



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

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

**AGENDA\***

Wednesday, January 11, 2023  
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=ZWVnYVJIS2t6ZmVjMS9aZDFKaEJWdz09>

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.*

**TRANSCOM MEETING AGENDA cont.**

**January 11, 2023**

**Page 2 of 3**

**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 December 2022.*

**Responsible Staff: Jeni Eddington**

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

***Recommended Action:***

- *Receive and file.*

**Responsible Staff: Dolores Lopez**

**ITEM 7            ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

***Recommended Action:***

- *Nominate and elect officers to the Committee.*

**Responsible Staff: Claire Grasty**

**ITEM 8            CALENDAR OF MEETINGS**

***Recommended Action:***

- *Receive and file.*

**Responsible Staff: Claire Grasty**

**ITEM 9            REPROGRAMMING OF PROPOSITION 1B PUBLIC TRANSPORTATION  
MODERNIZATION, IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT  
(PTMISEA) FUNDS**

***Recommended Action:***

- *Approve reprogramming of Prop 1B PTMISEA funds totaling \$108,606 from Southern California Regional Rail Authority's (SCRRA) Safety Enhancements project to SCRRA's Structures Rehabilitation project.*

**Responsible Staff: Heather Miller**

**ITEM 10          STATUS OF COUNTYWIDE ZERO EMISSION BUS (ZEB) EFFORTS**

***Recommended Action:***

- *For discussion.*

**Responsible Staff: Claire Grasty**

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**TRANSCOM MEETING AGENDA cont.**

**January 11, 2023**

**Page 3 of 3**

**ITEM 11      COUNTYWIDE TRANSIT TECHNOLOGY ASSETS & NEEDS SURVEY**

***Recommended Action:***

- *For discussion.*

**Responsible Staff: Matt Miller**

**ITEM 12      FUTURE AGENDA ITEMS**

***Recommended Action:***

- *For discussion.*

**Responsible Staff: Claire Grasty**

**ITEM 13      ADJOURNMENT**

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

Wednesday, December 14, 2022  
1:30 PM via ZOOM.

Item 5

## **MEETING MINUTES**

**MEMBERS PRESENT**

Ben Gonzales, City of Simi Valley (Chair)  
Shaun Kroes, City of Camarillo  
Michelle Woomer, City of Moorpark  
Phil Pulley, City of Ojai  
Kumar Neppalli, City of Oxnard  
Tyler Nestved, City of Thousand Oaks  
Sergio Albarran, City of Ventura  
Susanna Arroyo, County of Ventura  
Austin Novstrup, Gold Coast Transit District (GCTD)

**EX OFFICIO PRESENT**

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

**MEMBERS ABSENT**

City of Fillmore  
City of Port Hueneme  
City of Santa Paula

**VCTC STAFF PRESENT**

Peter De Haan, Programming Director  
Claire Grasty, Public Transit Director  
Dolores Lopez, Regional Transit Planner  
Heather Miller, Program Manager  
Aubrey Smith, Program Manager – Regional Transit Planning

**ITEM 1 CALL TO ORDER**

Chair Gonzalez called the meeting to order at 1:31 p.m. via Zoom.

**ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS – None.**

**ITEM 3 PUBLIC COMMENT - None.**

**ITEM 4 AGENDA ADJUSTMENTS - None.**

**ITEM 5 APPROVAL OF MEETING MINUTES**

**ACTION**

**Kroes moved, seconded by Pulley, that the committee approve the November 9, 2022 meeting minutes. 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 AMERICANS WITH DISABILITIES ACT (ADA) AD HOC COMMITTEE**

**ACTION**

Nestved moved, seconded by Gonzales and passed unanimously, that the committee form a new Ad Hoc Committee focused on Americans with Disabilities Act (ADA) issues.

**ITEM 8 GUIDELINES AND SCHEDULE FOR THE 2023 ACCESS FOR ALL CALL FOR PROJECTS**

**ACTION**

Neppalli moved, seconded by Nestved and passed unanimously, that the committee approve the guidelines and schedule for the 2023 Access for All Call for Projects.

**ITEM 9 APPROVE FISCAL YEAR 2022/23 PROGRAM OF PROJECTS**

**ACTION**

Pulley moved, seconded by Gonzales and passed unanimously, that the committee approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year (FY) 2022/23 (Attachment A.)

**ITEM 10 FUTURE AGENDA ITEMS**

**ITEM 11 ADJOURNMENT**

Chair Gonzales adjourned the meeting at 2:00 p.m.



**Item 6**

**DATE:** JANUARY 11, 2023

**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.

Dec-22							
		Dec	Nov	Oct	Sep	Aug	Jul
Call Center	Inbound ADA Calls	340	329	478	459	503	454
	Outbound ADA calls	190	165	144	202	356	291
	Average hold time (in seconds)	0.38	0.35	0.65	1.59	1.16	1.6
	Outbound Area Transmittals	2	5	5	1	4	2
	Inbound Area Transmittals	6	3	4	2	6	4
Applications Received	Recertification	64	58	40	47	75	120
	New Applications	37	38	51	51	64	38
Applications Received by Service Area	Camarillo Area	7	15	10	12	16	12
	Gold Coast Area	41	42	43	37	47	57
	Valley Express Area	7	7	5	1	8	9
	Moorpark Area	2	2	2	8	2	10
	Simi Valley Area	27	17	16	22	26	38
	Thousand Oaks	16	12	15	18	37	31
	Out of County	1	1	0	0	3	1
Completed Determinations by Evaluation Type	Complete, with Functional Evaluation	0	0	0	0	0	0
	Complete, Interview w/o Functional Evaluation	0	0	0	0	0	0
	Complete, Special Circumstance (no Interview)	17	14	26	18	19	15
	Complete, Over 85+	5	7	12	9	6	3
	Complete, Phone Interview	16	20	20	22	23	22
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0
	Complete, Recertifications	59	45	28	46	74	111
	Completed Determinations	97	86	86	95	122	151
Delays in Processing (Cumulative)	Due to incomplete application by client	7	8	9	8	3	4
	Pending Professional Evaluation (PE)	7	11	9	8	17	9
	Applications that failed to meet 21 day rule	0	0	0	0	0	0
	Applicants awaiting phone interviews	0	1	2	1	3	2
Assessments	Assessment Catagories			Total	CAM	VCTC	SIMI
	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			1	0	0	0
	Total In-Person Interviews Scheduled			0	0	0	0
	Total Number of Appointment Days			0	0	0	0
Determinations by Eligibility						Total	%
Unconditional (including S.C., Over 85+ , Phone interviews,short-term)						86	89%
Conditional						7	7%
Temporary						4	4%
Denials						0	0%
Short Term						0	0%

As of 3/17/2020, MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions.

Riders requesting service outside of Ventura County

Riders requesting service into Ventura County

Total applications received: 101

Online Applications Received: 0 (0%)

Applications by Language

Evaluations by Age and Determination Type

In-person Interviews by Eligibility and Assessment Type



Dec-22				
Applications Received - GCT Area Cities	Dec	Nov	Oct	Sep
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	1	0	2	3
Oak View	1	0	0	0
Oxnard	25	26	23	18
Saticoy	0	0	0	0
Port Hueneme	4	5	3	2
Ventura	10	11	15	14
Applications Received-Valley Express Area Cities				
Fillmore	3	4	1	0
Piru	0	2	0	0
Santa Paula	4	1	1	1

## MX Admin Report (December)

	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	333	190	523	2	283	17	33	0	33	0	131	0.38	69.07%
Sunday	2	0	2	0	1	0	1	0	1	0	0	0.00	50.00%
Monday	68	32	100	2	53	7	8	0	8	0	2	0.03	67.65%
Tuesday	61	59	120	1	53	3	5	0	5	0	8	0.08	77.05%
Wednesday	82	22	104	1	76	2	4	0	4	0	0	0.00	63.41%
Thursday	57	44	101	2	53	1	3	0	3	0	28	0.31	75.44%
Friday	62	33	95	1	47	4	11	0	11	0	131	1.75	66.13%
Saturday	1	0	1	0	0	0	1	0	1	0	0	0.00	0.00%



**Item 7**

**DATE: JANUARY 10, 2023**

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

**FROM: AUBREY SMITH, PROGRAM MANAGER – REGIONAL TRANSIT PLANNING**

**SUBJECT: ELECTION OF OFFICERS**

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**RECOMMENDATION**

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

**BACKGROUND**

The Chair and Vice Chair shall be elected from among the Transportation Operators Advisory Committee representatives by majority vote. The current chairperson and vice-chairperson may also serve in their respective roles if that is the pleasure of the committee.

The Chair of this committee shall be responsible for:

1. Calling for meetings of this committee.
2. Presiding at the meetings of this committee.
3. Assisting with agenda preparation.
4. Reporting to the VCTC when called upon to do so.
5. Establishing subcommittees as necessary.
6. Other such duties as he/she may be directed by the TRANSCOM and/or the VCTC to perform.

The Vice Chairperson of this committee shall serve in the absence of the Chair and perform such duties as they may be directed by the Chair to perform.

**2022**

Chair – City of Simi Valley  
Vice Chair – City of Thousand Oaks

**2021**

Chair – Gold Coast Transit District  
Vice Chair – City of Simi Valley

**2020**

Chair – City of Ventura  
Vice Chair – Gold Coast Transit District

**2019**

Chair – City of Camarillo  
Vice Chair – City of Ventura

**2018**

Chair – County of Ventura  
Vice Chair – City of Camarillo

**2017**

Chair – City of Moorpark  
Vice Chair – County of Ventura



Item 8

**DATE:** JANUARY 11, 2023  
**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)  
**FROM:** CLAIRE GRASTY, TRANSIT DIRECTOR  
**SUBJECT:** 2023 TRANSCOM MEETING SCHEDULE

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**RECOMMENDATION**

- That the Committee receive the 2023 TRANSCOM meeting schedule with meetings to be held at 1:30 p.m. on the second Wednesday of every month either online or in the Ventura County Transportation Commission Conference Room.

**DISCUSSION:**

The following is the 2023 Meeting Schedule for the Committee's consideration. This schedule continues the practice of meeting on the second Wednesday of the month:

January 11	February 8	March 8
April 12	May 10	June 14
July 12	August – DARK	September 13
October 11	November 8	December 13



Item 9

January 11, 2023

**MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE**  
**FROM: HEATHER MILLER, PROGRAM MANAGER**  
**SUBJECT: REPROGRAMMING OF PROPOSITION 1B PUBLIC TRANSPORTATION  
MODERNIZATION, IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT  
(PTMISEA) FUNDS**

**RECOMMENDATION:**

- Approve reprogramming of Prop 1B PTMISEA funds totaling \$108,606 from Southern California Regional Rail Authority's (SCRRA) Safety Enhancements project to SCRRA's Structures Rehabilitation project.

**BACKGROUND:**

The Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) was created in 2006 by Proposition 1B for funding of transit capital projects with funds distributed to transit operators and regional agencies by formula. PTMISEA funds may be used for transit rehabilitation and safety or modernization improvements.

On February 6, 2018, the VCTC approved Prop 1B California Transit Security Grant Program (CTSGP) and PTMISEA funds totaling \$318,127 to fund safety enhancements at Metrolink's East Ventura and Moorpark layover facilities. The East Ventura project included lighting improvements at the layover facility. This project was completed in January 2020. The Moorpark project includes regrading, installing new asphalt and striping for parking at the Moorpark layover facility. Due to a procurement backlog at SCRRA, this project was delayed.

**DISCUSSION:**

Although the Invitation for Bid has been posted for the Moorpark layover facility project, construction is not expected to be completed before the PTMISEA funds lapse date of June 30, 2023. Therefore, SCRRA requested transferring the unexpended balance of PTMISEA funds to SCRRA's ongoing Structures Rehabilitation project. The Structures Rehabilitation project rehabilitates culverts at four locations in Ventura County. Project work includes the reconstruction of concrete headwalls, construction of catch basin parapet, replacement of pipe and headwalls, and grading and riprap. The project is eligible for funding under the PTMISEA program.

Staff therefore recommends reprogramming \$108,606 in funds previously appropriated to the Safety Enhancements project to the Structures Rehabilitation project. SCRRA will use other sources of funding to complete the Moorpark layover facility improvements. VCTC will submit a new Allocation

Request and Corrective Action Plan (CAP) to Caltrans for approval of this transfer. Due to the approaching lapse date of June 30, 2023, and immediate need to liquidate funds, approval for this transfer was requested from the Commission on January 6, 2023.



## ITEM 11

**DATE:** January 11, 2023

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

**FROM:** MATT MILLER, PROGRAM MANAGER

**SUBJECT:** COUNTYWIDE TRANSIT TECHNOLOGY ASSETS & NEEDS SURVEY

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### **RECOMMENDATION:**

- That the transit agency members respond to the transit technology survey by Friday, January 27, 2023.

### **BACKGROUND:**

Developing a more open, coordinated and collaborative planning process for regional transit technology projects will benefit not only the transit riders of the County but can also allow us to take full advantage of available formula and grant funding.

### **DISCUSSION:**

Transit technology projects are inherently complex and time consuming to implement, as such VCTC staff would like to begin a thoughtful process to plan for county transit agencies' technology needs. To do this, it will be helpful to gain a better understanding of what operators currently have deployed, are planning to implement and would like to implement but are lacking the funds to do so. Examples of technology projects could include, but are not limited to, planning/scheduling software, open fare payment systems, onboard vehicle systems, bus stop amenities like real time arrival signage or digital signage, push to activate solar lighting.

Staff is asking the members of the committee to respond to the survey by Friday, January 27, 2023. A link to a survey will be sent out to members on Wednesday, January 11<sup>th</sup>.