



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

[www.goventura.org](http://www.goventura.org)

**AGENDA\***

Wednesday, July 13, 2022

1:30 p.m.

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

The meeting will be via ZOOM. Please click the link below.

<https://us02web.zoom.us/j/81227247108?pwd=ZWVnYVJlS2t6ZmVjMS9aZDFKaEJWdz09>

Call-In Option:

Dial: 1.669.900.6833

Webinar I.D.: 812 2724 7108

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 & ANNOUNCEMENT

ITEM 3 PUBLIC COMMENT

*Under the Brown Act, the committee should not act on or discuss matters raised during the Public Comment portion of the agenda which are not listed on the agenda. Committee members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*

ITEM 4 AGENDA ADJUSTMENTS

ITEM 5 APPROVAL OF MINUTES

**Recommended Action:**

- *Waive the reading and approve the meeting minutes from June 2022.*

**Responsible Staff: Jeni Eddington**

ITEM 6 ADA CERTIFICATION SERVICES PROGRAM MONTHLY UPDATE

**Recommended Action:**

- *Receive and file.*

**Responsible Staff: Dolores Lopez**

ITEM 7 COMMUNITY OUTREACH UPDATE JULY 2022

**Recommended Action:**

- *Receive and file.*

**Responsible Staff: Darrin Peschka**

ITEM 8 FY 2022-23 STATE OF GOOD REPAIR PROGRAM – PROJECT SUBMITTALS

**Recommended Action:**

- *Information and discussion.*

**Responsible Staff: Heather Miller**

ITEM 9 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN

**Recommended Action:**

- *Receive and file.*

**Responsible Staff: Claire Grasty**

ITEM 10 FUTURE AGENDA ITEMS

**Recommended Action:**

- *For discussion.*

**Responsible Staff: Claire Grasty**

ITEM 11 ADJOURNMENT



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

Wednesday, June 8, 2022  
1:30 PM via ZOOM.

**MEETING MINUTES**

**MEMBERS PRESENT**

Ben Gonzales, City of Simi Valley (Chair)  
Mike Houser, City of Thousand Oaks (Vice Chair)  
Jason Samonte, City of Camarillo  
Shaun Kroes, City of Moorpark  
Phil Pulley, City of Ojai  
Miguel Guillen, City of Santa Paula  
Sergio Albarran, City of Ventura  
Margaret Schoep Gold Coast Transit District (GCTD)

Karly Ibrahim, CSUCI (ex-officio)  
Ben Cacatian, VCAPCD (ex-officio)

**MEMBERS ABSENT**

City of Fillmore  
City of Oxnard  
City of Port Hueneme  
County of Ventura

**VCTC STAFF PRESENT**

Caitlin Brooks, Transportation Planning Manager  
Peter De Haan, Programming Director  
Jeni Eddington, Administrative Assistant  
Claire Grasty, Public Transit Director  
Heather Miller, Program Manager  
Geiska Velasquez, Program Analyst

**ITEM 1 CALL TO ORDER**

Chair Gonzalez called the meeting to order at 1:30 p.m. via Zoom.

**ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**

Shaun Kroes, Moorpark City Transit, announced that he has taken a new position with the City of Camarillo. It was also announced that the Moorpark City Transit and Thousand Oaks Transit beach buses are operating. Peter De Haan, VCTC, announced Claire Grasty's promotion to Director of Public Transit and introduced Geiska Velasquez, VCTC's new Programming Analyst.

**ITEM 3 PUBLIC COMMENT**

None.

**ITEM 4 AGENDA ADJUSTMENTS**

None.

**ITEM 5 APPROVAL OF MEETING MINUTES**

The committee asked that the May minutes be amended to reflect that the City of Thousand Oaks made the motion on Item 9 – Guidelines and schedule for the 2022 combines call-for-projects for FTA section 5310 Large Urbanized Area (Senior and Disabled) funds and section 5307 Jobs Access/Reverse Commute (JARC) funds.

**ACTION**

**Houser moved, seconded by Albarran, that the committee approve the May 11, 2022 meeting minutes, as amended. The motion passed unanimously**

**ITEM 6 ADA CERTIFICATION SERVICES PROGRAM MONTHLY UPDATE**

The committee received the ADA certification services program monthly update for filing.

**ITEM 7 TRANSCOM MEETING LOCATION**

The committee discussed holding monthly meetings on the 2nd Wednesday of each month at 1:30 p.m. except for quarterly, in-person meetings to be held at the VCTC office in Camarillo. The committee also discussed meeting virtually in September at which time the item will be discussed again.

**ITEM 8 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) TRANSFER OF FUNDS**

The committee discussed the transfer of LCTOP funds from the countywide College Ride Pilot Program to Gold Coast Transit District's new Route 23 - Ventura Road Route project.

**ITEM 9 PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) UPDATED REQUIREMENTS**

Claire Grasty, VCTC, updated the committee on the updated PTASP requirements including 1) the creation of a safety committee, 2) the risk reduction program, and 3) safety training. Will Cattlidge presented GCTD's safety plan including online resources and the timeline.

**ITEM 10 PUBLIC TRANSIT-HUMAN SERVICES COORDINATED TRANSPORTATION PLAN UPDATE**

Claire Grasty shared with the committee that the final draft of the Public Transit-Human Services Coordinated Transportation Plan will be available as part of the Citizens Transportation Advisory Committee June agenda packet distribution. She thanked the committee for their participation and asked for feedback draft.

**ITEM 11 APPROVE COMBINED CALL-FOR-PROJECTS FOR CONGESTION MITIGATION AND AIR QUALITY (CMAQ) FUNDS, TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE AND PEDESTRIAN FUNDS, AND SENATE BILL (SB) 1 STATE OF GOOD REPAIR (SGR) FUNDS**

**ACTION**

**Houser moved, seconded by Samonte, and passed unanimously that the committee approve:**

- **The guidelines in Attachment A and application in Attachment B for a new call for projects to program funds available during the period of the Infrastructure Investment and Jobs Act (IIJA), including CMAQ, TDA Article 3 Bicycle & Pedestrian, and SB 1 SGR funds.**
- **The Call for Projects Schedule contained in the agenda item.**

- The “off-the-top” funding of \$443,000 for Regional Ridesharing (to come from the non-Transit share) for each of four years (FY 23/24 – 26/27), and \$636,000 for Transit Outreach (to come from the Transit share) for each of the same four years.
- The policy for Shelf List (included in Guidelines in Attachment A).

**ITEM 12 VENTURA COUNTY COMPREHENSIVE TRANSPORTATION PLAN- DRAFT EXISTING CONDITIONS REPORT AND PROJECTS**

The committee received a brief verbal update on the Ventura County Comprehensive Transportation Plan - Existing Conditions Report.

**ITEM 13 FUTURE AGENDA ITEMS**

None.

**ITEM 14 ADJOURNMENT**

Chair Gonzales adjourned the meeting at 3:14 p.m.



**Item 6**

**July 13, 2022**

**MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**  
**FROM: DOLORES LOPEZ, REGIONAL TRANSIT PLANNER**  
**SUBJECT: ADA CERTIFICATION SERVICES PROGRAM UPDATE**


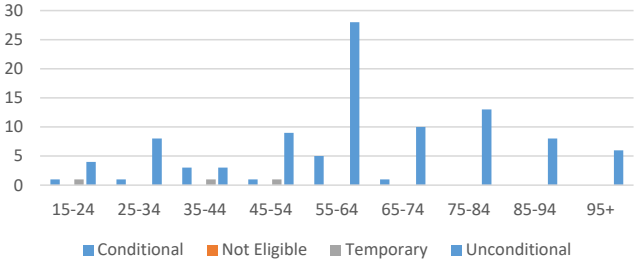
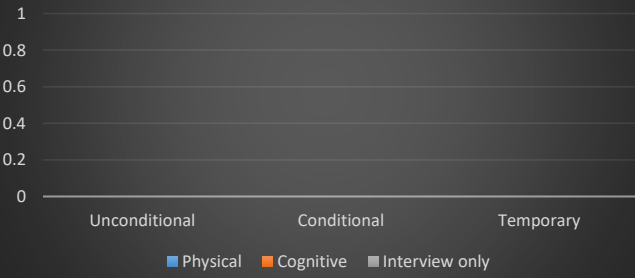
**RECOMMENDATION:**

- 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 June 2022.

Jun-22								
		June	May	Apr	Mar	Feb	Jan	As of 3/17/2020, MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions.
Call Center	Inbound ADA Calls	484	424	448	481	405	386	
	Outbound ADA calls	134	91	374	401	338	322	
	Average hold time (in seconds)	10.45	5.43	TBD	TBD	TBD	TBD	
	Outbound Area Transmittals	4	2	4	2	2	7	
	Inbound Area Transmittals	6	5	10	8	6	2	
								Riders requesting service outside of Ventura County
								Riders requesting service into Ventura County
Applications Received	Recertification	83	139	118	113	113	120	Total applications received: 121
	New Applications	38	61	49	65	37	23	Online Applications Received: 0 (0%)
Applications Received by Service Area	Camarillo Area	17	25	18	7	11	14	<b>Applications by Language</b> 
	Gold Coast Area	46	68	66	71	70	59	
	Valley Express Area	4	5	8	9	2	6	
	Moorpark Area	5	10	3	11	1	4	
	Simi Valley Area	29	45	47	54	25	38	
	Thousand Oaks	19	45	25	25	40	22	
	Out of County	1	2	0	1	1	0	
Completed Determinations by Evaluation Type	Complete, with Functional Evaluation	0	0	0	0	0	0	<b>Evaluations by Age and Determination Type</b> 
	Complete, Interview w/o Functional Evaluation	0	0	0	0	0	0	
	Complete, Special Circumstance (no Interview)	17	28	32	33	28	13	
	Complete, Over 85+	3	16	6	12	6	2	
	Complete, Phone Interview	17	7	22	10	12	9	
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0	
	Complete, Recertifications	67	132	111	108	103	107	
	Completed Determinations	104	183	171	163	149	131	
Delays in Processing (Cumulative)	Due to incomplete application by client	6	6	9	11	8	3	<b>In-person Interviews by Eligibility and Assessment Type</b> 
	Pending Professional Evaluation (PE)	14	8	7	6	14	14	
	Applications that failed to meet 21 day rule	0	0	0	0	0	0	
	Applicants awaiting phone interviews	2	3	1	2	1	1	
Assessments	<b>Assessment Categories</b>			<b>Total</b>	<b>CAM</b>	<b>VCTC</b>	<b>SIMI</b>	
	With Physical Assessment			0	0	0	0	
	With Cognitive Assessment			0	0	0	0	
	Interview only (at assessment sites)			0	0	0	0	
	No Shows for Phone Interview			0	0	0	0	
	Total In-Person Interviews Scheduled			0	0	0	0	
	Total Number of Appointment Days			0	0	0	0	
<b>Determinations by Eligibility</b>						<b>Total</b>	<b>%</b>	
Unconditional (including S.C., Over 85+ , Phone interviews, short-term)						89	85%	
Conditional						12	12%	
Temporary						3	3%	
Denials						0	0%	
Short Term						0	0%	

**Jun-22**

<b>Applications Received - GCT Area Cities</b>	<b>Jun</b>	<b>May</b>	<b>Apr</b>	<b>Mar</b>
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	1	4	0	1
Oak View	1	0	1	1
Oxnard	19	39	39	35
Saticoy	0	0	0	0
Port Hueneme	1	5	4	6
Ventura	17	24	22	28
<b>Applications Received-Valley Express Area Cities</b>				
Fillmore	2	2	2	4
Piru	0	0	0	0
Santa Paula	2	3	6	5



### MX Admin Report (June)

	Call Count			Queue Size	Answered	Abandoned	Redirected	Disconnected	To VoiceMail	Hold Time			Service Level
	In	Out	Total	Max	Total	Total	Total	Total	Total	Min	Max	Avg	
Grand Total	472	134	606	2	382	18	71	1	71	0	433	10.58	71.19%
Sunday	1	0	1	0	0	0	1	0	1	0	0	0.00	0.00%
Monday	119	13	132	2	94	5	20	0	20	0	186	6.92	69.75%
Tuesday	98	35	133	2	74	4	19	1	19	0	337	16.32	69.39%
Wednesday	103	23	126	1	87	4	12	0	12	0	433	14.06	69.90%
Thursday	80	41	121	1	73	2	5	0	5	0	137	8.21	83.75%
Friday	65	22	87	1	54	3	8	0	8	0	229	5.63	70.77%
Saturday	6	0	6	0	0	0	6	0	6	0	0	0.00	0.00%



Item 7

July 13, 2022

**MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE**

**FROM: DARRIN PESCHKA, PROGRAM MANAGER, GOVERNMENT AND COMMUNITY RELATIONS**

**SUBJECT: OUTREACH PROGRAM UPDATE**

**RECOMMENDATION:**

- Receive and file.

**DISCUSSION:**

The Ventura County Transportation Commission (VCTC) believes that robust and ongoing community outreach efforts are vital to VCTC's mission to keep Ventura County moving. For several years, VCTC has utilized the services of a consulting firm to facilitate community outreach and public transit outreach services. In December 2020, the Commission approved a three-and-a-half-year contract with Celtis Ventures Inc. for those services. That contract began Jan. 1, 2021.

The contract covers outreach work for multiple VCTC programs, including Intercity Services, Regional Transit Planning, Metrolink, Pacific Surfliner (LOSSAN), Rideshare, Regional Transit Technology and Community Outreach. VCTC staff collaborates with and directs Celtis staff to create and share information about VCTC programs on the agency website; through printed collateral posted at bus stops and transit centers; on social media; via eblasts; and through placements in digital and print media. VCTC shares alerts to keep transit riders informed about changes to bus schedules, and shares information from partner agencies, such as Caltrans updates about projects that might affect traffic.

The past year has been a busy one for outreach at VCTC. Campaigns have included the introduction of the VCbuspass contactless payment system, reintroduction of Intercity bus fares and promotion of half-price fares, the launch of Metrolink Saturday Service, the College Ride program, Bike Week and Rideshare Week, and the 20<sup>th</sup> anniversary of the Coastal Express. In addition, for the third year VCTC partnered with local Boys & Girls Clubs for an art contest to promote public transit. Winners had decals of their art placed on VCTC Intercity buses and received canvas prints of their winning pieces. More recently, given the increased interest in bicycling during the pandemic, VCTC used animated videos to promote bicycle safety on social media.

The Committee will receive a presentation about these activities, as well as outreach efforts planned in the future.



**JULY 13, 2022**

**MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**

**FROM: HEATHER MILLER, PROGRAM MANAGER**

**SUBJECT: FY 2022-23 STATE OF GOOD REPAIR PROGRAM – PROJECT SUBMITTALS**

**RECOMMENDATION:**

- Information and Discussion

**BACKGROUND:**

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1, provides transportation funding annually to repair aging infrastructure, make strategic investments in congested commute and freight corridors, and improve transit service. Approximately \$105 million annually is provided to Transit Operators using the same formula as State Transit Assistance (STA) for eligible transit maintenance, rehabilitation, and capital projects. This investment in public transit is referred to as the State of Good Repair (SGR) program.

A preliminary estimate of funding allocations for the FY 2022/23 SGR Program was released by the State Controller's Office in January 2022. The following table provides the fund estimates for Transit Operators in Ventura County:

<b>Agency</b>	<b>SCO January SGR Estimate (PUC 99314)</b>	<b>SCO January SGR Estimate (PUC 99313)</b>
City of Camarillo	\$ 7,978	
Gold Coast Transit District	\$ 45,381	
City of Moorpark	\$ 3,186	
City of Simi Valley	\$ 12,400	
City of Thousand Oaks	\$ 4,501	
SCRRA (Metrolink)	\$ 134,854	
VCTC		\$ 1,488,778

A final estimate of available allocations is anticipated to be released in August 2022. In the past, the August estimate has not varied significantly from the January estimate, therefore VCTC is providing the January estimate as the funding basis for the planning of potential projects. Transit operators will

be notified of the August estimate should it vary from the January estimate as soon as those amounts are available.

## **INFORMATION AND DISCUSSION**

The SGR Program is a transit capital program that maintains the public transit system in a state of good repair. The program encourages eligible recipients to promote “fix-it-first” transit capital projects that reduce greenhouse gases and help achieve the state’s environmental goals. Examples of such projects may include replacement of vehicles with partial and/or zero emission vehicles, green technology equipment enhancements, or transit facility upgrades to improve energy efficiency.

### **State Requirements for the SGR Program**

Each Fiscal Year, regional entities, working in conjunction with their local transit operators are required to compile and forward to Caltrans a list of projects proposed to be funded with the apportionment of State of Good Repair funds.

VCTC, as the designated regional entity, is required to review the projects to ensure they meet the SGR eligibility criteria and to then submit one cover letter and Board Resolution (or equivalent) to Caltrans for the whole county. Projects’ eligibility criteria include:

- whether the project has been approved by the Transit Operator’s board and/or the project is included in an adopted document such as the short-range transit plan;
- whether the project is appropriate for the overall transit plan designed for the region; and
- whether the total estimated amount of SGR funds to be made available to the transit operator agrees with the August estimate letter issued by the California State Controller’s Office.

### **Instructions for Transit Operator’s FY 2022/23 Project List Submittals to VCTC**

The SGR Resolution listing all of Ventura County’s FY 2022/23 SGR projects is scheduled for the September 2, 2022 Commission Meeting. VCTC is requesting Transit Operators submit their lists to VCTC by **Friday, August 19, 2022**. Project submittals must include:

- Project scope and description (include asset type);
- Project overall funding plan;
- Project schedule; and
- Estimated useful life of the project (asset).

Agencies must submit a signed cover letter on agency letterhead to VCTC indicating that the project has been approved by the Transit Operator’s board and/or that the project is included in an adopted document such as the short-range transit plan (include a link to the publication.) Existing projects are eligible to receive additional SGR funds. A four-year accrual of funds is allowed under SGR guidelines. Recipients must begin expending funds by the fourth year and fully expend the funds within the following four years.

### **Next Steps**

Following the September Commission Meeting, VCTC staff will submit the SGR Resolution to Caltrans. Caltrans will, after reviewing the project information, provide the State Controller’s Office with the list of eligible recipients. VCTC will receive and sub-allocate the funds from the State Controller’s Office to the Transit Operators on a quarterly basis beginning in November. Transit Operators are required to enter their approved projects into the CalSMART database, track project expenditures and submit an annual project progress/expenditure report.

