



AGENDA

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

- ITEM 1 CALL TO ORDER**
- ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**
- ITEM 3 PUBLIC COMMENTS**
Under the Brown Act, the committee should not act on or discuss matters raised during the Public Comment portion of the agenda which are not listed on the agenda. Committee members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.
- ITEM 4 AGENDA ADJUSTMENTS**
- ITEM 5 ACCEPTANCE OF MINUTES**
Recommended Action:
- Receive and file the meeting minutes from December 2023.
- Responsible Staff: Jeni Eddington**
- ITEM 6 RIDERSHIP AND OUTREACH REPORT**
Recommended Action:
- Receive and file.
- Responsible Staff: Erin Kenneally**
- ITEM 7 FISCAL YEAR 2023/2024 BUDGET & SB-125 TRANSPORTATION BILL UPDATES**
Recommended Action:
- Receive and file.
- Responsible Staff: Matt Miller**
- ITEM 8 POTENTIAL ZERO EMISSIONS BUS (ZEB) FLEET FUELING LOCATIONS**
Recommended Action:
- Verbal update.
- Responsible Staff: Matt Miller**
- ITEM 9 UPDATE ON CMAQ FUNDED REPLACEMENT VEHICLES AND SERVICE BETWEEN THE CITIES OF FILLMORE AND MOORPARK**
Recommended Action:
- Verbal update.
- Responsible Staff: Matt Miller**
- ITEM 10 SHORT RANGE TRANSIT PLAN**
Recommended Action:
- Verbal update.
- Responsible Staff: Matt Miller**
- ITEM 11 ADJOURNMENT**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a committee meeting, please contact the Administrative Assistant at (805) 642-1591 ext. 111. Notification of at least 48 hours (about 2 days) prior to meeting time will assist staff in assuring reasonable arrangements can be made to provide accessibility at the meeting.



Valley Express

Bus & Dial-A-Ride

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Meeting Summary

- MEMBERS PRESENT:** Susanna Arroyo, County of Ventura (Acting Chair)
Clete Saunier, City of Santa Paula ~~(Vice Chair)~~
- MEMBERS ABSENT:** Dave Rowlands, City of Fillmore (Vice Chair)
- VCTC STAFF PRESENT:** Claire Grasty, Public Transit Director
Matt Miller, Transit Operations Manager
Erin Kenneally, Transit Specialist

ITEM 1 CALL TO ORDER
Clete Saunier, City of Santa Paula, called the meeting to order at 2:01 p.m.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS – None.

ITEM 3 PUBLIC COMMENT – None.

ITEM 4 AGENDA ADJUSTMENTS – None.

ITEM 5 APPROVAL OF MEETING MINUTES

ACTION

Arroyo moved, seconded by Saunier, that the committee waive the reading and approve the May 2023 meeting minutes. The motion passed unanimously.

ITEM 6 RIDERSHIP AND OUTREACH UPDATE
Erin Kenneally updated the committee on the Valley Express Transit Service ridership and community outreach including upcoming events. The committee discussed assessing route patterns, timing, and changing commuter and community needs.

ITEM 7 FY 2023-24 BUDGET UPDATE & SB-125 TRANSPORTATION BILL UPDATE
Matt Miller updated the committee on the FY23-24 budget including higher than anticipated demand and costs for Dial-A-Ride service, and the ability to use SB-125 funds to cover any shortfalls. The committee discussed 1) launching another survey, 2) the history of service patterns and 3) fuel reduction incentives.

ITEM 8 UPDATE ON CMAQ FUNDED REPLACEMENT VEHICLES AND SERVICE BETWEEN THE CITIES OF FILLMORE AND MOORPARK
Matt Miller updated the committee on the purchase of Ford Transit Vans and Cutaway vehicles with electric headsigns as well as service between the cities of Fillmore and Moorpark in 2024.

ITEM 9 DETERMINE THE NEXT MEETING DATE
The committee discussed meeting on Thursday, March 7th in Santa Paula and the following Mondays at 1:30 p.m.: June 3rd, September 23rd, and December 9th at 1:30 p.m. with the location to be determined.

ITEM 10 ADJOURNMENT
The meeting was adjourned at 4:20 p.m.



Valley Express

Bus & Dial-A-Ride

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Valley Express Bus & Dial-A-Ride

DATE: MARCH 7, 2024
MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)
FROM: ERIN KENNEALLY, TRANSIT PLANNER – TRANSIT SERVICES
SUBJECT: RIDERSHIP AND OUTREACH REPORT

RECOMMENDATION

1. Receive and file ridership and outreach report.

BACKGROUND

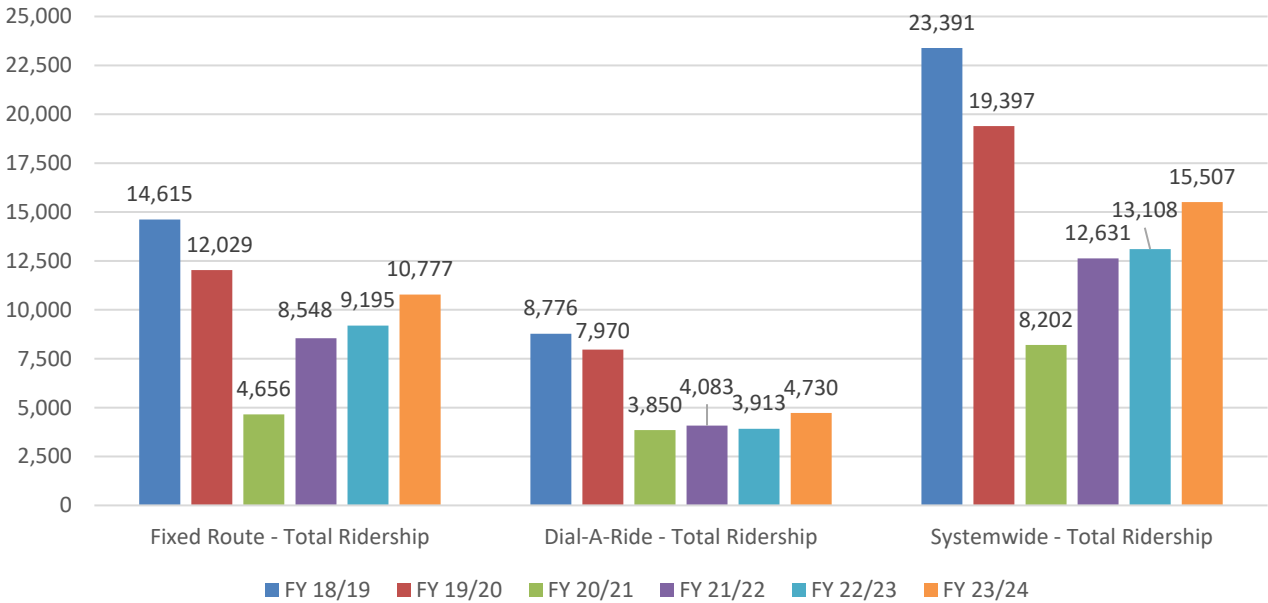
Valley Express service includes four fixed routes serving the cities of Santa Paula, Fillmore, and the unincorporated area of Piru, Dial-A-Ride services for the general public, and complementary ADA paratransit. School tripper service in Santa Paula and Fillmore was suspended in March 2020 due to the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

This report provides a Quarter 2 (October-November-December) comparison between key performance indicators (KPI) in FY 23/24 and previous years. In addition, this report provides an update regarding the recent marketing and outreach activities for Valley Express.

Key Performance Highlights:

- This quarter, Valley Express ridership increased by just over 18% percent to 15,507 unlinked passenger trips compared to 13,108 in the same quarter of last year. Fixed route ridership increased by 17.2% while Dial-A-Ride ridership increased by 20.9%.
- The Piru route currently accounts for 73% of fixed route ridership as well as 51% of systemwide ridership. It has seen the most ridership recovery and is currently at 94% of pre-COVID ridership.
- DAR ridership is currently at 59% of our pre-COVID numbers while Fixed route ridership is currently at 90%.

Valley Express Ridership SECOND QUARTER COMPARISON



Quarterly Ridership Comparison by Route

SECOND QUARTER COMPARISON (Oct-Nov-Dec)

Valley Express Bus & Dial-A-Ride	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	% Change from FY 19/20	% Change from FY 22/23
Santa Paula Fixed Route	982	679	295	332	466	497	-26.8%	6.7%
Santa Paula Tripper*	317	350	0	220	68	126	-64.0%	85.3%
Fillmore Fixed Route	2598	599	113	75	398	605	1.0%	52.0%
Fillmore Tripper*	2013	2,061	0	1,546	1,380	1,704	-17.3%	23.5%
Piru Fixed Route	8705	8,340	4,248	6,375	6,883	7,845	-5.9%	14.0%
Fixed Route Total	14,615	12,029	4,656	8,548	9,195	10,777	-10.4%	17.2%
Santa Paula DAR	6376	5718	2517	3,306	3391	3752	-34.4%	10.6%
Fillmore DAR	2400	2252	1333	777	522	978	-56.6%	87.4%
Dial-A-Ride Total	8,776	7,970	3,850	4,083	3,913	4,730	-40.7%	20.9%
Valley Express Bus & Dial-A-Ride Total	23,391	19,999	8,506	12,631	13,108	15,507	-22.5%	18.3%

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

Detailed quarterly comparisons system-wide and for fixed route service and DAR service are shown in the following Tables 1, 2 and 3.

Table 1 System-wide Quarterly Comparison

SYSTEM-WIDE SERVICE - Valley Express KPI		Qtr 2 FY 2022/23	Qtr 2 FY 2023/24	Yr over Yr % Change
Ridership	System-wide	13,108	15,507	18.3%
Passengers per Mile	System-wide	0.23	0.28	17.9%
Passengers per Hr	System-wide	2.56	2.78	8.6%
Revenue Hours	System-wide	5,120	5,578	8.9%
Revenue Miles	System-wide	56,027	56,211	0.3%
Operating Cost	System-wide	\$ 426,207	\$ 593,692	39.3%
Cost per Hr	System-wide	\$ 83.24	\$ 106.43	27.9%
Cost per Passenger	System-wide	\$ 32.52	\$ 38.29	17.7%

Table 2 Fixed Route Quarterly Comparison

FIXED ROUTE - Valley Express KPI		Qtr 2 FY 2022/23	Qtr 2 FY 2023/24	Yr over Yr % Change
Ridership	Fixed Route	9,195	10,777	17.2%
Passengers per Mile	Fixed Route	0.31	0.36	18.0%
Passengers per Hr	Fixed Route	5.61	6.62	18.1%
Revenue Hours	Fixed Route	1,639	1,627	-0.8%
Revenue Miles	Fixed Route	29,732	29,534	-0.7%
Operating Cost	Fixed Route	\$ 136,455	\$ 173,584	27.2%
Cost per Hr	Fixed Route	\$ 83.24	\$ 106.71	28.2%
Cost per Passenger	Fixed Route	\$ 14.84	\$ 16.11	8.5%

Table 3 Dial-A-Ride Quarterly Comparison

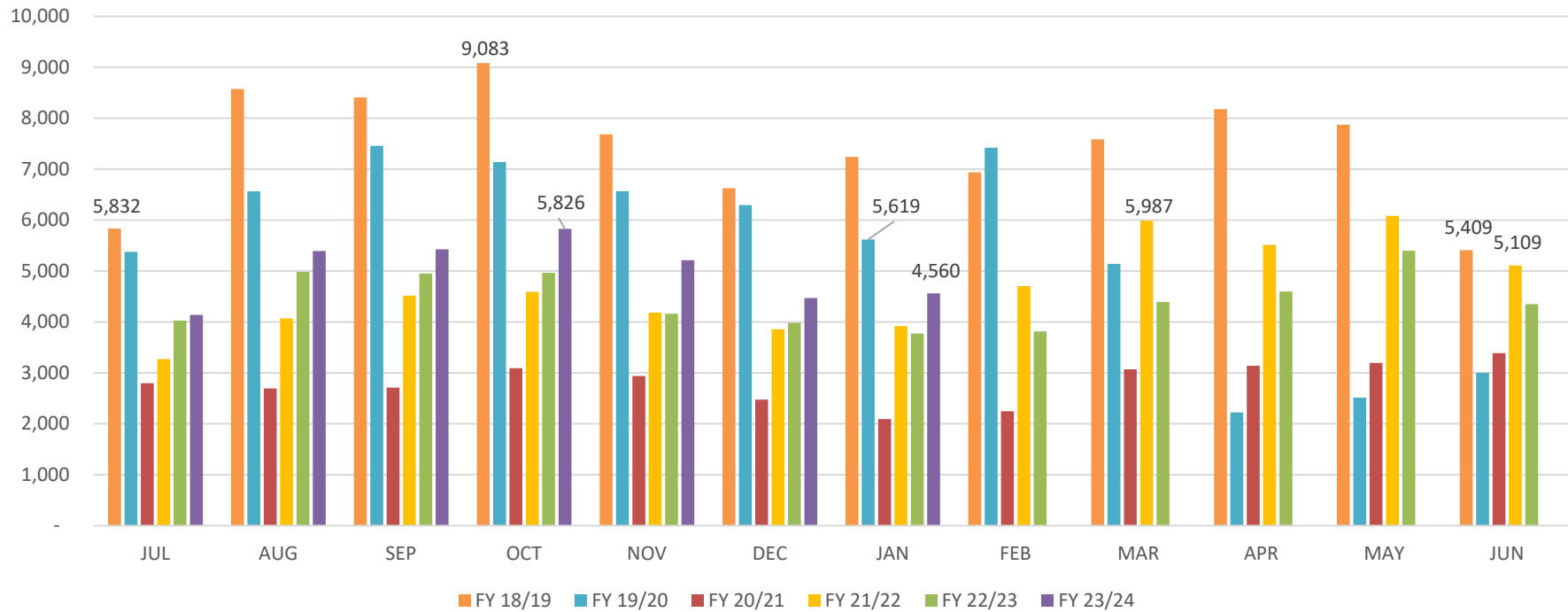
DIAL-A-RIDE (DAR) - Valley Express KPI		Qtr 2 FY 2022/23	Qtr 2 FY 2023/24	Yr over Yr % Change
Ridership	Dial-A-Ride (DAR)	3,913	4,730	20.9%
Passengers per Mile	Dial-A-Ride (DAR)	0.15	0.18	19.1%
Passengers per Hr	Dial-A-Ride (DAR)	1.12	1.20	6.5%
Revenue Hours	Dial-A-Ride (DAR)	3,481	3,952	13.5%
Revenue Miles	Dial-A-Ride (DAR)	26,296	26,677	1.5%
Operating Cost	Dial-A-Ride (DAR)	\$ 289,752	\$ 420,108	45.0%
Cost per Hr	Dial-A-Ride (DAR)	\$ 83.24	\$ 106.32	27.7%
Cost per Passenger	Dial-A-Ride (DAR)	\$ 74.05	\$ 88.82	19.9%

During Quarter 2 of FY 23/24, youth rides accounted for nearly 40% of all Valley Express ridership and nearly 55% of all fixed-route ridership.

VALLEY EXPRESS			
Q2 FY 23/24			
	Ridership	Youth Rides	% of total
Fixed	10,777	5,873	54.5%
DAR	4,730	184	3.9%
Systemwide	15,507	6,057	39.1%

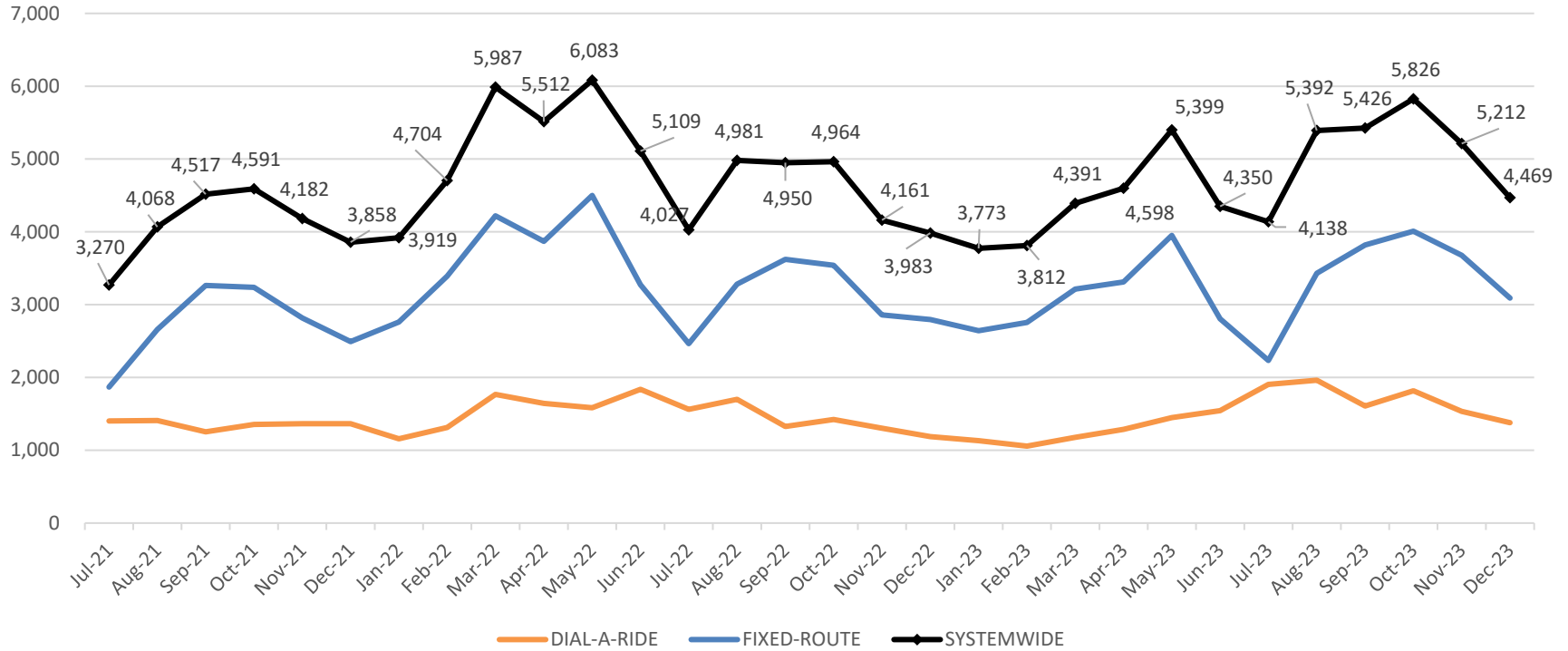
Valley Express Total Monthly Ridership FY18/19 to present.

Valley Express Total Monthly Ridership



Monthly Ridership July 2021 through December 2023

VALLEY EXPRESS BUS & DIAL-A-RIDE
July 2021 - December 2023



MARKETING AND COMMUNITY OUTREACH

Celtis Ventures, Inc. continues to assist us in promoting the Valley Express service within the Heritage Valley. Celtis is currently working on preliminary designs for our new vehicles. They are also formalizing a marketing campaign for promotion of the Fillmore to Moorpark route. The route campaign will start with a photo shoot scheduled for later this month. The full campaign will kick off 4-6 weeks before service begins. As spring approaches, we are gearing up to begin attending annual outreach events such as the annual Senior Health Fair in Santa Paula.



Valley Express

Bus & Dial-A-Ride

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Valley Express Bus & Dial-A-Ride

DATE: MARCH 7, 2024

MEMO TO: HERITAGE VALLEY TECHNICAL ADVISORY COMMITTEE (HVTAC)

FROM: MATT MILLER, PROGRAM MANAGER

SUBJECT: FISCAL YEAR 2024/2025 VALLEY EXPRESS BUDGET

RECOMMENDATION

- Approve the Fiscal Year 2024/2025 Valley Express Budget.

BACKGROUND

Pursuant to the Cooperative Agreement for the Heritage Valley Transit Service, the HVTAC will make recommendations to the Heritage Valley Policy Advisory Committee (HVPAC) regarding, among other things, the annual level of service and budget. Following the HVTAC review, the item will then be reviewed by the HVPAC. Once final, the budget will be incorporated into the overall agency budget of VCTC. The budget process for VCTC includes a review by a budget and finance sub-committee, subsequent review by the full Commission with final budget adoption by June. This item is to consider recommendation of the budget to the Heritage Valley Policy Committee for the upcoming fiscal year.

DISCUSSION

Over the past year the Valley Express bus service was funded with a mix of Federal Transit Administration (FTA) recurring formula funds, farebox and local funding from the member agencies. In FY24/25 service will be funded with a mix of FTA formula funds, FTA Congestion Mitigation Air Quality (CMAQ) program funds, State of Good Repair (SGR) funds, farebox revenue and local funding from member agencies.

The budget was developed based on the following factors and assumptions:

1. Contract provider rate increase in FY24/25.
2. Increase in dial-a-ride service hours due to increased demand.
3. Purchase of fifteen (15) replacement service vehicles using FTA and SGR grant funds
4. Implementation of new CMAQ funded Fillmore to Moorpark Fixed Route planned for August 2024.

The net year-over-year increase in the budget is 54%. Please note that the high year-over-year change is due to \$2,683,320 in FTA and SGR grants funds for replacement vehicles with only a small requirement from the cities for the local match. The increase in Contract Services is 18% and is due to contractual increases in the hourly rate and monthly rate, planning for continued increased demand for Dial-A-Ride (DAR) services and the new CMAQ funded Fillmore to Moorpark fixed route.

So far in FY23/24, DAR service hours have increased 27% over last year and staff expects the higher demand to continue through the rest of year and through FY24/25 and is expected to be 22% over the

FY23/24 projected hours. SB 125 funds will be used to cover the funding gap. As shown in the table below, the recommended levels of fixed route service will remain the same except for the addition of 11 months of new service for the Fillmore to Moorpark fixed route. Recommended service levels for DAR is 38% higher to plan for higher demand as experienced in FY23/24.

RECOMMENDED LEVEL OF SERVICE

	<i>FY 2024/2025</i>	<i>FY 2023/2024</i>
<u>Fixed Route</u>	<u>Projected Hours</u>	<u>Current (Budgeted)</u>
Fillmore	1,782 (0%)	1,782
Fillmore – Moorpark*	5,940 (+97%)	1,908
Santa Paula	1,792 (+1%)	1,766
County	3,015 (0%)	3,015
Subtotal Fixed Route	12,529 (+31%)	8,471
<u>Dial-a-Ride</u>	<u>Projected Hours</u>	<u>Current (Budgeted)</u>
Fillmore	7,111 (+77%)	4,018
Santa Paula	10,180 (+18%)	8,604
County	1,921 (+43%)	1,339
Subtotal Dial-a-Ride	19,211 (+38%)	13,962
Total All Services	31,740 (+31%)	24,300

*Hours for the planned Fillmore-Moorpark funded by a CMAQ grant.

Replacement Vehicles

The FY24/25 budget also includes \$2,375,544 in FTA 5339 Capital and SGR grant funds with a local match of \$307,776 totaling \$2,683,320 for the purchase of fifteen (15) replacement revenue service vehicles. VCTC staff are working to identify the most efficient fleet make up that will meet passenger accessibility goals.

Anticipated Revenues

The Valley Express has historically utilized revenues from the Federal Transit Administration (FTA) funding, Passenger Fares, and the City of Santa Paula’s sales tax Measure “T” in addition to the State Local Transportation Fund (LTF) revenues each member agency receives and budgets for transit programs.

Similar to last year, this budget uses a blend of Federal formula funds, CMAQ grant funds, SGR grant funds fare revenue, and local contributions by member agencies. The following is a table of the prior five years’ budgets for reference. It is not expected that there will be carryover funds of agency revenues but it is expected that there will be SB 125 funds to carryover. This is not known at this time but staff hopes to have an estimate for the HVPAC meeting.

	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
FTA - Cares Act/CMAQ	\$ -	\$ 1,802,370	\$ 69,000	\$ -	\$ 206,077	\$ 566,711
FTA	\$ 627,198	\$ 59,430	\$ 912,500	\$ 1,288,926	\$ 1,081,654	\$ 2,175,076
State of Good Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000
Local Contribution - Bus Operations	\$ -	\$ -	\$ 939,200	\$ 676,034	\$ 1,016,319	\$ 1,148,814
Local Contribution - TDA Funds	\$ 985,402	\$ -	\$ -	\$ -	\$ -	\$ -
Local Contribution - Route Guarantee	\$ 130,000	\$ -	\$ -	\$ 190,740	\$ 228,150	\$ 524,600
Local Fee - Contract Administration	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 129,100	\$ 133,800
Local Fee - Farebox	\$ 95,000	\$ 45,000	\$ 41,000	\$ 38,700	\$ 39,000	\$ 67,000
Totals	\$ 1,937,600	\$ 2,006,800	\$ 2,061,700	\$ 2,294,400	\$ 2,700,300	\$ 5,916,000

The FY24/25 Valley Express Budget is attached to this item as "Attachment A". A breakdown of each member agency's local contribution is attached to this item as "Attachment B: Valley Express Budget Model (FY2024/2025)".

If approved at this stage, the next step is to present the budget to the HVPAC, and if approved there it will then be incorporated into the VCTC Budget package presented to the Commission at its June 2024 meeting.

FY2024/2025 VALLEY EXPRESS BUS SERVICE

FISCAL YEAR 2024/2025 BUDGET (DRAFT)

FUNDING:

Funding Source	Funding Dollars
FTA, CMAQ	\$2,741,787
State of Good Repair Fund Transfer	1,300,000
Local Contribution – Bus Operations*	1,148,813
Local Contribution – Route Guarantee*	524,600
Local Fee – Contract Administration*	133,800
Local Fee – Farebox	67,000
Total Funding	\$5,916,000

*Local LTF contributions, route guarantee, and fee provided by cities of Santa Paula, Fillmore and County of Ventura.

EXPENDITURE COMPARISON:

	Fiscal Year 2022/2023 Actual	Fiscal Year 2023/2024 Budget	Fiscal Year 2024/2025 Budget
Salaries	\$ 42,334	\$ 48,000	\$ 52,700
Fringe and Tax	21,009	21,400	22,500
Indirect Cost Allocation	42,155	59,700	58,600
Mileage	445	1,000	1,000
Office Support	179	1,000	1,000
Printing	6,665	10,000	10,000
Bank Fees	0	1,200	1,000
Legal Services	9,680	10,000	8,000
Professional Services	54,940	60,000	55,000
Communications Wi-Fi	6,842	9,000	7,000
Contract Services	1,872,576	2,400,000	2,935,900
Equipment	0	4,000	10,000
Outreach	46,587	75,000	70,000
Vehicle Replacements	0	0	2,683,300
Total Expenditures	\$2,103,412	\$2,700,300	\$5,916,000

VALLEY EXPRESS BUDGET MODEL (FY2024/2025) REVISED

TAC/PAC Draft Budget Cost of Service 2024/25 (31,740 hours)		
Overhead: Staff	\$ 133,800	
Overhead: Other	\$ 163,000	
Vehicle Replacements	\$ 2,683,300	
Contractor	\$ 2,935,900	
Total Costs	\$ 5,916,000	
External Revenues		
FTA & CMAQ	\$ 2,741,786	
State of Good Repair	\$ 1,300,000	
Projected Farebox	\$ 67,000	
Total External Revenues	\$ 4,108,786	
(1) Total Net Due (Less External Revenues)	\$ 1,807,214	
(2) Member Agency Share Overhead		<i>% Share Overhead</i>
Fillmore	\$ 98,933	33%
Santa Paula	\$ 98,933	33%
County	\$ 98,933	33%
Subtotal Overhead Costs	\$ 296,800	
(3) Member agency share of Contractor Costs (rounded)		<i>% Share of total hours (22/23)</i>
Fillmore	\$ 483,332	32%
Santa Paula	\$ 800,519	53%
County	\$ 226,562	15%
Subtotal Contract Costs	\$ 1,510,414	
Total Costs: Member Agency		
Fillmore	\$ 582,266	
Santa Paula	\$ 899,453	
County	\$ 325,495	
Total Costs: Member Agency	\$ 1,807,214	
Member Agency Available FY22/23 Carryover		
Fillmore	\$ 9,255	
Santa Paula	\$ 12,513	
County	\$ 7,019	
<i>Projected Amount Due to VCTC</i>		
Fillmore	\$ 573,011	
Santa Paula	\$ 886,940	
County	\$ 318,477	



Valley Express

Bus & Dial-A-Ride

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