

VENTURA COUNTY TRANSPORTATION COMMISSION
Citizen's Transportation Advisory Committee (CTAC) /
Social Services Transportation Advisory Council (SSTAC)

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AGENDA

In Person
Ventura County Government Center
Hall of Justice – Pacific Conference Room
800 S. Victoria Street
Ventura, CA

Tuesday, September 12, 2023
1:30 p.m.

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

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 June 2023.*

Responsible Staff: Aubrey Smith

ITEM 5 FISCAL YEAR 2024-25 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS (UTN) SCHEDULE, PROCEDURES, AND DEFINITIONS

Recommended Action:

- *Approve the Fiscal Year 2024-25 Unmet Transit Needs definitions and schedule*

Responsible Staff: Dolores Lopez

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 6 SB-125 TRANSPORTATION BILL UPDATE**
Recommended Action:
 - *For information.***Responsible Staff: Claire Grasty**

- ITEM 7 CAMARILLO RAIL STATION ADA IMPROVEMENTS**
Recommended Action:
 - *For discussion.***Responsible Staff: Aubrey Smith**

- ITEM 8 CHAIRPERSON'S REPORT**

- ITEM 9 COMMITTEE REPORTS**

- ITEM 10 FUTURE AGENDA ITEMS**

- ITEM 11 ADJOURN TO TUESDAY, JANUARY 9, 2024**

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

Ventura County Government Center
Hall of Justice - Pacific Conference Room
800 South Victoria Avenue

**Tuesday, June 13, 2023
1:30 PM**

Item 4

MEETING MINUTES

CTAC MEMBERS PRESENT:

Marissa Rodriguez, Fillmore (Vicechair)
Beverly Dransfeldt, Camarillo
Aaron Kitzman, Thousand Oaks
Chaise Rasheed, Thousand Oaks
Vic Kamhi, Thousand Oaks
Chera Minkler, Ventura, City
Sandra Aldana, VCTC at Large

MEMBERS ABSENT:

Miranda Patton, Camarillo (Chair)
Nick Husher, Camarillo
Joey Juhasz-Lukomski, Fillmore
Susan Leech, Ojai
Bill Miley, Ojai
Rob Corley, Ventura, City
Manuel Minjares, Ventura County
Scott Farrenkopf, VCTC at Large

CURRENT CTAC VACANCIES:

City of Moorpark (2)
City of Oxnard (2)
City of Port Hueneme (2)
City of Santa Paula (2)
County of Ventura (1)

SSTAC MEMBERS PRESENT:

None.

SSTAC MEMBERS ABSENT:

Independent Living Resource Center
Mobility Management Partners
Arc of Ventura County
Area Agency on Aging
Ventura County Caregivers
Ventura County Public Health Administration (vacant)

VCTC STAFF PRESENT:

Claire Grasty, Public Transit Director
Aubrey Smith, Regional Transit Manager
Erin Kenneally, Transit Specialist

1. CALL TO ORDER

Vicechair Rodriguez 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 2023

ACTION

Rasheed moved, seconded by Minkler, that the committee approve the April 2023 meeting summary. The motion passed unanimously.

5. DRAFT TRANSIT INTEGRATION AND EFFICIENCY STUDY (TIES)

Claire Grasty provided the committee with a brief update on the TIES including the background, purpose, recommended alternatives, and next steps.

The committee discussed the State deficit and the overall purpose of the study.

6. 2023 VCTC INTERCITY AND VALLEY EXPRESS RIDER SURVEY

Erin Kenneally updated the committee on the results of the 2023 VCTC Intercity and Valley Express onboard rider survey including demographics, ridership trends, and next steps.

The committee discussed 1) the outreach effort, 2) the positive response rate, 3) the prospect of a countywide service-related survey, 4) the Short-Range Transit Plan (SRTP), and 5) youth outreach opportunities.

7. CHAIRPERSON'S REPORT

None.

8. COMMITTEE MEMBER REPORTS

Vic Kamhi reported on the activities recently undertaken by Thousand Oaks Transit and requested the VCTC reach out to CTAC/SSTAC members to encourage their participation in the committee.

9. ADJOURN TO SEPTEMBER 12, 2023

Vice chair Rodriguez adjourned the meeting at 2:30 p.m.



ITEM 5

September 12, 2023

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

FROM: DOLORES LOPEZ, TRANSIT PLANNER

**SUBJECT: FISCAL YEAR (FY) 2024-25 TRANSPORTATION DEVELOPMENT ACT (TDA)
UNMET TRANSIT NEEDS (UTN) DEFINITIONS AND SCHEDULE**

RECOMMENDATION:

- Review and approve the Fiscal Year 2024-25 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. At the April 11, 2023, VCTC staff presented findings for the FY 2023-24 TDA UTN including outreach efforts and comments received. As a result of that presentation, feedback was solicited from the Committee and subsequently staff stated that it would conduct research to see if the existing definitions should be modified.

DISCUSSION:

The last update of Unmet Transit Needs definitions took place in 2013. This year, staff has engaged a consultant to conduct a comprehensive statewide review to evaluate the thresholds used by other agencies. As a result, it was found that VCTC's thresholds are in line with other agencies' definitions. However, during this review, staff and the consultant identified a couple of areas where that can be enhanced our commitment to provide meaningful improvements to the UTN process for the community, especially those in designated disadvantaged areas. First, staff is proposing to adopt the Median Household Income (MHI) standard to establish a low-income threshold to further evaluate service requests. Though this will not change the 10 and 15 comment thresholds, it will help to prioritize improvements that meet the threshold and provide additional emphasis on those that do not meet the threshold but are in low-income areas. Using MHI is a common method used by State funding agencies to identify disadvantaged communities for grant program applications that could be incorporated into the UTN process.

Additionally, for service requests deemed "Unreasonable to Meet" due to not being able to provide the service without reducing existing service or if the service cannot be provided with the existing fleet, staff is proposing that the agency who would be responsible for the service provide a letter of commitment to:

- Study the proposed demonstration service.
- Seek grant fund opportunities for a demonstration service.

December 15, 2023, marks the beginning of the Fiscal Year 2024-25 Unmet Transit Needs bi-lingual (English/Spanish) public outreach process with the online survey and the website landing page going live. 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 2024 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).

With committee approval of recommendations and schedule presented, item will be taken to the VCTC Board at the December meeting for final approval. The findings will be brought back to CTAC/SSTAC for discussion and approval in April 2024 so appropriate action can be taken prior to staff's recommendation to the Commission in May 2024. In addition to the staff recommendation, CTAC/SSTAC also has the option of submitting a formal recommendation on or before the May 2024 Commission meeting.

Attachment A: Unmet Transit Needs Definition (Fiscal Year 2024-25)

Attachment B: Unmet Transit Needs Schedule (Fiscal Year 2024-25)

UNMET TRANSIT NEEDS PROCESS

Definitions

Fiscal Year 2024-25

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.

Common examples include:

- 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 2024-25

- September 12, 2023 CTAC/SSTAC MEETING
Review and approve Unmet Transit Needs definitions and schedule
- December 1, 2023 VCTC MEETING
Approve Unmet Transit Needs definitions and schedule
- December 15, 2023 OUTREACH
Unmet Transit Needs information and survey posted to digital and print channels
- December 28, 2023 LEGAL NOTICES FOR PUBLIC HEARING PUBLISHED
Local, Spanish-language newspaper of record (VIDA Newspaper)
- January 2, 2024 Local, English-language Newspaper of record (Ventura County Star)
- February 2, 2024 PUBLIC HEARING
VCTC meeting at 9:00 a.m.
- April 9, 2024 CITIZENS TAC / SOCIAL SERVICES TAC MEETING
Approve Unmet Transit Needs findings and staff recommendation
- April 10, 2024 TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM) MEETING
Approve Unmet Transit Needs findings and staff recommendation
- May 10, 2024 VCTC MEETING
Staff presents Unmet Transit Needs findings
Adopt Unmet Transit Needs Assessment
- June 7, 2024 VCTC MEETING
Adopt Fiscal Year 2023-24 Transportation Development Act apportionments
- August 15, 2024 SUBMITTAL
Deadline to submit findings to the State of California for review



Item 6

September 12, 2023

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

FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT

SUBJECT: SB-125 TRANSPORTATION BILL UPDATE

RECOMMENDATION:

- Receive and file

BACKGROUND:

On Sept. 1, the California State Transportation Agency (CalSTA) released the draft guidelines for the Senate Bill 125 Transit and Intercity Rail Capital Program (TIRCP) and Zero-Emission Transit Capital Program (ZETCP). The supplemental budget funds are apportioned to counties, and it is estimated that in the current fiscal year Ventura County's apportionments will be \$42.3 million for transit capital and operations and \$5.0 million for zero-emission transit capital. Ventura County's share of the promised future-year funds is estimated to be another \$42.3 million for transit capital and \$8.5 million for zero-emission transit capital, subject to future budget acts.

DISCUSSION:

There is extensive language regarding analysis of short-range financial needs along with significant reporting requirements. Based on this law's provisions, VCTC plans to follow a needs-based process to equitably distribute these funds among the county's transit operators. The clear intent is that these funds are a temporary solution to avoid transit service cuts until there can be more significant innovation to address ridership losses. The submittal deadline is December 31st, and staff have already initiated discussions with the transit operators regarding their financial needs. Operators have begun submitting details and financial information pertaining to their projects. Additionally, staff has been compiling information for countywide projects and needs.



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Item 7

September 12, 2023

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

FROM: AUBREY SMITH, PROGRAM MANAGER, REGIONAL TRANSIT PLANNING
CLAIRE GRASY, DIRECTOR OF PUBLIC TRANSIT

SUBJECT: UPDATE ON CAMARILLO TRANSIT STATION AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENT PROJECT

RECOMMENDATION:

- Receive and file

BACKGROUND:

In May 2018, the United States Attorney's Office for the Central District of California ("USAO") conducted an ADA compliance review at the Camarillo Transit Station. The ADA requires that all existing intercity rail stations be accessible to and useable by individuals with disabilities, including individuals who use wheelchairs. Upon completion of its' review of available information, the DOJ concluded that VCTC was not in compliance with ADA requirements.

In 2021, VCTC entered into an agreement with the US Department of Justice (DOJ) to make the following improvements at the Camarillo Transit Station:

- Increasing accessibility on routes from the public right-of-way, from public transit, from accessible parking, and from the passenger loading zone due to gaps
- Remedying abrupt elevation changes and improper slopes (e.g. travel paths, platforms, etc.)
- Adding detectable warnings at pedestrian/vehicular transition areas, and curb ramps, and
- Improving signage to be ADA-compliant

As the first step in this effort, VCTC conducted an evaluation of the station, which resulted in a report by an independent licensed architect (ILA) who identified necessary improvements for compliance with applicable ADA requirements. In April 2023, VCTC awarded a contract to a consultant to develop design drawings for improvements needed at the station which is planned be completed by 2026/2027.

DISCUSSION:

In June 2023, the project team completed improvements to existing signage to meet ADA requirements. Staff is currently in the early phase of the design work for the improvements and is

anticipating it to be completed by early Spring next year with construction starting sometime in 2024.

VCTC is also currently coordinating with the City of Camarillo, Amtrak, Los Angeles – San Diego – San Luis Obispo (LOSSAN) Rail Corridor Agency, and Southern California Regional Rail Authority (SCRRA) to improve accessibility at the station related to passenger information, train operations, etc.

Additionally, there is another project at the station such as the City of Camarillo's Pedestrian Undercrossing project. Currently, the only way to traverse between the two platforms at the station is to use the pedestrian overcrossing which does not meet current ADA requirements, limiting platform access for riders with mobility needs. The project will improve access between the two parking lots and improve train operations by allowing for the use of both platforms. Staff will continue to update the Committee on major milestones related to the Camarillo Transit Station ADA Improvement Project.