



**HERITAGE VALLEY TRANSIT SERVICE
TECHNICAL ADVISORY COMMITTEE (HVTAC)**
Santa Paula City Hall Council Chambers
970 Ventura Street, Santa Paula
Monday, September 12, 2022
3:30 p.m.

AGENDA

- ITEM 1 CALL TO ORDER**
ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS
- ITEM 3 PUBLIC COMMENTS**
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 March 2022.***Responsible Staff: Jeni Eddington**
- ITEM 6 VALLEY EXPRESS CMAQ PROJECT APPLICATIONS**
Recommended Action:
 - *Approve VCTC staff submitting CMAQ applications for Valley Express replacement vehicles and/or Valley Express service between Fillmore and Moorpark.***Responsible Staff: Erin Kenneally**
- ITEM 7 RIDERSHIP AND MARKETING REPORT UPDATE**
Recommended Action:
 - *Receive and file.***Responsible Staff: Erin Kenneally**
- ITEM 8 REQUEST FOR PROPOSAL FOR NEW OPERATOR CONTRACT UPDATE**
Recommended Action:
 - *Receive and file.***Responsible Staff: Erin Kenneally**
- ITEM 9 VALLEY EXPRESS TRANSIT SERVICE CONTRACT AMENDMENT**
Recommended Action:
 - *Receive verbal update.***Responsible Staff: Erin Kenneally**
- ITEM 10 DETERMINE THE NEXT MEETING DATE AND LOCATION**
Recommended Action:
 - That the Committee discuss and schedule the next meeting date and location, including VCTC's new corporate office.
 - *Monday, April 10 or 24 – Start time at 11:00 a.m. or between 1:30 p.m. and 4:00 p.m.*
 - *Monday, April 17 – Start time at 1:30 p.m. and 4:00 p.m.***Responsible Staff: Jeni Eddington**
- ITEM 11 ADJOURNMENT**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a committee meeting, please contact the Administrative Assistant at (805) 642-1591 ext. 111. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide accessibility at the meeting.

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HERITAGE VALLEY TRANSIT SERVICE
TECHNICAL ADVISORY COMMITTEE (HVTAC)
Tuesday, March 29, 2022
1:30 p.m. via Zoom Webinar

Meeting Summary

MEMBERS PRESENT: Chris Kurgan, County of Ventura (Chair)
Clete Saunier, City of Santa Paula

MEMBERS ABSENT: City of Fillmore

VCTC STAFF PRESENT: Aaron Bonfilio, Program Manager – Transit Services
Claire Grasty, Program Manager – Regional Transit Planning
Erin Kenneally, Transit Specialist
Dolores Lopez, Regional Transit Planner

ITEM 1 CALL TO ORDER

Aaron Bonfilio, VCTC, called the meeting to order at 10:04 a.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS

Aaron Bonfilio announced that the drafting of the Coordinated Public Transit-Human Services Transportation Plan and the Unmet Transit Needs assessment are both underway at this time.

ITEM 3 PUBLIC COMMENT – None.

ITEM 4 AGENDA ADJUSTMENTS – None.

ITEM 5 APPROVAL OF MEETING MINUTES

ACTION

Kurgan moved, seconded by Saunier, that the committee waive the reading and approve the February meeting minutes. The motion passed unanimously.

ITEM 6 ELECTION OF OFFICERS

ACTION

Saunier moved, seconded by Kurgan, and passed unanimously that Kurgan (County) and Rowlands (Fillmore) be the Heritage Valley Technical Advisory Committee Chair and Vice Chair, respectively.

ITEM 7 RIDERSHIP AND OUTREACH UPDATE

Erin Kenneally, VCTC, updated the committee on post-pandemic ridership, which is steadily increasing, and current marketing projects including an update to the Valley Express website.
www.valleyexpressbus.org

ITEM 8 DRAFT FISCAL YEAR (FY) 2022/2023 VALLEY EXPRESS BUDGET

The committee discussed the national driver shortage and local recruitment opportunities.

ACTION

Saunier moved, seconded by Kurgan that the committee recommend to the HVPAC the Draft Fiscal Year 2022/2023 Budget to the Heritage Valley Policy Advisory Committee (HVPAC). The motion passed unanimously.

ITEM 9 REQUEST FOR PROPOSAL FOR NEW OPERATOR CONTRACT

ACTION

Saunier moved, seconded by Kurgan that the committee recommend that the HVPAC authorize 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

The committee discussed sending their availability for a Monday afternoon meeting in September.

ITEM 11 ADJOURNMENT

The meeting was adjourned at 11:05 a.m.



DATE: SEPTEMBER 12, 2022

MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)

FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT

SUBJECT: VALLEY EXPRESS CMAQ PROJECT APPLICATIONS

RECOMMENDATION

- Approve VCTC staff submitting CMAQ application for Valley Express replacement vehicles.
- Approve VCTC staff submitting CMAQ application for Valley Express service between Fillmore and Moorpark.

BACKGROUND

Replacement Buses

At eight years old, The Valley Express buses are all past the typical four-to-five-year useful life for cutaway buses. Though the pandemic led to less driving for a few years, the Valley Express fixed routes are now running in full service and all vehicles have over 100,000 miles on them.

Due to the age and mileage of the fleet, it is time to begin replacement of these vehicles. VCTC staff is planning to submit a Congestion Mitigation and Air Quality (CMAQ) for these vehicles. Staff is proposing that the 11.47 percent match be paid for by the carry-over from FY 21-22 that is currently planned to be used for the FY 23-24 budget.

Service Between Fillmore and Moorpark

Service between Fillmore and Moorpark has routinely been one of the most requested services through the Unmet Transit Needs processes for the last couple of years. It has been one of two new services that has met the 15-comment threshold to be considered an unmet need (the other being service to Santa Clarita, which was not considered an unmet need since it travels outside the county).

While there are many details to be worked out regarding the service between Fillmore and Moorpark including route path determination and operator/vehicle demands, VCTC staff are recommending applying for CMAQ funds to support this route. CMAQ calls for projects are typically every two years but at this time there is not projected to be another call for projects for five years after the current call for projects closes on September 22.

Though this type of route would typically be operated by VCTC Intercity, over-the-road coaches are not able to traverse Highway 23/Grimes Canyon and VCTC Intercity does not operate any cutaway vehicles to do so. However, it is likely feasible to operate this service using current Valley Express vehicles and extending the Fillmore Loop route.

Though there are many details of this potential service that need to be finalized, if this project is not submitted in this call, the service will have to be fully funded by the appropriate jurisdictions unless another funding opportunity becomes available. Even with many items to be determined, staff feels we have enough information to submit an application. It is expected that the match for the CMAQ grant would be paid by the jurisdictions who benefit from the service, proportionately to the amount of service they have.

Cost estimates will be provided as a separate attachment at the meeting.

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Item 7

DATE: SEPTEMBER 12, 2022

MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)

FROM: ERIN KENNEALLY, TRANSIT SPECIALIST

SUBJECT: RIDERSHIP AND MARKETING REPORT

RECOMMENDATION

- Receive and file.

BACKGROUND

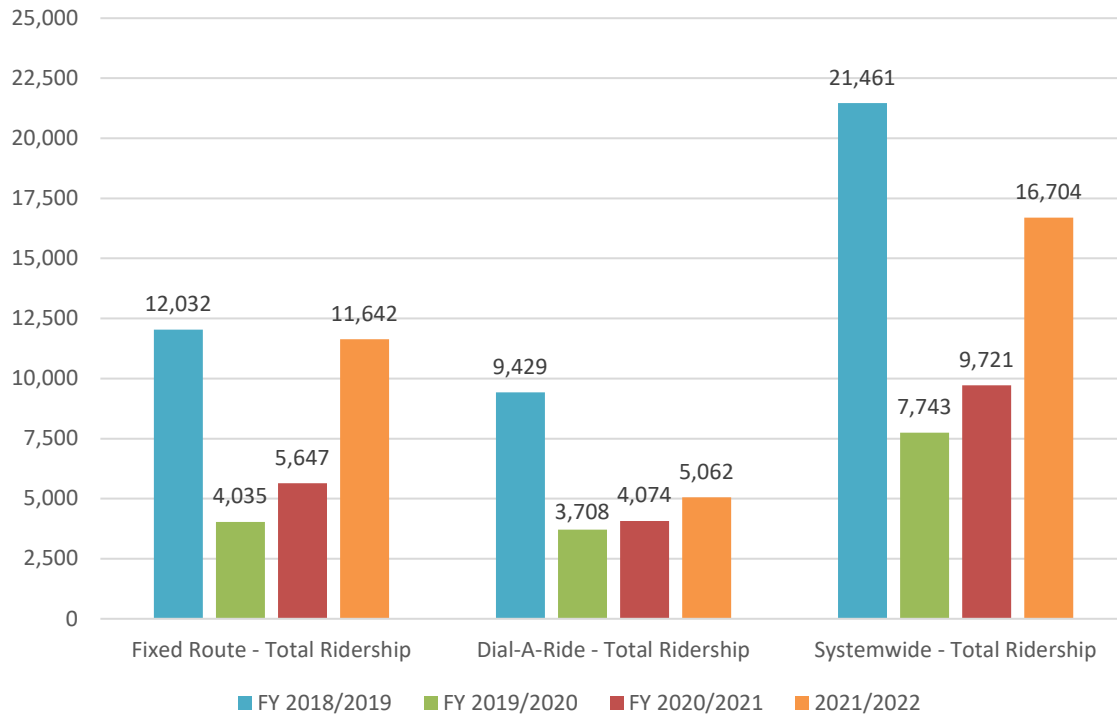
Valley Express service includes four fixed routes serving the cities of Santa Paula, Fillmore, and the unincorporated area of Piru, Dial-A-Ride services for the general public, and complementary ADA paratransit. School tripper service in Santa Paula and Fillmore was suspended in March 2020 due to the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

This report provides a Quarter 4 (April-May-June) comparison between key performance indicators (KPI) in FY2020/2021 and FY2021/2022. 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 72% to 16,704 passenger trips compared to 9,721 in the same quarter of last year. Fixed route ridership increased by 106% while Dial-A-Ride ridership increased by 24%. The Piru route currently accounts for 76% of fixed route ridership as well as 53% of systemwide ridership.
- Operating costs have increased however due to the increase in ridership, average cost per passenger has decreased by 49%.
- DAR ridership is currently at 54% of our pre-COVID numbers while Fixed route ridership is currently at 97%.

Valley Express Ridership FOURTH QUARTER COMPARISON



Quarterly Ridership Comparison by Route

FOURTH QUARTER COMPARISON (April-May-June 2022)

Valley Express Bus & Dial-A-Ride	FY 18/19	FY 19/20	FY 20/21	FY 21/22	% Change from FY 18/19	% Change from FY 20/21
Santa Paula Fixed Route	874	196	267	605	-30.8%	126.6%
Santa Paula Tripper*	229	0	0	208	-9.2%	NA
Fillmore Fixed Route	749	172	95	309	-58.7%	225.3%
Fillmore Tripper*	2,327	0	0	1,665	-28.4%	NA
Piru Fixed Route	7,853	3,667	5,285	8,855	12.8%	67.5%
Fixed Route Total	12,032	4,035	5,647	11,642	-3.2%	106.2%
Santa Paula DAR	6,872	2,572	3,302	4,342	-36.8%	31.5%
Fillmore DAR	2,557	1,136	772	720	-71.8%	-6.7%
Dial-A-Ride Total	9,429	3,708	4,074	5,062	-46.3%	24.3%
Valley Express Bus & Dial-A-Ride Total	21,461	7,743	9,721	16,704	-22.2%	71.8%

*Tripper service did not operate from March 2020 – July 2021

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 4 FY 2020/21	Qtr 4 FY 2021/22	Yr over Yr % Change
Ridership	System-wide	9,721	16,704	72%
Passengers per Mile	System-wide	0.17	0.31	81%
Passengers per Hr	System-wide	2.06	3.29	60%
Revenue Hours	System-wide	4,728	5,081	7%
Revenue Miles	System-wide	57,695	54,683	-5%
Operating Cost	System-wide	\$ 340,541	\$ 391,940	15%
Cost per Hr	System-wide	\$ 72.03	\$ 77.14	7%
Cost per Passenger	System-wide	\$ 35.03	\$ 23.46	-33%

Table 2 Fixed Route Quarterly Comparison

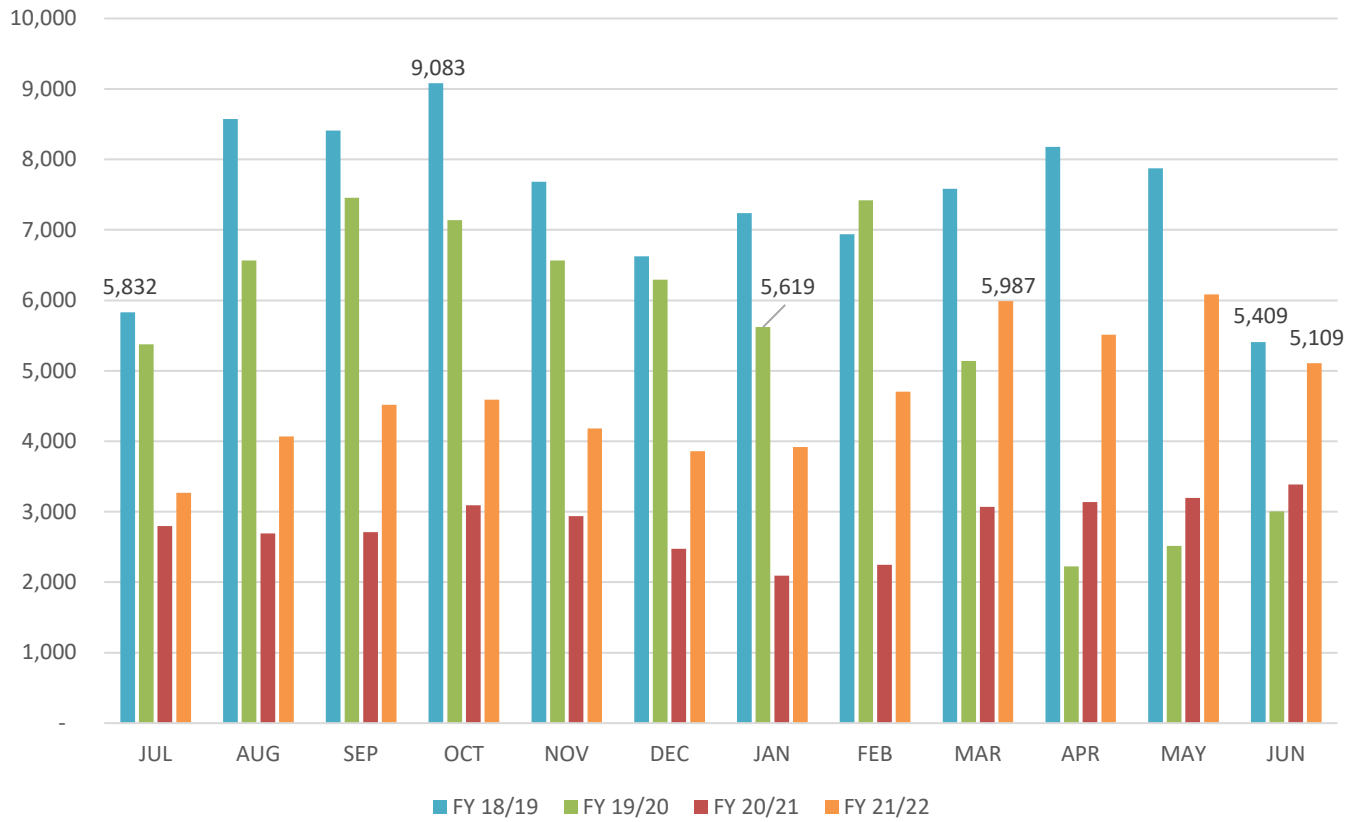
FIXED ROUTE - Valley Express KPI		Qtr 4 FY 2020/21	Qtr FY 2021/22	Yr over Yr % Change
Ridership	Fixed Route	5,647	11,642	106%
Passengers per Mile	Fixed Route	0.20	0.41	102%
Passengers per Hr	Fixed Route	3.78	7.23	91%
Revenue Hours	Fixed Route	1,494	1,609	8%
Revenue Miles	Fixed Route	28,142	28,738	2%
Operating Cost	Fixed Route	\$ 107,646	\$ 123,747	15%
Cost per Hr	Fixed Route	\$ 72.03	\$ 76.90	7%
Cost per Passenger	Fixed Route	\$ 19.06	\$ 10.63	-44%

Table 3 Dial-A-Ride Quarterly Comparison

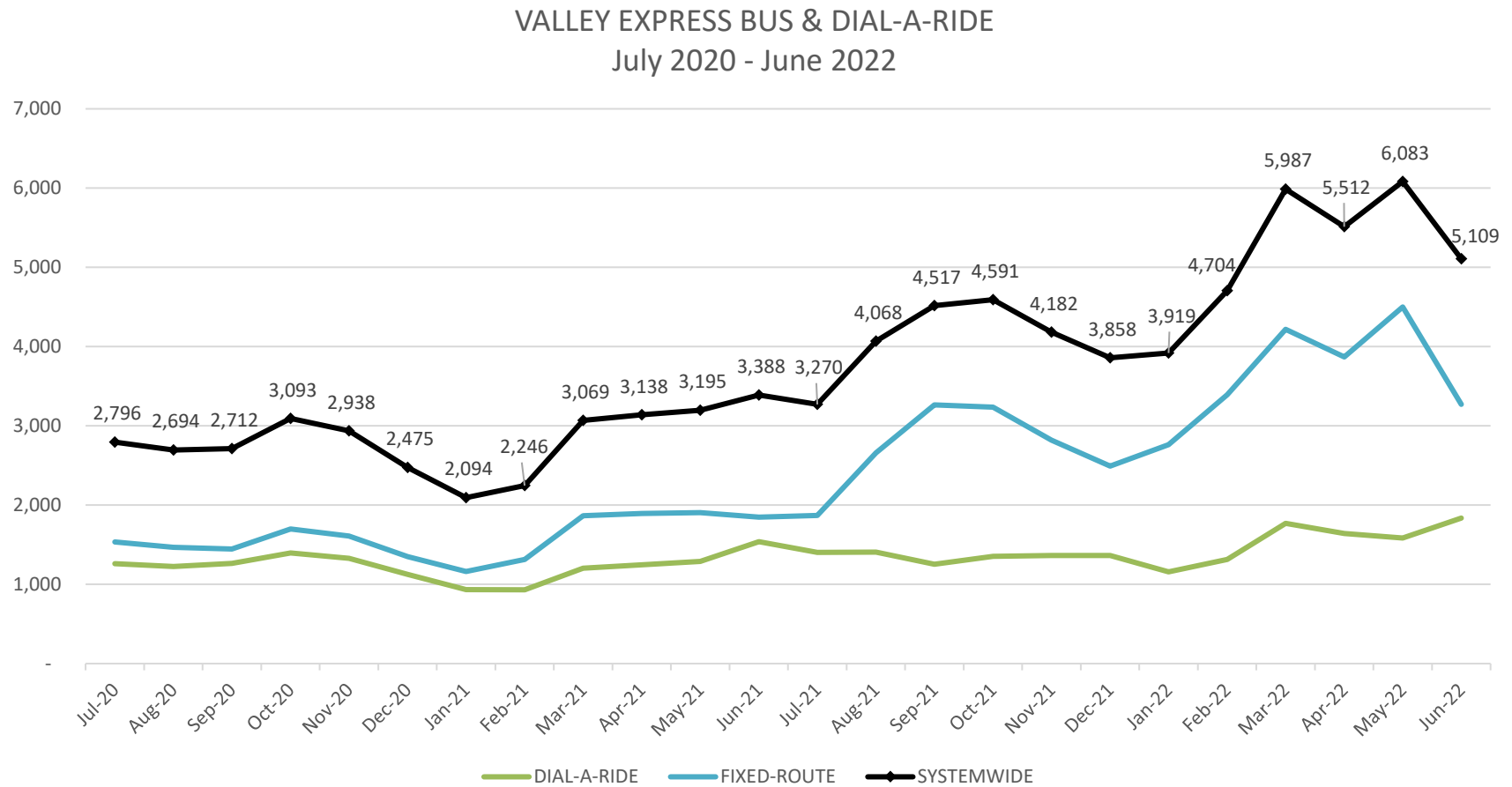
DIAL-A-RIDE (DAR) - Valley Express KPI		Qtr 4 FY 2020/21	Qtr 4 FY 2021/22	Yr over Yr % Change
Ridership	Dial-A-Ride (DAR)	4,074	5,062	24%
Passengers per Mile	Dial-A-Ride (DAR)	0.14	0.20	42%
Passengers per Hr	Dial-A-Ride (DAR)	1.26	1.46	16%
Revenue Hours	Dial-A-Ride (DAR)	3,233	3,471	7%
Revenue Miles	Dial-A-Ride (DAR)	29,553	25,944	-12%
Operating Cost	Dial-A-Ride (DAR)	\$ 232,895	\$ 268,194	15%
Cost per Hr	Dial-A-Ride (DAR)	\$ 72.03	\$ 77.26	7%
Cost per Passenger	Dial-A-Ride (DAR)	\$ 57.17	\$ 52.98	-7%

Valley Express Total Monthly Ridership FY18/19 to present

Valley Express
Total Monthly Ridership



Monthly Ridership July 2020 through June 2022



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 promoting both the Youth Ride Free and College Ride programs.

Our recent community outreach efforts include VCTC staff attending local back to school nights and City Council meetings to promote both the Valley Express service as well as the Youth Ride Free program.

Celtis recently completed an update of the Valley Express website and the new site will launch this week.

Social Media Post for Youth Ride Free Program



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Item 9

DATE: SEPTEMBER 12, 2022

MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)

FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT

SUBJECT: VALLEY EXPRESS TRANSIT SERVICE CONTRACT AMENDMENT

RECOMMENDATION

- Receive and file

BACKGROUND

Valley Express, like nearly all transit agencies in the country, was struggling to retain and recruit drivers in addition to other key positions such as in maintenance and dispatch. While significantly exacerbated by the pandemic, the transit industry has long been challenged by a need for highly trained employees. Because of this, Valley Express service provider, MV Transportation, met with staff to discuss the ongoing national labor shortage and associated driver recruitment and retention efforts.

Valley Express and other transit agencies in Ventura County and the region, such as VCTC Intercity, Gold Coast Transit District and Thousand Oaks Transit, were on a daily basis having to reassess its available workforce and modify services. Despite reducing dial-a-ride service levels, the acute driver shortage and other labor challenges have continued locally as well as nationally.

To address driver shortages, nearly all of VCTC's neighboring transit providers have increased starting wages to aid recruitment efforts and competitiveness. In addition, some agencies have implemented sign-on bonuses and incentives to further attract new hires and retain a qualified driver workforce.

From March 2020 to July 2021, MV Transportation was able to meet demand but as ridership began to resume when businesses started to open in July 2021, meeting service demand became more difficult as 30% of operator positions were vacant. In early 2021, MV Transportation implemented a bonus program to attract new drivers which ran without positive results. After research through other MV divisions, the only positive result was for divisions that implemented wage increases. Additionally, due to the shortage, operators have had to work up to 50 hours per week with little relief.

MV Transportation requested changes to recruitment and retention measures, including increasing starting wage to match and/or be more competitive with neighboring agencies. This includes changes to wages for bus operators as well as for other positions that are challenging to fill, such as mechanics, administrative and dispatchers. MV Transportation had been offering new drivers \$16 per hour.

Through negotiations, MV Transportation and VCTC have arrived at a set of proposed contract rate adjustments as noted in the attached contract amendment (Amendment No. 4). The effective date of the Amendment was retroactive June 1, 2022 (MV Transportation shall provide verification of wage increase implementation with backup) and approved by the VCTC at the July 1, 2022 meeting. Due to the necessity of this item and the timing of the HVTAC and HVPAC meetings, staff was unable to bring these

items to the committees prior to implementing but funding for the proposed increase was included in the FY22 and FY23 budgets that was approved by the HVTAC and HVPAC. MV Transportation's new starting driver wage is \$19.00. The total additional costs for the proposed changes are approximately \$181,633 for the duration of the contract term, which expires February 2023.

The Amendment and a comparison of the current and proposed rates are attached to this item as attachments "A" and "B", respectively.

The below table reflects current bus operator wages for transit agencies in the geographic region, from Santa Barbara County to Los Angeles.

Transit Agency (Fixed Route)	Location	Starting Wage
Valley Express	Santa Paula, CA	\$19.00
VCTC	Camarillo, CA	\$20.00
Gold Coast Transit District	Oxnard, CA	\$21.75
LA Metro	Various (Los Angeles, CA)	\$20.49
Santa Barbara MTD	Santa Barbara, CA	\$23.33
Santa Clarita Transit	Santa Clarita, CA	\$19.00
Santa Maria Transit	Santa Maria, CA	\$18.60
Simi Valley Transit	Simi Valley, CA	\$20.87
Thousand Oaks Transit	Thousand Oaks, CA	\$19.95

**CONTRACT AMENDMENT NO. 4 TO
TRANSIT SERVICES AGREEMENT BETWEEN
THE VENTURA COUNTY TRANSPORTATION COMMISSION (“VCTC”) AND
MV TRANSPORTATION**

This Amendment No. 4 (“Fourth Amendment”) by and between the Ventura County Transportation Commission (“VCTC”) and MV Transportation, Inc., herein referred to as “Contractor,” is entered into as of this 8th day of July 2022. VCTC and Contractor shall be referred to collectively herein as “parties.”

WHEREAS, VCTC is party to the Heritage Valley Transit Service Cooperative Agreement, entered into between the City of Santa Paula, City of Fillmore, the County of Ventura (“Member- agencies”), and VCTC, and VCTC is responsible for administration of the transit service; and,

WHEREAS, VCTC desired to contract out daily management, operation and maintenance functions of the Heritage Valley Transit Service, which includes, Fixed-Route, Dial-a-ride and ADA Paratransit Services for the Heritage Valley; and,

WHEREAS, on December 5, 2014, VCTC entered into a transit services agreement (“Agreement”) with Contractor in an amount not to exceed \$12,000,000; and,

WHEREAS, on November 10, 2017, VCTC and Contractor entered into Contract Amendment No. 1 to implement rate adjustments for the Contractor’s fixed hourly rates for compensation; and

WHEREAS, on October 4, 2019, VCTC and Contractor entered into Contract Amendment No. 2 to extend the term of the Agreement for three (3) years and increase the not-to-exceed amount under the Agreement to \$18,264,000; and,

WHEREAS, on May 5, 2020, VCTC and Contractor entered into Contract Amendment No. 3 to increase the maximum compensation payable to Contractor to \$18,300,000 and to provide the Contractor compensation for certain COVID-19 pandemic response activities. Amendment No. 3 is effective for the period of March 1, 2020 through June 30, 2022; and,

WHEREAS, Contractor has identified challenges in the current labor market which are resulting in difficulties in recruiting and retaining qualified employees; and,

WHEREAS, VCTC and Contractor reviewed the current compensation structure for drivers and other positions in light of the ongoing national labor shortage; and,

WHEREAS, due to additional increases in payroll expense for the Contractor's employees covered in the Agreement, Contractor requested that Member-agencies and VCTC consider proposed rate adjustments to the Contractor's fixed hourly rates for compensation; and,

WHEREAS, Member-agencies recommended that VCTC approve Contractor's proposed rate adjustments; and

WHEREAS, VCTC desires to amend the Contractor's hourly rates for compensation; and,

WHEREAS, VCTC has appropriated through Member-agency contributions the funds to increase the compensation to Contractor in the Agreement;

NOW, THEREFORE, VCTC and Contractor hereto agree as follows:

1. The Rate Schedule for the Extension Term set forth in Exhibit A of Amendment No. 2 to the Agreement (amending Section 8 of the Agreement) is hereby deleted and replaced with the amended rates schedules contained in "Exhibit A-Revised," attached hereto and incorporated herein. The amended rates reflected in Exhibit A-Revised shall be effective as of June 1, 2022. VCTC shall pay Contractor the amended rates for all work completed after that date.
2. Section 7 of the Agreement "Maximum Compensation" is hereby amended to increase the total "not to exceed" amount by \$181,633 for a new not to exceed amount of \$18,481,633 for the term.

Except to the extent amended hereby, the Agreement remains in full force and effect.

IN WITNESS THEREOF, the parties have executed this Agreement No. 4 on the ____ day of _____ 2022.

VENTURA COUNTY TRANSPORTATION COMMISSION

by: _____
Martin Erickson, Executive Director

Approved as to form

by: _____
Steven T. Mattas, General Counsel

CONTRACTOR: MV TRANSPORTATION

by: _____

Exhibit A--Revised

Revenue Rate Schedule for Remaining Term June 2022 to February 2023

Valley Express Period (June 1, 2022 to February 28, 2023)

Hourly Rate Schedule, per Revenue Hour			
Base Scenario: 20,000 – 25,000 Annual Revenue Hours	\$ 83.24 / hr		
<i>Decrease Scenario: 15,000 – 19,999 Annual Revenue Hours</i>	\$87.95 / hr		
<i>Increase Scenario: 25,001 – 30,000 Annual Revenue Hours</i>	\$80.42 / hr		

Scale (Tenure)	Driver Count	Wages	Proposed Wages Min	Proposed Wages Max
Total Driver Rev Wages	16	\$ 16.00	\$ 19.00	\$ 21.00
Non Driver Position	Staff Count	Wages	Proposed Wages Min	Proposed Wages Max
Heritage Valley, CA				
Operations Supvr	1	\$ 21.00	\$ 22.00	\$ 24.00
Auto Tech B	2	\$ 30.00	\$ 31.00	\$ 32.00
Dispatcher(s)	5	\$ 16.00	\$ 19.00	\$ 22.00
Operations Mgr	1	\$ 30.00	\$ 31.00	\$ 33.00
Shop Foreman	1	\$ 33.46	\$ 34.46	\$ 35.46
Total Maintenance Wages	3	\$ 31.15	\$ 32.15	\$ 33.15
Total Support Staff Wages	7	\$ 18.71	\$ 21.14	\$ 23.86