | \$ 33,090 | |
| Santa Paula | \$ 33,090 | |
| County | \$ 33,091 | |
| <i>Projected Amount Due to VCTC</i> | | |
| Fillmore | \$ 277,722 | |
| Santa Paula | \$ 387,155 | |
| County | \$ 202,626 | |

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DATE: MARCH 29, 2022

MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)

FROM: AARON BONFILIO, PROGRAM MANAGER

SUBJECT: VALLEY EXPRESS BUS SERVICE REQUEST FOR PROPOSALS

RECOMMENDATION

- That the HVTAC recommend the HVPAC consider authorizing VCTC to finalize and issue Request for Proposals for Valley Express Bus Service on behalf of the Heritage Valley Transit Service member agencies as outlined in Attachment A.

BACKGROUND

In 2014 the Heritage Valley Transit Service was formed following completion of multiple planning efforts that considered both the organizational structure of Ventura County transit services countywide (VC Regional Transit Study), as well as local services provided within the Santa Clara River Valley (Heritage Valley Transit Study). Subsequently, the Cooperative Agreement for the Heritage Valley Transit Service (HVTs) was formed and as directed, the Ventura County Transportation Commission (VCTC) administered a request for proposals process for the selection for the HVTs contract service provider. The HVTs member-agencies include the City of Santa Paula, City of Fillmore, and the County of Ventura. VCTC is a party to the Cooperative Agreement as well but has ex-officio status on the Transit Committee, which oversees the service and makes recommendations to the Commission when/if formal action is required.

Per the Cooperative Agreement, VCTC acts as the administrator of the HVTs on behalf of the member-agencies. VCTC is responsible for duties related to grant funding, quarterly and annual reporting to the FTA and State, management of fare media and associated farebox reporting, schedule development, marketing/outreach, customer relations, accounting/audit responsibilities, contract administration and "RFP/Contract Preparation."

In its role as HVTs administrator, VCTC has begun development of a Request for Proposals solicitation package to secure services, which is anticipated to be released July 2022. The proposed scope of work builds on the existing Valley Express bus service framework, with certain foreseeable updates, such as, regarding state-mandated zero-emission bus requirements, and possible integration, collaboration, or consolidation activities stemming from the VCTC Transit Integration and Efficiency Study. Attached to this item is the Valley Express - Request for Proposals (RFP) and Scope of Work Summary, which highlights key areas of the proposed RFP and associated scope of work. The proposed schedule anticipates contract award to occur at the VCTC January 2023 Commission meeting, with evaluation of the proposals and recommendation by the RFP evaluation committee in the months preceding.

If approved, the action by the HVTAC would recommend that the HVPAC consider authorizing VCTC to finalize and proceed to issue an RFP on behalf of the HVTs member-agencies.

DISCUSSION

TRANSIT INTEGRATION AND THE COOPERATIVE AGREEMENT FOR HVTS

As HVTAC is aware, VCTC is currently engaged in a countywide planning effort analyzing existing transit services called the Transit Integration and Efficiency Study (TIES). The goal of the TIES is to identify actionable strategies for greater integration of services (ranging from coordination and collaboration to potential service consolidation). The intent for such actions would be to realize efficiencies in service delivery that improve, sustainably expand, and grow transit ridership across the county. As mentioned, a similar process occurred previously, which resulted in the formation of the Heritage Valley Transit Service, as well as the East County Transit Alliance (ECTA). Key among the challenges then was addressing evolving legislation regarding use of TDA revenues (i.e., Local Transportation Fund moneys). The TIES revisits this, including concepts of consolidation as potential strategies, among others, and is expected to be concluded later this year.

In light of the potential reorganization of transit services countywide, the proposed RFP and Scope of Work is being designed to address certain potential outcomes and future changes. As noted recently at an ECTA meeting regarding any possible joint procurements or service consolidation, the horizon for doing so would likely be at least two years following the completion of the TIES project. The proposed Agreement term (including extension options) is designed to match with other contracted services in the county such as VCTC, Camarillo, GCTD, Moorpark and Thousand Oaks, and/or allows for the time needed to properly plan for and potentially consolidate services.

Relatedly, the term of the Cooperative Agreement currently mirrors the term of the Valley Express operator agreement. Staff's intention is to bring the item of updating/amending the Cooperative Agreement back in the late summer/early fall to HVTAC/HVPAC for consideration. Because of the likelihood that substantial changes to service delivery may result following the completion of the TIES and adoption by transit agencies of its strategies, staff anticipates that TIES will inform the HVTAC/HVPAC regarding future direction for the HVTS. For the purposes of the RFP, it is assumed VCTC will continue to act as administrator of the Valley Express service, pending future changes that may arise following completion of the TIES and/or in accordance with any changes to the Cooperative Agreement.

Staff's recommendation at this time is that the HVTAC recommend the HVPAC consider authorizing VCTC to finalize and issue Request for Proposals for Valley Express Bus Service on behalf of the Heritage Valley Transit Service member agencies as outlined in Attachment A.

Attachment A

Valley Express - Request for Proposals and Scope of Work Summary

Attachment A

Valley Express Bus Service

Request for Proposals (RFP) & Scope of Work Summary

- *To issue RFP for “turn-key” Operations and Maintenance (O&M) agreement for fixed route bus, general public dial-a-ride, and ADA paratransit services.*
- *Recommended term:*
 - *Base term of four (4) years (+ 4mo) March 2023 through June 30, 2027, to match with other contracted services in the region.*
 - *Up to four (4) one-year, and/or two (2) two-year extension options, for a maximum of an additional four (4) years.*
 - *Proposed term length(s) to provide flexibility to match Valley Express contract term with other regional contracted services and allow for potential joint procurement opportunities, service integration, and/or further consolidation with other agencies.*
- *Anticipated level of service 18,000 (min) to 28,000 (max) revenue hours per year, dependent on funding/demand. (Current budgeted = 24,300 hours)*
- *VCTC to continue to provide fleet vehicles (and specified capital equipment and technology), with pre-negotiated contract options for contractor to supply expansion/replacement vehicles (e.g., leased and/or zero-emission vehicles), scheduling software and/or technology, on as-needed basis.*
- *VCTC to continue to act as administrator of the Valley Express service, pending future changes that may arise following completion of the Transit Integration and Efficiency Study and/or in accordance with any changes to the Cooperative Agreement.*
- *To incorporate certain traditional “Liquidated Damages” provisions (or disincentives) as well as new “performance incentives” for front-line staff for quality service, such as on-time performance, complaint frequency, miles between road-calls, and service efficiencies targets.*
- *Continuation of provisions regarding federal, state, and local compliance, as well as related to applicable zero-emission bus fleet transition responsibilities as fleet changes.*
- *Anticipated procurement timeline:*
 - *Spring 2022 - HVTAC/HVPAC authorize VCTC to finalize and issue RFP*
 - *Summer 2022 – VCTC Release RFP (July)*
 - *Summer/Fall 2022 - Proposals Due (Sept)*
 - *Fall / Winter 2022 – Evaluation (incl. by HVTAC / HVPAC)*
 - *January 2023 – Award of Agreement (VCTC)*
 - *March 2023 – New Agreement term begins*