



# Valley Express Bus & Dial-A-Ride

**Heritage Valley Transit Services**  
**Heritage Valley Policy Advisory Committee**  
[www.valleyexpressbus.org](http://www.valleyexpressbus.org)

## AGENDA

Fillmore City Council Chambers  
250 Central Street  
Fillmore, California

Monday, March 25, 2024  
1:30 p.m.

*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 1      CALL TO ORDER**

**ITEM 2      INTRODUCTIONS & ANNOUNCEMENTS**

**ITEM 3      PUBLIC COMMENTS:** Any member of the public may address the Committee for up to two minutes on any subject within the jurisdiction of the Committee that is not scheduled for a public discussion before the Committee.

**ITEM 4      AGENDA ADJUSTMENTS**

**ITEM 5      APPROVAL OF MINUTES**

***Recommended Action:***

- *Waive the reading and approve the minutes of the October 2023 meeting.*

**Responsible Staff: Matt Miller**

**ITEM 6      ELECTION OF OFFICERS**

***Recommended Action:***

- *Nominate and elect officers to the committee.*

**Responsible Staff: Matt Miller**

- ITEM 7            KEY PERFORMANCE INDICATOR AND COMMUNITY OUTREACH UPDATE**  
***Recommended Action:***  
    • *Receive and file.*  
**Responsible Staff: Erin Kenneally**
- ITEM 8            DRAFT FISCAL YEAR 2024/2025 VALLEY EXPRESS BUDGET**  
***Recommended Action:***  
    • *Receive and file.*  
**Responsible Staff: Matt Miller**
- ITEM 9            UPDATE ON CMAQ FUNDED REPLACEMENT VEHICLES AND SERVICE BETWEEN  
THE CITIES OF FILLMORE AND MOORPARK.**  
***Recommended Action:***  
    • *Receive and file.*  
**Responsible Staff: Matt Miller**
- ITEM 10          POTENTIAL ZERO EMISSIONS BUS (ZEB) FLEET FUELING LOCATIONS**  
***Recommended Action:***  
    • *Verbal update.*  
**Responsible Staff: Matt Miller**
- ITEM 11          UPDATE ON SHORT RANGE TRANSIT PLAN**  
***Recommended Action:***  
    • *Verbal update.*  
**Responsible Staff: Claire Grasty**
- ITEM 12          ADJOURNMENT**



# Valley Express Bus & Dial-A-Ride

**HERITAGE VALLEY TRANSIT SERVICE  
POLICY ADVISORY COMMITTEE (HVPAC)**  
Fillmore City Hall - Council Chambers  
250 Central Street  
Fillmore, California

Wednesday, October 11, 2023  
9:30 a.m.

Item 5

## MEETING MINUTES

**MEMBERS PRESENT:** Kelly Long, County of Ventura (Chair)  
Jenny Crosswhite, City of Santa Paula (Vice Chair)  
Carrie Broggie, City of Fillmore

**MEMBERS ABSENT:** Martin Erickson, VCTC

**VCTC STAFF PRESENT:** Claire Grasty, Public Transit Director  
Matt Miller, Program Manager – Transit Services  
Erin Kenneally, Transit Analyst

**ITEM 1 CALL TO ORDER**  
Vice Chair Crosswhite called the meeting to order at 9:30 a.m.

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

**ITEM 3 PUBLIC COMMENT** – None.

**ITEM 4 AGENDA ADJUSTMENTS** – None.

**ITEM 5 APPROVAL OF MINUTES**

### **ACTION**

**Broggie moved, seconded by Crosswhite, that the committee waive the reading and approve the meeting minutes of June 2023. The motion passed unanimously.**

**ITEM 6 RIDERSHIP AND OUTREACH UPDATE**  
Erin Kenneally updated the committee on the ridership and outreach including 1) key performance highlights, 2) fourth quarter ridership trends, and 3) current outreach campaigns and events.

The committee discussed the College Ride Pilot Program and Youth Ride Free Pilot Program ridership for the quarter, and the launch of the Fillmore/Moorpark route, delaying it to match the start of the school year in 2024.

**ITEM 7 FISCAL YEAR 2023/2024 VALLEY EXPRESS BUDGET 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 potential collaborations with the school board, fleet makeup, and the potential for service a new local housing development, as well as how the Transit Integration and Efficiency (TIES) could affect budgets in the future.

**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**

**ADJOURNMENT**

The meeting was adjourned at 10:45 a.m.



# Valley Express Bus & Dial-A-Ride

**DATE:** MARCH 25, 2024

**MEMO TO:** HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)

**FROM:** MATT MILLER, PROGRAM MANAGER

**SUBJECT:** ELECTION OF COMMITTEE 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 Heritage Valley Policy Advisory Committee representatives by majority vote. Nomination and selection of the new officers will occur during this meeting. Below is a recent history of those that held the positions of Chair and Vice-chair.

Year	Chair	Vice-chair
2023	County	Santa Paula
2022	Fillmore	Santa Paula
2021	Fillmore	Santa Paula
2020	Santa Paula	Fillmore
2019	County	Fillmore
2018	County	Santa Paula



# Valley Express Bus & Dial-A-Ride

Item 7

**DATE:** MARCH 25, 2024  
**MEMO TO:** HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)  
**FROM:** ERIN KENNEALLY, TRANSIT PLANNER – TRANSIT SERVICES  
**SUBJECT:** RIDERSHIP AND OUTREACH REPORT

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## **RECOMMENDATION**

1. Receive and file ridership and outreach report.

## **BACKGROUND**

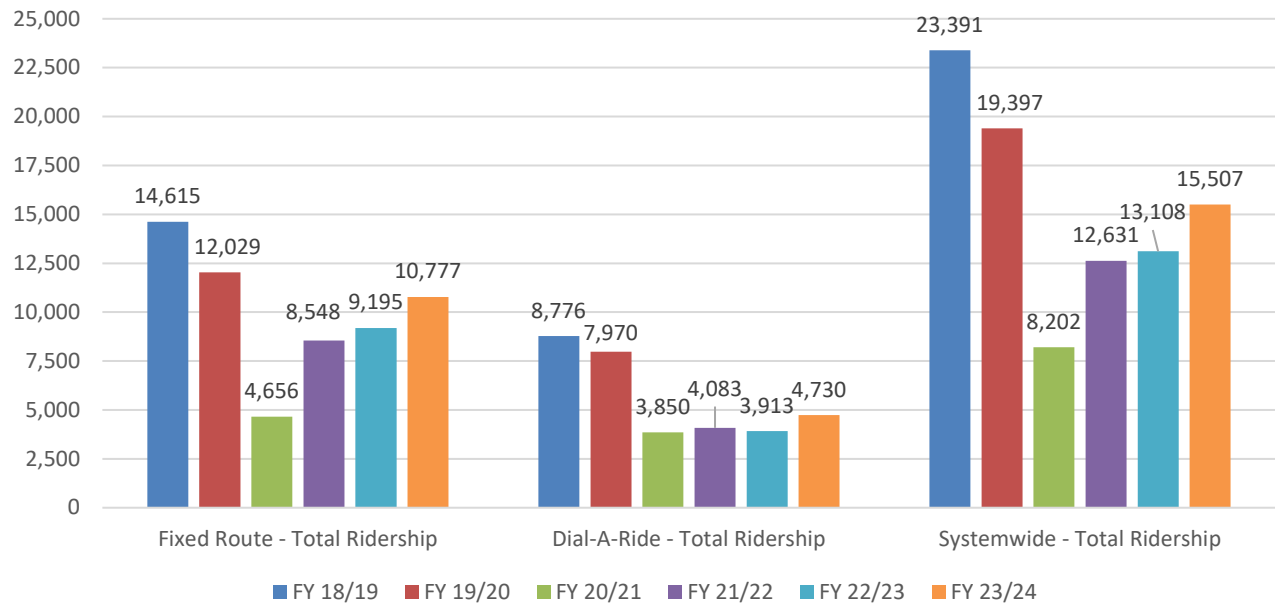
Valley Express service includes four fixed routes serving the cities of Santa Paula, Fillmore, and the unincorporated area of Piru, Dial-A-Ride services for the general public, and complementary ADA paratransit. School tripper service in Santa Paula and Fillmore was suspended in March 2020 due to the 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%.
- Fillmore fixed route ridership is currently higher than it was in FY19/20.

## 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%
<b>Fixed Route Total</b>	<b>14,615</b>	<b>12,029</b>	<b>4,656</b>	<b>8,548</b>	<b>9,195</b>	<b>10,777</b>	<b>-10.4%</b>	<b>17.2%</b>
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%
<b>Dial-A-Ride Total</b>	<b>8,776</b>	<b>7,970</b>	<b>3,850</b>	<b>4,083</b>	<b>3,913</b>	<b>4,730</b>	<b>-40.7%</b>	<b>20.9%</b>
<b>Valley Express Bus &amp; Dial-A-Ride Total</b>	<b>23,391</b>	<b>19,999</b>	<b>8,506</b>	<b>12,631</b>	<b>13,108</b>	<b>15,507</b>	<b>-22.5%</b>	<b>18.3%</b>

\*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**

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

**Table 2 Fixed Route Quarterly Comparison**

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



**Table 3 Dial-A-Ride Quarterly Comparison**

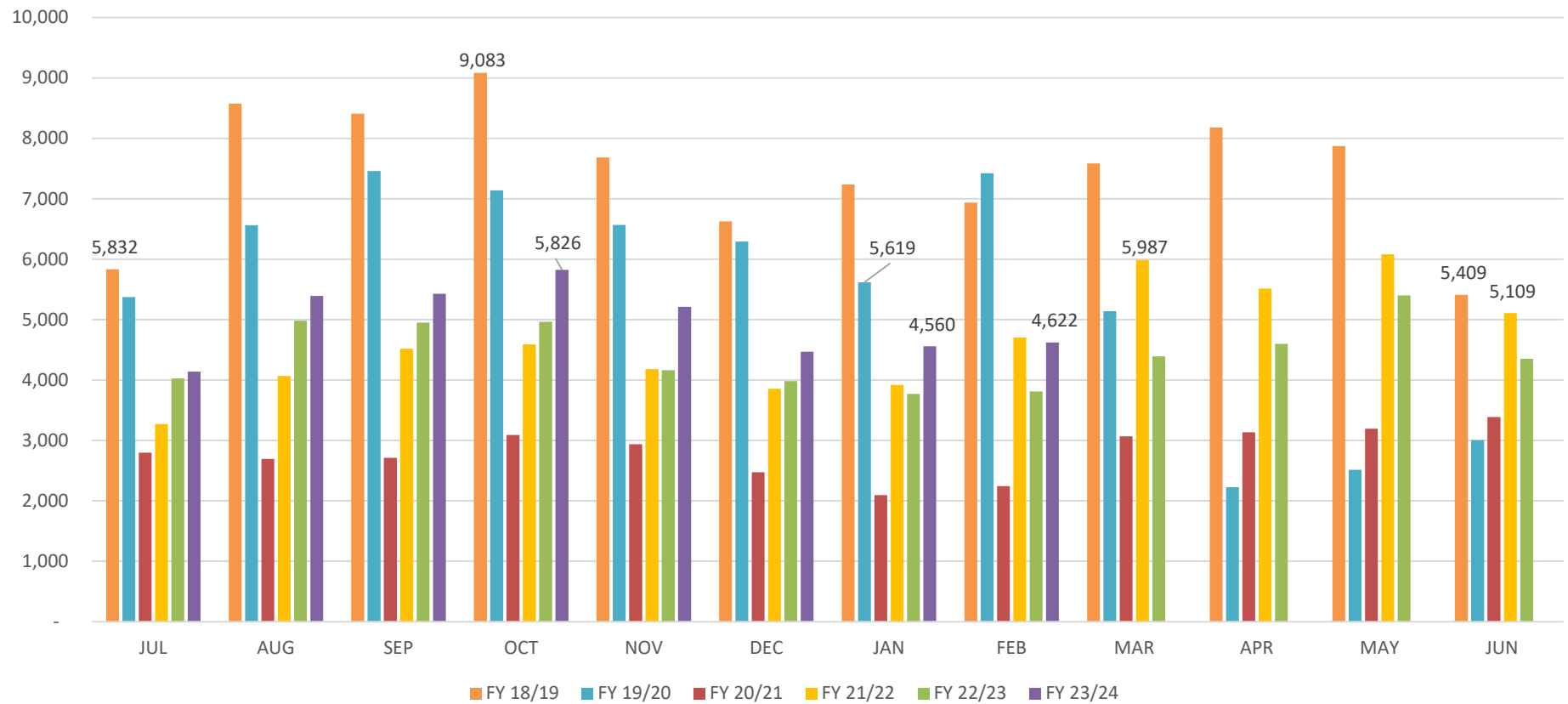
<b>DIAL-A-RIDE (DAR) - Valley Express KPI</b>		<b>Qtr 2 FY 2022/23</b>	<b>Qtr 2 FY 2023/24</b>	<b>Yr over Yr % Change</b>
<b>Ridership</b>	Dial-A-Ride (DAR)	3,913	4,730	<b>20.9%</b>
<b>Passengers per Mile</b>	Dial-A-Ride (DAR)	0.15	0.18	<b>19.1%</b>
<b>Passengers per Hr</b>	Dial-A-Ride (DAR)	1.12	1.20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

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.

<b>VALLEY EXPRESS</b>			
<b>Q2 FY 23/24</b>			
	<b>Ridership</b>	<b>Youth Rides</b>	<b>% of total</b>
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



#### 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

**DATE:** MARCH 25, 2024

**MEMO TO:** HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)

**FROM:** MATT MILLER, PROGRAM MANAGER

**SUBJECT:** FISCAL YEAR 2024/2025 VALLEY EXPRESS BUDGET

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## **RECOMMENDATION**

- Receive and provide direction on 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**

VCTC staff presented the FY24/25 Valley Express budget to the HVTAC at the March 7<sup>th</sup> meeting. After thorough discussion and review, the City of Santa Paula committee member asked for additional information regarding Santa Paula's previous three years funding commitments to assist City staff in making decisions about service funding and next steps. VCTC provided this to Santa Paula and is providing the same information for all the member agencies (Attachment A).

The FY24/25 budget is higher than it has been in past years, and this is due to the following factors and assumptions:

1. Contract provider rate increase that took effect with the newest contract in FY23/24.
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.

Over the past year the Valley Express bus service has been funded with a mix of Federal Transit Administration (FTA) recurring formula funds, farebox revenues 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 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 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 expect the higher demand to continue through the rest of year and through FY24/25. Hours are 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 level for DAR is 38% higher to plan for higher demand as experienced in FY23/24.

### RECOMMENDED LEVEL OF SERVICE

	<u>FY 2024/2025</u>	<u>FY 2023/2024</u>
<b><u>Fixed Route</u></b>	<b><u>Projected Hours</u></b>	<b><u>Current (Budgeted)</u></b>
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
<b>Subtotal Fixed Route</b>	<b>12,529 (+31%)</b>	<b>8,471</b>
<b><u>Dial-a-Ride</u></b>	<b><u>Projected Hours</u></b>	<b><u>Current (Budgeted)</u></b>
Fillmore	7,111 (+77%)	4,018
Santa Paula	10,180 (+18%)	8,604
County	1,921 (+43%)	1,339
<b>Subtotal Dial-a-Ride</b>	<b>19,211 (+38%)</b>	<b>13,962</b>
<b>Total All Services</b>	<b>31,740 (+31%)</b>	<b>24,300</b>

\*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) formula funding, passenger fare revenue, State Local Transportation Fund (LTF) revenue each member agency receives and budgets for transit programs and the City of Santa Paula's sales tax Measure "T".

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 of an estimated \$253,959.

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

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



# Valley Express Bus & Dial-A-Ride

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Item 9

**DATE:** MARCH 25, 2024

**MEMO TO:** HERITAGE VALLEY POLICY ADVISORY COMMITTEE (HVPAC)

**FROM:** MATT MILLER, PROGRAM MANAGER

**SUBJECT:** UPDATE ON CMAQ FUNDED REPLACEMENT VEHICLES AND SERVICE BETWEEN THE CITIES OF FILLMORE AND MOORPARK

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## **RECOMMENDATION**

- Receive and file update on progress of Valley Express vehicles replacement.

## **BACKGROUND**

VCTC, on behalf of Valley Express, received CMAQ funding for fleet replacement and service between Fillmore and Moorpark and to replace the fleet.

The fleet vehicles have met the end of their useful life benchmark and will be replaced in the fiscal year 2024-25. The current fleet vehicles were purchased in 2015 and consists of five 12 passenger cutaway buses, five 16 passenger cutaways buses, and five 26 passenger low-floor cutaway buses.

## **DISCUSSION**

### **Vehicle Replacement**

The FY2024/2025 Valley Express budget includes a total of \$2,683,320 in FTA 5339 capital grant funds, State of Good Repair grant funds and local match to purchase 15 replacements service vehicles. As stated above the current fleet is made up of a variety of cutaway buses that are used for dial-a-ride (DAR) and fixed route service with the smallest vehicles used for DAR service.

As staff plans for the replacement of these vehicles, we are focusing on passenger accessibility, ease of boarding for all passengers, and operational efficiency. As such, instead of replacing the 15 vehicles with a one for one replacement we are assessing the feasibility of introducing five 8 passenger + 2 wheelchair position vans into the fleet as demonstrated at our last TAC meeting in September 2023. These vans would be used to replace the 12 passenger cutaway buses.

While planning to purchase these vans, we have faced the challenge of finding a space inside the vehicle to fit the fare collection equipment which consists of a cash farebox, paper pass reader and a VCbuspass card reader. Staff have not committed to purchasing the vans until an area to fit the equipment has been identified. On March 14<sup>th</sup>, the vendor will be bringing the vehicle to the MV yard to work MV staff to identify a space for the equipment.

Regarding the other 10 cutaway buses, staff is planning to replace these with six medium-sized 22 passenger cutaways with wheelchair lifts and four larger cutaways that seat 24 passengers and have

ramps. The final determination is subject to change; however, the number of medium sized and larger sized cutaways will remain.

**Service between Fillmore and Moorpark**

Service is planned to begin to coincide with the start of the school year in August. Staff is reviewing the final route path and schedule and plans to bring that to the HVTAC and HVPAC at the next meetings. Staff is also working with our outreach consultant to develop the outreach plan.