



**VENTURA COUNTY TRANSPORTATION COMMISSION**  
**Transit Operators Advisory Committee (TRANSCOM)**  
VCTC Large Conference Room  
751 East Daily Drive, Suite 420  
Camarillo, CA  
Wednesday, February 14, 2024  
1:30 p.m.

## **AGENDA**

(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 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 facts 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 January 2024.*

**Responsible Staff: Jeni Eddington**

**ITEM 6            NOMINATION OF PROJECTS FOR SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) REGIONWIDE CALL FOR PROJECTS / APPROVAL OF PROJECTS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE AND PEDESTRIAN FUNDS**

***Recommended Action:***

- Recommend that the Commission authorize VCTC staff to submit \$12,208,714 to the Southern California Association of Governments (SCAG) for its federal programs call for projects, based on the priorities shown in the Attachment.
- Recommend that the Commission approve \$1,000,000 in TDA Article 3 Bicycle and Pedestrian funds for the two projects designated in the Attachment, with the estimated \$750,000 in available FY 2024/25 split equally between the projects, and the remainder to come, if still needed, from the FY 2025/26 funds.
- Recommend that the Commission authorize staff to make minor modifications to the program for SCAG submittal to adjust fund types and other items based on issues that may arise during the SCAG process.

**Responsible Staff: Heather Miller**

**ITEM 7            COUNTYWIDE FARE COLLECTION UPDATE**

***Recommended Action:***

- *For discussion.*

**Responsible Staff: Matt Miller**

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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 8 SB-125 TRANSPORTATION FUNDING UPDATE**

***Recommended Action:***

- *Verbal update.*

**Responsible Staff: Claire Grasty**

**ITEM 9 2025 FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM (FTIP) EQUITY ANALYSIS**

***Recommended Action:***

- *Receive and file.*

**Responsible Staff: Geiska Velasquez**

**ITEM 10 ADA CERTIFICATION SERVICES PROGRAM MONTHLY UPDATE**

***Recommended Action:***

- *Receive and file.*

**Responsible Staff: Dolores Lopez**

**ITEM 11 FUTURE AGENDA ITEMS**

***Recommended Action:***

- *For discussion.*

**Responsible Staff: Claire Grasty**

**ITEM 12 ADJOURNMENT**

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**VENTURA COUNTY TRANSPORTATION COMMISSION**

**Transit Operators Advisory Committee (TRANSCOM)**

VCTC Large Conference Room

751 East Daily Drive, Suite 420

Camarillo, CA

Wednesday, January 10, 2024

1:30 p.m.

**MEETING MINUTES**

**MEMBERS PRESENT:** Michelle Woomer, City of Moorpark (Chair)  
Shaun Kroes, City of Camarillo  
Phil Pulley, City of Ojai (Vice Chair)  
Mary Lozano, City of Simi Valley  
Sergio Albarran, City of Ventura  
Susanna Arroyo, County of Ventura  
Austin Novstrup, Gold Coast Transit District (GCTD)  
Matt Miller, Ventura County Transportation Commission

**MEMBERS ABSENT:** City of Fillmore  
City of Oxnard  
City of Port Hueneme  
City of Santa Paula

**EX OFFICIO PRESENT:** CSU Channel Islands  
Mobility Management Partners  
Ventura County Air Pollution Control District

**VCTC STAFF PRESENT:** Claire Grasty, Public Transit Director  
Dolores Lopez, Regional Transit Planner

**ITEM 1 CALL TO ORDER**  
Chair Woomer called the meeting to order at 1:31 p.m.

**ITEM 2 INTRODUCTIONS & ANNOUNCEMENT**  
Claire Grasty announced 1) that Unmet Transit Needs and Short-Range Transit Plans community outreach meeting dates, 2) current RFPs and RFQs, and 3) the California state budget. Shaun Kroes announced that Camarillo is going out to bid for transit services. Matt Miller announced that ten proposals were received in response to the On Demand Software RFP and that a vCTC Intercity schedule change is taking effect in January.

**ITEM 3 PUBLIC COMMENT – None.**

**ITEM 4 AGENDA ADJUSTMENTS – None.**

**ITEM 5 ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

**ACTION**

**Novstrup moved, seconded by Kroes, that the Woomer act as the Chair to the Committee. The motion passed unanimously.**

**ACTION**

**Kroes moved, seconded by Albarran, that Pulley act as the Vice Chair to the Committee. The motion passed unanimously.**

**ITEM 6 APPROVAL OF MINUTES**

**ACTION**

**Pulley moved, seconded by Miller, that the committee approve the December 2023 meeting minutes. The motion passed unanimously.**

**ITEM 7 CALENDAR OF MEETINGS**

The committee received the 2024 calendar of meetings.

**ITEM 8 ADA CERTIFICATION SERVICES PROGRAM MONTHLY UPDATE**

The committee received the ADA certification services program monthly update.

**ITEM 9 FUTURE AGENDA ITEMS**

- ADA subcommittee
- TransTrack Presentation
- Countywide Fare Collection Plan Updates
- Low Carbon Transit Operations Program (LCTOP) (as needed)
- Transportation Emergency Preparedness Program (TEPP) Implementation (as needed)
- Transit Grant Project Status Report Tracking (as needed)

**ITEM 10 ADJOURNMENT**

Chair Woomer adjourned the meeting at 1:45 p.m.



February 14, 2024

**MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE**

**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR  
HEATHER MILLER, PROGRAM MANAGER**

**SUBJECT: NOMINATION OF PROJECTS FOR SOUTHERN CALIFORNIA ASSOCIATION  
OF GOVERNMENTS (SCAG) REGIONWIDE CALL FOR PROJECTS /  
APPROVAL OF PROJECTS FOR TRANSPORTATION DEVELOPMENT ACT  
(TDA) ARTICLE 3 BICYCLE AND PEDESTRIAN FUNDS**

**RECOMMENDATION:**

- Recommend that the Commission authorize VCTC staff to submit \$12,208,714 to the Southern California Association of Governments (SCAG) for its federal programs call for projects, based on the priorities shown in the Attachment.
- Recommend that the Commission approve \$1,000,000 in TDA Article 3 Bicycle and Pedestrian funds for the two projects designated in the Attachment, with the estimated \$750,000 in available FY 2024/25 split equally between the projects, and the remainder to come, if still needed, from the FY 2025/26 funds.
- Recommend that the Commission authorize staff to make minor modifications to the program for SCAG submittal to adjust fund types and other items based on issues that may arise during the SCAG process.

**BACKGROUND:**

In December 2022, VCTC completed its project selection process for CMAQ and CRP projects using funds made available by the federal Infrastructure Investment and Jobs Act (IIJA). The project selection process also programmed the Transportation Development Act (TDA) Article 3 Bicycle and Pedestrian funds for Fiscal Year (FY) 22/23 and FY 23/24. The Commission approved programming over \$50.1 million for selected projects and adopted a Shelf List containing the \$1,469,949 unfunded balance of the Port of Hueneme North Shoreside Power System.

As has been previously discussed, in 2021 the Federal Highway Administration (FHWA) notified Caltrans that multi-county MPOs such as SCAG should play a more active role in the selection of projects to be funded with the Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) program that are destined to Ventura County. Later, FHWA notified Caltrans and the Southern California Association of Governments (SCAG) that SCAG had until July 2023 to adopt a new process for selection of CMAQ and Surface Transportation Program (STP) projects whereby projects are prioritized on a regional basis. Since VCTC was established in 1989, it had received a specific apportionment of these funds and submitted the recommended

project list to SCAG for review and approval as specified in the state law governing county transportation commissions.

It was understood that programming actions for STP and CMAQ that occur prior to the June 2023 deadline would be grandfathered in, and the funding will be secured for those projects. As a result, the county transportation commissions were able to commit the estimated funding through fiscal year 2025/26. While the new Carbon Reduction Program (CRP) established under the IIJA was not part of the prior federal direction that was provided, given that the federal authorizing language was very similar to STP and CMAQ, it was anticipated that in the future CRP might be incorporated into the new process.

On February 13<sup>th</sup>, FHWA staff informed SCAG that the new regionwide prioritizing process must also apply to CRP, but that in this case there would be no transition period, and so that new CRP projects cannot be programmed in the Federal Transportation Improvement Program (FTIP) until SCAG has adopted its new regional prioritization process and then completed the process for the selection of CRP projects. The only exception to this requirement for CRP was to allow SCAG to move forward with programming ready-to-go projects identified by the County Transportation Commissions to receive funds apportioned to CRP during the first year of IIJA, FY 21/22, to ensure that these funds will be obligated before they lapse in September 2025. VCTC had identified five (5) projects to receive CRP funds apportioned through FY 25/26, but as a result of the FHWA directive, SCAG could only approve the FY 21/22 CRP funds. As a result, VCTC in working with TTAC, recommended that \$4,667,000 that VCTC had intended to commit to the Central Avenue Bike Lanes project in Camarillo instead be identified as a priority for a future request to SCAG for CRP funds. Later, TTAC and VCTC approved a staff recommendation to include the \$4,667,000 in VCTC State Transportation Improvement Program (STIP) nomination to the California Transportation Commission, to receive funds from the Ventura County STIP share. Staff submitted the STIP nomination to CTC, and it is expected to be approved at the March CTC meeting.

Subsequent to the commissions' CMAQ and STP project selection, Caltrans completed updated CMAQ and STP apportionments based on IIJA authorized amounts, resulting in an incremental increase in these funds which are subject to the new SCAG process, in addition to the authorized CRP funds from FY 23/24 forward. SCAG has now adopted the attached guidelines for the required regionwide call for projects, and issued the call, with applications due March 29<sup>th</sup>.

At the November TRANSCOM and TTAC meetings, staff provided the Committees with a summary of the anticipated call for projects policy. Staff explained that the SCAG guidelines will require that the county commissions prioritize and submit applications to SCAG. There are also outreach requirements, which should be satisfied by VCTC's prior planning work. However, VCTC needed local agencies to provide updates on the status of projects, to assist VCTC in identifying projects that would be in a sufficient state of readiness to submit to SCAG. In particular, given the relatively small amount of money likely to come to Ventura County, staff stated that there will be few if any new projects that VCTC can consider for submittal to SCAG, and the priority for the available funds is likely to be assisting previously-committed projects which are short of funds due to unanticipated cost increases. The committee approved the staff's recommendation to request project status information, particularly with respect to cost increases of previously selected projects. Staff has requested the project status information and received responses.

## **DISCUSSION:**

The available CMAQ and STP will be programmed through the SCAG call for projects, as well as 65% of the CRP funds, with the remaining 35% of CRP to be programmed to regional initiatives, to identify, evaluate, and award funding to projects that achieve regional transportation goals and further the objectives of Connect SoCal. SCAG has developed the following estimates for funds available in the regionwide call for projects, including the incremental increase in CMAQ and STP, and 65% of the CRP funding for FY 22/23 – 25/26:

CMAQ	\$ 57 million
STP	\$130 million
CRP	\$ 88 million

The guidelines for STP and CMAQ identify advisory county funding targets percentages based on various planning criteria, and the Ventura County targets are 4.3% for STP, or \$5.6 million, and \$3.3% for CMAQ, or \$1.9 million. SCAG does not believe that FHWA will allow publication of advisory targets for CRP. For illustrative purposes, since the IIJA authorization of CRP has the same language as Surface Transportation Block Grant, which California distributes to regions as STP, if CRP were to have the same 4.3% target as STP, then VCTC's target would be \$3.8 million.

Rather than developing project numerical scores and a ranked list, the SCAG draft guidelines provide for county commissions to submit a project list with each project designated as "Highly Recommended," "Recommended," or "Contingency." The SCAG guidelines provide that the county commission's prioritization will account for 50% of a project's score for CMAQ and STP, and 20% for CRP.

For STP funds, VCTC's policy has been to reserve those funds for future costs for the US 101 Improvement Project. Absent any significant new revenue source, when the environmental document is approved VCTC can proceed with final design and right-of-way for an initial segment using currently available funds. Given the amount anticipated to be available to construct an initial segment, VCTC has already set aside in the FTIP the amount of STP anticipated to be needed to bring an initial segment of that size to the point of being ready to start construction in a future year beyond the FY 25/26, the last year of funding available through this call for projects. As a result, there is the option to recommend the currently available incremental STP funding increase be programmed for other projects rather than being saved for the future US 101 construction.

As with VCTC's prior call for projects, VCTC is also recommending distribution of the estimated \$750,000 in FY 2024/25 Transportation Development Act (TDA) Article 3 Bicycle and Pedestrian funds remaining available after the set-aside of the 25% for bike path maintenance. Therefore, the request for project status that was sent to the Public Works Directors also requested input on the use of the Article 3 funds. Staff is recommending two projects to receive these funds, as shown in the attachment A. Since the requested funding exceeded the available funds, staff recommends awards of \$375,000 to each project with the remaining balances to be funded with FY 2025/26 TDA Article 3 funding should the agencies still need the funds.

As discussed at this committee's November 8 meeting, given the relatively small amount of money likely to come to Ventura County, there would be few if any new projects that VCTC could consider for submittal to SCAG, and the priority for the available funds was likely to be assisting previously committed projects which are short of funds due to unanticipated cost increases. This would also ensure projects had already undergone a thorough scoring and ranking review and that in the case of projects previously approved for CMAQ funding have already undergone an Air Quality analysis. For the CMAQ funding, the focus is on projects that reduce traffic congestion and/or improve Air Quality by lowering vehicle emissions. Similarly, for CRP funding, the focus is on projects that address climate change and sustainability by reducing transportation emissions (CO2). Staff identified the following as criteria for project prioritization with an adherence to VCTC's CMAQ/CRP selection criteria in past funding cycles:

- 1) Project readiness;
- 2) For previously committed competitively selected projects, the ranking score that it received when it was originally selected or quantified project benefits;
- 3) Should a new project be considered for CMAQ, CRP, or TDA Article 3, it will likely have less readiness than a previously committed project, but should funds be available it could be further ranked using VCTC's previously approved criteria for CMAQ, CRP and Article 3 funds;

- 4) Assignment of projects to CMAQ or CRP fund types based on likely competitiveness, given SCAG's different criteria for the two programs.

Attachment A includes the nomination list for projects with VCTC's "highly recommended" or "recommended" connotation to be included with the SCAG application. Those projects in the "contingency" category are not recommended to apply for funds because these projects are new projects and would not rank high in a regionally competitive selection process for CMAQ or CRP funds since their air quality benefits are minimal or absent. Additionally, projects were selected to remain within the overall funding target range of approximately \$12 million including CMAQ, CRP, STP and TDA Article 3 so that there was a "cutoff" point. Additionally, only projects that met the priority selection criteria including project readiness and improving air quality would be "highly recommended" for funding.

Staff "highly recommends" \$1.3 million to fund cost increases for GCTD to operate the 5<sup>th</sup> year of the Route 23 demonstration route. Staff "recommends" partial funding of \$2.5 million for cost increases anticipated with the construction of GCTD's Hydrogen Fueling Station. An RFP was released at the end of January for the design, build, and operation and maintenance of the facility. This project was an unfunded project for AB 125 funding. Staff "highly recommends" \$168,000 in funds for Simi Valley's Charging Infrastructure. Although this project is a new project, since these are portable charging units, they are anticipated to be purchased quickly and provide emission reduction benefits suitable to meet CRP goals. Additionally, staff "highly recommends" \$171,000 for cost increases to VCTC's ongoing Countywide Community Outreach for Transit program for fiscal years 2025 and 2026.

Bike and Pedestrian projects "ready to go" and with previously committed funding were "highly recommended" to address cost increases and to ensure project delivery with already committed funds. Bike & Pedestrian projects funded with ATP funding do not have the option to request additional funds from the program for cost increases nor adopt scope changes to reduce costs. Agencies are required to deliver projects with any cost increases as the obligation of the local agency. Staff therefore "highly recommends" funding of cost increases for these existing projects as noted in the projects list (Attachment A). Oxnard's Northeast Communities Bike & Ped Improvements project has already obligated funds for construction and requested TDA Article 3 funds for identified cost increases. With the limited amount of TDA Article 3 funds going to other projects, the City of Oxnard declined to apply for federal funding so was not recommended as a project for funds in the SCAG selection process.

As previously noted, the Commission adopted a 2022 CMAQ Shelf List including a \$1,469,949 unfunded balance for the Port of Hueneme North Shoreside Power System. This project provides significant air quality benefits to disadvantaged communities in proximity to the Port and would be a strong competitor for SCAG statewide CRP funding. The total project cost is \$13.5 million with CMAQ, CRP and local funding totaling more than \$12 million already committed to the project. Staff "strongly recommends" CRP funds totaling \$1,469,949 to complete this project.

VCTC was awarded a Regional Early Action Planning (REAP) County Transportation Commissions (CTC) Partnership Program (REAP 2.0) grant award in the amount of \$3.7 million by SCAG. The Governor's budget proposal for FY 2024/25 contained cuts to several programs, including \$300 million from REAP 2.0. Given the budget uncertainty, SCAG suspended the REAP 2.0 program and ordered grant recipients, including VCTC, to stop work under the program. VCTC's affected projects included an update to the Santa Paula Branch Line Trail Master Plan and a community traffic calming and bicycle and pedestrian safety program. VCTC complied with the SCAG order and moved forward in assessing potential alternatives to fund the affected projects. Staff recommends nominating these two projects for consideration for STP funding. However, VCTC is working with SCAG and other agencies in support of the REAP funds being restored. Given the SCAG project approval timeline, should REAP funds be restored in the FY 2024/25 state budget, there will still be time to remove the submitted REAP project for consideration of federal funding, prior to SCAG final approval of the projects.



Subsequent to the TTAC and TRANSCOM action to recommend submittal of project applications to SCAG, staff will provide the sponsors for the selected projects with the SCAG call for projects application. Staff requests that the sponsoring agencies prepare an initial draft of the applications and submit to VCTC in an editable file for review no later than March 15 since the deadline for submission of applications to SCAG is March 29. VCTC staff maintains the ability to make minor changes to fund types and other revisions to address any issues that may arise.

Attachment A

**VCTC NOMINATION OF PROJECTS  
FOR SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG)  
REGIONWIDE CALL FOR PROJECTS**

Exist/New	Category	Agency	Project	Description	Funds Requested	Recommended funds	Fund type	Recommendation
Existing	Bike & Ped	City of Oxnard	Accessible Pedestrian Enhancements in Oxnard	Cost increase in current biddng environment (VEN230120)	\$ 699,765	\$ 699,765	CRP	Highly Recommend
Existing	Bike & Ped	City of Camarillo	Pleasant Valley Road Bike Lanes	CON cost increase due to stormwater mitigation (VEN160103)	\$ 1,500,000	\$ 1,500,000	CRP	Highly Recommend
Existing	Bike & Ped	County of Ventura	Ventura Avenue Pedestrian and Bike Improvement	CON underfunded (VEN210603)	\$ 500,000	\$ 500,000	CMAQ	Highly Recommend
Existing	Port Air Quality	Port Hueneme	Port of Hueneme Terminal Shore Power	VEN230301 - shelf project 2022 CMAQ call	\$ 1,469,949	\$ 1,469,949	CRP	Highly Recommend
Existing	Transit	GCTD	Route 23 Demonstation Route	Cost increase for 5th year of demo route	\$ 1,300,000	\$ 1,300,000	CMAQ	Highly Recommend
Existing	Bike & Ped	City of Ventura <sup>1</sup>	Cabrillo Village Bike Path	Cost increase existing ATP project (VEN210803)	\$ 500,000	\$ 500,000	TDA Art 3	Approve funding
NEW	Bike & Ped	VCTC	Santa Paula Branch Line Bike Path Master Plan Update	Plan (REAP funding suspended)	\$ 1,600,000	\$ 1,600,000	STP	Highly Recommend
NEW	Transit	City of Simi Valley	Simi Charging Infrastructure (3 Units )	Portable charges	\$ 168,000	\$ 168,000	CRP	Highly Recommend
Existing	Bike & Ped	City of Ojai <sup>1</sup>	Maricopa Phase I Bike & Ped Improvements	Cost increase existing ATP project (VEN210803) for non-federal eligible expenses	\$ 500,000	\$ 500,000	TDA Art 3	Approve funding
Existing	Transit	VCTC	Countywide Community Outreach for Transit	FY 24/25 ongoing w/ anticpated Budget increase	\$ 171,000	\$ 171,000	CMAQ	Highly Recommend
NEW	Bike & Ped	City of Thousand Oaks	Lynn Road Class IV Bike Lanes and Sidewalk project	Add 1.6 miles of sidewalk segments to project scope (VEN230119)	\$ 3,098,500	\$ 2,000,000	STP	Recommend
NEW	Bike & Ped	VCTC	Community traffic calming and bike & ped safety program	Plan (REAP funding suspended)	\$ 300,000	\$ 300,000	STP	Recommend
NEW	Transit	GCTD	Cost increasse for GCTD Hydrogen Fueling Station	Unfunded AB 125 shelf list	\$ 3,469,856	\$ 2,500,000	STP/CRP	Recommend
NEW	Bike & Ped	City of Ventura	2024 Downtown Wellness Sidewalk and ADA Improvements	Curb/sidewalk improvements	\$ 1,303,620	\$ -		Contingency
NEW	Transit	City of Simi Valley	Back up CNG Fueling Compressor Upgrade	Upgrade/modernization of backup	\$ 540,000	\$ -		Contingency
NEW	Transit	City of Simi Valley	Replacement Fareboxes	Replace 9 fareboxes	\$ 153,000	\$ -		Contingency
Existing	Bike & Ped	City of Oxnard	Northeast Communities/Cloyne Bike & Ped Improvements	CON obligated, need TDA Art 3; budget shortfall & cost increase fo CON (VEN130101)	\$ 595,217	\$ -		No avail TDA Art 3
<b>TOTAL requested funds</b>					<b>\$ 17,868,907</b>	<b>\$ 13,208,714</b>		

<sup>1</sup> Project approved for \$375,000 in TDA Article 3 fiscal year 24/25 funds and \$125,000 in fiscal year 25/26 funds if funding still needed.



Item 7

February 14, 2024

**MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**  
**FROM: MATT MILLER, PROGRAM MANAGER – TRANSIT SERVICES**  
**SUBJECT: COUNTYWIDE FARE COLLECTION PLANNING UPDATE**

**RECOMMENDATION:**

- For Discussion

**BACKGROUND:**

VCTC staff has been meeting regularly with Cal-ITP, SCAG, the county operators through TRANSCOM, and Umo to develop an approach to modernizing the fare collection equipment throughout the county. At previous TRANSCOM meetings, staff presented an approach that included procuring new fareboxes, installing open-loop readers on all County vehicles, and retaining and reconfiguring the Umo system to include all the County operators' fare products.

**DISCUSSION:**

**Open-Loop Fare Collection**

Transit agencies throughout California have installed open-loop fare collection readers with the help from Cal-ITP staff and utilizing the Master Services Agreements available through the Cal-ITP Mobility Marketplace. Open-loop technology allows passengers to pay their fares using their credit/debit card and/or apple/google pay. Fare discounts like fare capping are available through this collection method.

Currently, VCTC, with the help of Cal-ITP, is developing a scope of work for open-loop readers and associated software to be installed in all of the transit vehicles in the county. The scope of work will include the readers and back-end software needed to process fare payments. Each transit operator will have the choice to be a part of the project and, if interested, may enter their own contract with the fare processors so that revenue collected is deposited directly into the operator's bank account. The scope of work will also have guardrails to minimize agency maintenance work associated with the equipment. Instead, the vendors of the equipment and software will have a heavy hand in troubleshooting, repairing and/or replacing components. Additionally, VCTC budgeted for a third-party maintenance contractor to be on call to respond when needed.

VCTC is continuing to work with SCAG to ensure that funding for the countywide project moves forward. While the funding for county operators is settled, VCTC will be moving forward with installation of open-loop readers on the entire VCTC Intercity fleet as it is funded by a grant award to SBCAG and must continue on schedule. This will serve as a test case for the county and staff will be sure to share the results with TRANSCOM.

## **VCbuspass – Umo**

From previous TRANSCOM meetings and discussions with individuals from each operator, VCTC understands that for the VCbuspass to increase adoptability and become the single app for closed loop fare payments in the county, it must be more inclusive all the operators' fare products and branding so that the passengers have access to their local transit fare products. Based on this feedback we asked Umo that we would like the system to:

1. Keep the regional branding as VCbuspass.
2. Add individual agencies with their branding and products.
3. Keep Regional fare products.
4. Revenue from individual agency products be deposited directly to the specific agency.

VCTC staff was informed that the original configuration of the system was on a “single agency” meaning that implementing the above changes was not possible. Instead, it will require a complete reconfiguration of the system to become “multi-agency”. Given the amount of work involved, the Umo team is requesting that they have the opportunity to meet with each operator individually to confirm their needs so that they have a clear understanding of what will be entailed and confirm reconfiguring the system is possible and worthwhile.

Separately, VCTC has successfully set up 22 of the 66 locations on the Incomm network which includes 7-Eleven, Walgreens, CVS, and Family Dollar stores throughout the County. As a reminder, the Incomm network is a list of retailers that are able to reload VCbuspass cards with stored value. This is the first phase of activating the Incomm network, as VCTC begins to see transactions and ensures accurate accounting of revenue collected, staff will work to activate the rest of the locations. Outreach for this project has begun and a toolkit and car cards will be distributed to all the agencies. VCTC requests that the operators help promote this to ensure the public knows passes are available through these retailers.

## **Replacement Fareboxes**

By now, operators all know that their current Genfare Odyssey fareboxes will be out support by the end of 2025. Some agencies are in a better position than others when it comes to backstock of spare parts and expertise in farebox maintenance. From VCTC's understanding, replacement parts from Genfare will continue to be available after the fareboxes are unsupported. Regardless of an agency's position and the availability of parts, the process to replace fareboxes will need to begin sooner rather than later.

Committee members expressed an openness to exploring vendors other than the current one to meet their farebox needs so VCTC will be continuing to research companies and request demos of solutions before an official RFP process begins. Staff have planned on releasing an RFP for a countywide procurement of fareboxes by the end of 2024. The scope of work will include input about the needs, desires, and preferences of each operator.



February 14, 2024

**MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**  
**FROM: GEISKA VELASQUEZ, PROGRAM ANALYST**  
**SUBJECT: 2025 FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM (FTIP) EQUITY ANALYSIS**

### **BACKGROUND**

In July 2020, SCAG's Regional Council adopted Resolution No. 20-623-2, affirming its commitment to advancing justice, equity, diversity, and inclusion throughout Southern California. SCAG recognized that for the region to become healthy, livable, sustainable, and economically resilient, it needed to dramatically improve outcomes for low-income families and communities of color. The resolution called for the formation of an ad hoc Special Committee on Equity & Social Justice to further develop SCAG's response to advancing equity throughout the agency's activities and advise SCAG's Regional Council on policies and practices to advance its resolved intentions. The Committee was comprised of elected officials, nonprofit and private sector representatives, and university partners.

The work of the Committee culminated in the development of the Racial Equity Early Action Plan (EAP), which SCAG's Regional Council approved in May 2021. The EAP includes dozens of actions, including identifying opportunities to incorporate equity analysis in development of Federal Transportation Improvement Program (FTIP).

For the 2025 FTIP, this means working with VCTC staff to incorporate new FTIP database inputs to assess how and where investments are being made across the region and if there are equity issues with the balance of transportation improvements in Environmental Justice areas, Disadvantaged Communities, Priority Equity Communities, and/or Communities of Concern utilizing the new Equity Questions listed in Attachment A.

SCAG will assess project locations in proximity to underserved areas and review and document the ways that equity is being considered by each of the CTCs through their federal funded project prioritization. This is consistent with SCAG's project selection criteria included in the recently adopted CMAQ/STBG guidelines.

There are a variety of approaches SCAG is considering in equity project prioritization including:

- Location burdens-based criteria and location benefits-based criteria. These criteria assess equity simply based on the location of a proposed project. Location burdens-based criteria aim to capture potential negative effects of projects located within or near Communities of Concern.
- Impacts-based criteria. These criteria require a more detailed evaluation of a project's potential impacts to determine how beneficial or detrimental they will be for Communities of Concern.
- Access to destinations. These criteria consider how projects improve the ability to reach key locations—such as groceries, medical, and employment—for areas with high concentrations of disadvantaged population groups.
- User-based criteria. These criteria consider the characteristics of the population directly served by a facility. Because it measures individual users rather than aggregated communities, user-based

- criteria require the use of travel demand models to predict travel behavior.
- Community engagement. These criteria examine the process by which projects are developed rather than the impacts of the projects themselves.

Multiple equity-oriented criteria may also be used to consider projects, focusing not only on mitigating harm but also on proactively improving transportation conditions and participation in planning processes for historically marginalized groups. Equity criteria should simultaneously consider benefits, burdens, and engagement for a holistic assessment of projects.

## **DISCUSSION**

SCAG in coordination with the CTCs developed the Equity Questions listed in Attachment A. Each project listed in the 2025 FTIP, which is currently being developed, is required to include information on these equity questions. Therefore, VCTC is requesting each local agency with projects in the 2025 FTIP to provide information on each project for each relevant equity question.

VCTC is sending each agency a packet with a spreadsheet and project list by Friday, February 16, 2024, to use to provide the data for the 2025 FTIP input and is requesting that agencies return the completed spreadsheet to VCTC no later than **March 6, 2026**.

## 2025 FTIP DATABASE EQUITY QUESTIONS

**Service:** Is the proposed project located in, adjacent to (within 200 feet), or serving a disadvantaged area (per [SB 535](#), [Climate Economic Justice Screening Tool](#), or [Equitable Transportation Community Explorer](#))? (REQUIRED)

- Yes
- No

**Impacts:** Have [underserved populations](#) explicitly been included in any assessments (e.g., environmental documents, equity assessment, staff report) of the project? (REQUIRED)

- Yes
- No
- Not yet but the lead agency will conduct an equity assessment on the proposed project.

**Outreach:** Were [underserved populations](#) involved in the project development process and given ample opportunity to participate in decision-making processes?

- Yes
- No
- Not yet but the lead agency will conduct equitable community engagement prior to project adoption.

**Metrics:** What performance metrics will measure and track impacts? (check all that apply)

- Mobility
  - Access to everyday destinations (jobs, retail, parks, health care, schools)
  - Commute time
  - Transit access
  - Transit frequency
  - Active commuting
  - Bicyclist/pedestrian safety
  - Proximity to freeways and highly traveled corridors (500 ft)
  - Transportation system mode share
- Environment
  - Air pollution exposure index
  - Air quality
  - Clean air (PM 2.5, Ozone, or Diesel PM)
  - Pollution burden
  - Proximity to Railroads
- Communities
  - Median home sales/rent
  - Displacement/gentrification
  - Traffic density
  - Tree canopy
- Economy
  - Proximity to healthy financial institutions
  - Percentage of businesses owned by women and people of color
  - Duration of small/independent businesses serving marginalized communities



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**Item 10**

**DATE:** February 14, 2024  
**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)  
**FROM:** DOLORES LOPEZ, REGIONAL TRANSIT PLANNER  
**SUBJECT:** ADA CERTIFICATION SERVICES PROGRAM MONTHLY UPDATE

**RECOMMENDATION:**


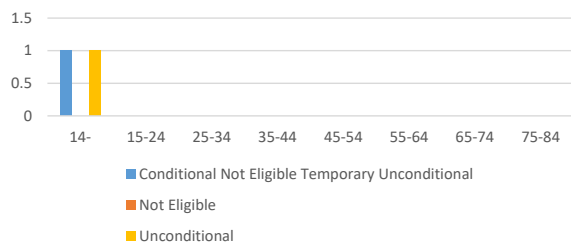
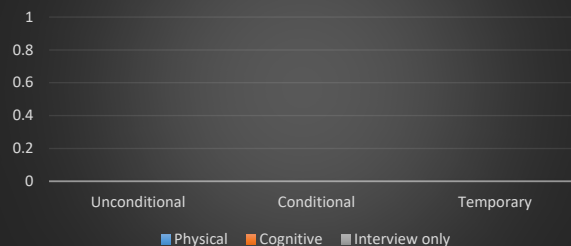
- Receive and file the monthly ADA Certification services report(s) and program update.

**DISCUSSION:**

The ADA Subcommittee has completed the process of providing recommendations to VCTC on the ADA application. VCTC is currently working on updating the application, having it reviewed by legal and working with the contractor to implement it once complete. Staff expects to bring the application to Transcom for approval at the March or possibly April meeting.

A subcommittee member suggested that VCTC issue a Request for Proposals (RFP) in anticipation of the forthcoming adjustments to the ADA certification process. Given the complexities and financial implications associated with initiating a new procurement process including the development of an RFP, staff time, legal expenditures, and the subsequent evaluation and negotiation phases, it is considered most sensible to extend the current Mobility Management Program (MMP) contract. This decision is primarily driven by the ongoing paratransit integration analysis (PIA) and the need to integrate paratransit services seamlessly. Extending the contract allows for the implementation of new guidelines for ADA certification and recommendations from the PIA, affording staff the opportunity to assess potential time savings more accurately once the initial start-up phase has begun and ensure appropriate updates are included in the RFP. Moreover, the current contractor has played a pivotal role in reviewing the new requirements for certifications, making them uniquely positioned to continue contributing valuable insights and stability during this period of transition and analysis.

Attached are the ADA Paratransit Certification Services Reports from MMP for review at the TRANSCOM meeting.

Jan-24								
		Jan	Dec	Nov	Oct	Sep	Aug	As of 3/17/2020, MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions.
Call Center	Inbound ADA Calls	394	390	387	410	470	446	
	Outbound ADA calls	398	181	232	481	322	317	
	Average hold time (in seconds)	0.08	0.47	0.39	0.67	0.49	0.25	
	Outbound Area Transmittals	5	3	3	4	5	5	
	Inbound Area Transmittals	12	12	6	9	6	8	
								Riders requesting service outside of Ventura County
								Riders requesting service into Ventura County
Applications Received	Recertification	71	50	50	47	48	46	Total applications received: 112
	New Applications	41	46	51	46	78	62	Online Applications Received: 0 (0%)
Applications Received by Service Area	Camarillo Area	13	11	4	8	8	8	<b>Applications by Language</b> 
	Gold Coast Area	46	50	43	43	52	47	
	Valley Express Area	8	5	4	5	7	4	
	Moorpark Area	3	2	4	4	3	3	
	Simi Valley Area	24	16	19	13	27	24	
	Thousand Oaks	18	12	26	17	25	20	
	Out of County	0	0	1	3	4	2	
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)	8	8	4	7	13	16	
	Complete, Over 85+	4	2	10	2	8	3	
	Complete, Phone Interview	32	34	29	50	39	26	
	Complete, Short-term Certification (60 days)	0	0	0	0	1	1	
	Complete, Recertifications	60	42	44	38	29	40	
	Completed Determinations	104	86	87	97	90	86	
	Cost per Determination	\$262.66	\$317.64	\$313.99	\$281.62	\$303.52	\$317.64	
Delays in Processing (Cumulative)	Due to incomplete application by client	3	13	5	3	4	2	<b>In-person Interviews by Eligibility and Assessment Type</b> 
	Pending Professional Evaluation (PE)	13	13	5	13	27	14	
	Applications that failed to meet 21 day rule	0	0	0	0	0	0	
	Applicants awaiting phone interviews	0	2	1	2	5	4	
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)						94	90%	
Conditional						6	6%	
Temporary						4	4%	
Denials						0	0%	
Short Term (including Emergency)						0	0%	

<b>Applications Received -January</b>				
<b>GCT</b>	<b>Jan</b>	<b>Dec</b>	<b>Nov</b>	<b>Oct</b>
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	2	9	0	1
Oak View	0	0	0	2
Oxnard	26	24	18	27
Saticoy	0	0	0	0
Port Hueneme	3	6	4	0
Ventura	15	11	21	13
<b>Valley Express</b>	<b>Jan</b>	<b>Dec</b>	<b>Nov</b>	<b>Oct</b>
Fillmore	5	5	2	3
Piru	0	0	0	0
Santa Paula	3	0	2	2
<b>Thousand Oaks DAR</b>	<b>Jan</b>	<b>Dec</b>	<b>Nov</b>	<b>Oct</b>
Agoura	0	1	0	0
Agoura Hills	3	0	1	1
Newbury Park	4	3	5	3
Oak Park	3	0	2	3
Thousand Oaks	7	8	13	7
Westlake Village	1	0	4	3
<b>Simi Valley DAR</b>	<b>Jan</b>	<b>Dec</b>	<b>Nov</b>	<b>Oct</b>
Simi Valley	24	14	19	13
<b>Camarillo</b>	<b>Jan</b>	<b>Dec</b>	<b>Nov</b>	<b>Oct</b>
Camarillo	13	11	4	8
Somis	0	0	0	0
<b>Moorpark DAR</b>	<b>Jan</b>	<b>Dec</b>	<b>Nov</b>	<b>Oct</b>
Moorpark	3	2	4	4
<b>Other</b>	<b>Jan</b>	<b>Dec</b>	<b>Nov</b>	<b>Oct</b>
	0	0	2	3

## MX Admin Report (January)

	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	388	398	786	2	333	11	44	0	44	0	27	0.08	74.23%
Monday	83	147	230	2	75	2	6	0	6	0	27	0.15	77.11%
Tuesday	96	126	222	2	81	3	12	0	12	0	8	0.11	69.79%
Wednesday	74	26	100	1	63	3	8	0	8	0	0	0.00	81.08%
Thursday	69	64	133	1	60	1	8	0	8	0	2	0.02	75.36%
Friday	65	35	100	1	54	2	9	0	9	0	0	0.00	69.23%
Saturday	1	0	1	0	0	0	1	0	1	0	0	0.00	0.00%