



VENTURA COUNTY TRANSPORTATION COMMISSION
CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)

AGENDA*
TUESDAY, SEPTEMBER 13, 2022
1:30 P.M.

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

The meeting will be held via ZOOM Webinar
Please click the link below to access the webinar:

<https://us02web.zoom.us/j/81513732939?pwd=Mm9ldVJjdTZpUnB5ajFkSTR2RUJ1UT09>

Call-In Option:

Dial: 1.669.900.6833

Webinar I.D.: 815 1373 2939

Passcode: 12345

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for 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 commissioners will participate in the meeting from individual remote locations, and no physical location will be open to the public for the Commission 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/council 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/council 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 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/council should not act on or discuss matters raised during the Public Comment portion of the agenda which are not listed on the agenda. Committee/Council members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.

ITEM 4 APPROVAL OF MINUTES

Recommended Action:

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

Responsible Staff: Jeni Eddington

ITEM 5 GOLD COAST TRANSIT DISTRICT

Recommended Action:

- *Receive and file.*

Responsible Staff: Vanessa Rauschenberger, GCTD

ITEM 6 FISCAL YEAR 2023-24 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS (UTN) SCHEDULE, PROCEDURES, AND DEFINITIONS

Recommended Action:

- *Approve the Fiscal Year 2023-24 Unmet Transit Needs definitions and schedule*

Responsible Staff: Dolores Lopez

ITEM 7 COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

Recommended Action:

- *Verbal update.*

Responsible Staff: Dolores Lopez

ITEM 8 CHAIRPERSON'S REPORT

ITEM 9 COMMITTEE AND COUNCIL MEMBER REPORTS

ITEM 10 ADJOURN TO TUESDAY, JANUARY 9, 2023



**CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL
(CTAC/SSTAC)**

**Tuesday, June 14, 2022
1:30 PM via ZOOM Meeting**

MEETING MINUTES

CTAC MEMBERS PRESENT:

Miranda Patton, City of Camarillo (Chair)
Joey Juhasz-Lukomski, City of Fillmore
Marissa Rodriguez, City of Fillmore
Vic Kamhi, City of Thousand Oaks
Rob Corley, City of Ventura
Sandra Aldana, VCTC at large
Scott Farrenkopf, VCTC at large

MEMBERS ABSENT:

City of Moorpark
City of Ojai
City of Oxnard
City of Port Hueneme
City of Santa Paula
City of Ventura

SSTAC MEMBERS PRESENT:

None

VCTC STAFF PRESENT:

Claire Grasty, Program Manager – Regional Transit Planning
Drew Kent, Regional Transportation Planner
Dolores Lopez, Regional Transit Planner

1. CALL TO ORDER

Chair Patton called the meeting to order at 1:32 p.m.

2. ROLL CALL

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA - None

4. APPROVAL OF MEETING SUMMARY – APRIL 2022

ACTION

Corley moved, seconded by Farrenkopf to approve the April 12, 2022 meeting summary. The motion passed unanimously.

5. COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION DRAFT PLAN

The Committee received a presentation on the draft Coordinated Public Transit-Human Services Transportation Plan including the purpose, timeline, existing conditional, gaps and needs, and the draft strategies. It was stated that committee members are invited to speak to the consultants to discuss the recommended strategies.

6. VENTURA COUNTY COMPREHENSIVE TRANSPORTATION PLAN-DRAFT EXISTING CONDITIONS REPORT AND PROJECTS

The Committee received a brief update on the Comprehensive Transportation Plan Draft Existing Condition Report and was encouraged to provide feedback and complete the online survey.

7. OUTREACH PROGRAM UPDATE

Ms. Claire Grasty, VCTC, updated the committee on VCTC's regional community outreach program activities

8. CHAIRPERSON'S REPORT

Chair Patton reported that she attended the May and June VCTC meetings and noted that transit fares would be free on Dump the Pump Day.

9. COMMITTEE MEMBER REPORTS

Vic Kamhi reported that Thousand Oaks Transit 1) has ordered two electric buses that are expected to be delivered in the fall, 2) summer beach buses run through August, 3) fare collection would resume at half-fare on July 1, 2022, 4) security has been secured for the Thousand Oaks Transit Center, and 5) solar canopies have been installed to provide power to the electric buses.

Ms. Grasty announced the 5310/JARC Call for Projects.

10. ADJOURN TO SEPTEMBER 13, 2022

Chair Patton adjourned the meeting at 2:47 p.m.



ITEM 6

September 13, 2022

**MEMO TO: CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

FROM: DOLORES LOPEZ, TRANSIT PLANNER

**SUBJECT: FISCAL YEAR 2023-24 TRANSPORTATION DEVELOPMENT ACT (TDA)
UNMET TRANSIT NEEDS (UTN) DEFINITIONS AND SCHEDULE**

RECOMMENDATION:

- Review and approve the Fiscal Year 2023-24 Unmet Transit Needs definitions and schedule

BACKGROUND:

The State Transportation Development Act (TDA) requires that a public hearing be held to discuss public transit, take testimony on local/regional transit needs, and develop findings that ensure that all reasonable transit needs are satisfied before TDA funds can be allocated for street and road purposes.

DISCUSSION:

December 12, 2022 marks the beginning of the Fiscal Year 2023-24 Unmet Transit Needs bi-lingual (English/Spanish) public outreach process with the online survey and the website landing page going live. Staff will also attend various city council and Farm Workforce Housing meetings during the month of January. Digital and print outreach will also be posted on social media platforms and onboard vehicles. The required public hearing will be held during the February 2022 Regular Meeting of the Ventura County Transportation Commission.

By soliciting input through various formats, residents have several opportunities to be heard. Public comments received throughout the year and testimony received at the public hearing are reviewed against adopted Unmet Transit Needs and Reasonable to Meet definitions adopted by the Commission in 2009. The public hearing is required by the State to approve the UTN process (Attachment B).

The findings will be brought back to CTAC/SSTAC for discussion and approval in April 2023 so appropriate action can be taken prior to staff's recommendation to the Commission in May 2023. In addition to the staff recommendation, CTAC/SSTAC also has the option of submitting a formal recommendation on or before the May 2023 Commission meeting.

Attachment A: Unmet Transit Needs Definition (Fiscal Year 2022-23)
Attachment B: Unmet Transit Needs Schedule (Fiscal Year 2022-23)

UNMET TRANSIT NEEDS PROCESS

Definitions
Fiscal Year 2023-24

Unmet Transit Need

Public transportation services identified by the public with sufficient broad-based community support that have not been funded or implemented. Unmet transit needs identified in a government-approved plan must meet the definition of an unmet transit need. Sufficient broad-based community support means that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service.

Includes:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

Excludes:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule
- Requests for minor extended hours
- Service for groups or individuals that is not needed by or will not benefit the general public
- Comments about vehicles, facilities, driver performance and transit organizational structure
- Requests for better coordination
- Requests for reduced fares and changes to fare restrictions
- Improvements funded or scheduled for implementation in the following year
- Future transportation needs
- Duplication or replacement of existing service

“REASONABLE TO MEET”

Outcome	Definitions	Measures & Criteria
Equity	The proposed service will not cause reductions in existing transit services that have an equal or higher priority	Measures: Vehicle revenue service hours and revenue service miles. Criteria: Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
Timing	The proposed service is in response to an existing rather than future transit need	Criteria: Proposed service is in response to an existing rather than future transit need; based on public input
Feasibility	The proposed service can be provided with the existing fleet or under contract to a private provider	Measure: Vehicle spare ratio: Transit system must be able to maintain FTA's spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or leased) or can service be provided under contract to a private provider?
Feasibility	There are adequate roadways to safely accommodate transit vehicles	Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
Cost Effectiveness	The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole	Measure: Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) Criteria: Fare revenue/operating cost cannot fall below the operator's required passenger fare ratio.
Cost Effectiveness	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	Measures and criteria described below.
Service Effectiveness	Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.	Measure: Passengers per hour. Criteria: Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 month of service, 85% at the end of 24 months of service, and 100% at the end of 36 months of service.

PASSENGER FARE RATIOS

It is desirable for all proposed transit services in urban areas to achieve a 20% passenger fare ratio by the end of the third year of operation. A passenger fare ratio of 10% is desired for special services (i.e., elderly and disabled) and rural area services*. More detailed passenger fare ration standards, which will be used to evaluate services as they are proposed and implemented, are described below. Transit service both in urban and rural areas, per state law, may obtain an “intermediate” passenger fare ratio.

Urban Service	Rural Service	Recommended Action
New Service Performance Criteria: End of Twelve Months		
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Twenty-four Months		
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Thirty-Six Months **		
Less than 15%	Less than 7%	Provider may discontinue service
15% to 19%	7% to 9%	Provider may consider modifying and continue service
20% or more	10% or more	Provider will continue service, with modifications if needed

**Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services.*

***A review will take place after 30 months to develop a preliminary determination regarding the discontinuation of proposed services*

Unmet Transit Needs
Public Hearing and Process Schedule
Fiscal Year 2023-24

- September 13, 2022 CTAC/SSTAC MEETING
Review and approve Unmet Transit Needs definitions and schedule
- December 2, 2022 VCTC MEETING
Approve Unmet Transit Needs definitions and schedule
- December 12, 2022 OUTREACH
Unmet Transit Needs information and survey posted to digital and print channels
- December 29, 2022 LEGAL NOTICES FOR PUBLIC HEARING PUBLISHED
Local, Spanish-language newspaper of record (VIDA Newspaper)
January 3, 2023 Local, English-language Newspaper of record (Ventura County Star)
- February 3, 2023 PUBLIC HEARING
VCTC meeting at 9:00 a.m.
- April 11, 2023 CITIZENS TAC / SOCIAL SERVICES TAC MEETING
Approve Unmet Transit Needs findings and staff recommendation
- April 12, 2023 TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM) MEETING
Approve Unmet Transit Needs findings and staff recommendation
- May 5, 2023 VCTC MEETING
Staff presents Unmet Transit Needs findings
Adopt Unmet Transit Needs Assessment
- June 2, 2023 VCTC MEETING
Adopt Fiscal Year 2023-24 Transportation Development Act apportionments
- August 15, 2023 SUBMITTAL
Deadline to submit findings to the State of California for review