



## VENTURA COUNTY TRANSPORTATION COMMISSION

Citizen's Transportation Advisory Committee (CTAC) /  
Social Services Transportation Advisory Council (SSTAC)

**Ventura County Government Center**

Hall of Justice – Pacific Conference Room

800 S. Victoria Street, Ventura

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

Tuesday, April 9, 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/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 ACCEPTANCE OF MINUTES**

**Recommended Action:**

- *Receive and file.*

**Responsible Staff: Jeni Eddington**

**ITEM 5 TRANSPORTATION DEVELOPMENT ACT UNMET TRANSIT NEEDS ASSESSMENT**

**Recommended Action:**

- *Approve the Fiscal Year 2024/2025 Unmet Transit Needs Findings*

**Responsible Staff: Dolores Lopez**

**ITEM 6 SHORT RANGE TRANSIT PLAN (SRTP) UPDATE**

**Recommended Action:**

- *Verbal update.*

**Responsible Staff: Aubrey Smith**

**ITEM 7 UPDATED OPERATING RULES**

**Recommended Action:**

- *Approve the updates to the Operating Rules that include revisions by VCTC legal counsel.*

**Responsible Staff: Claire Grasty**

**ITEM 8 SB-125 TRANSPORTATION BILL AND GRANT FUNDING UPDATE**

**Recommended Action:**

- *Verbal update.*

**Responsible Staff: Claire Grasty**

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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 9           CHAIRPERSON’S REPORT**
  
- ITEM 10        COMMITTEE REPORTS**
  
- ITEM 11        FUTURE AGENDA ITEMS**
  - Moorpark City Transit (MCT) On Demand Presentation
  - Camarillo rail station ADA improvements
  
- ITEM 12        ADJOURN TO TUESDAY, JUNE 11, 2024**

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**CITIZENS 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, January 9, 2024  
1:30 PM**

**Item 4**

**MEETING MINUTES**

**CTAC MEMBERS PRESENT:**

Miranda Patton, Camarillo (Vice-Chair)  
Beverly Dransfeldt, Camarillo  
Joey Juhasz-Lukomski, Fillmore  
Elizabeth Galbraith, Moorpark  
Rob Corley, Ventura City  
Chera Minkler, Ventura City  
Chaise Rasheed, Thousand Oaks  
Sandra Aldana, VCTC at Large

**MEMBERS ABSENT:**

Nick Husher, Camarillo  
Marissa Rodriguez, Fillmore (Chair)  
Andrew Cantwell, Moorpark  
Susan Leech, Ojai  
Bill Miley, Ojai  
Aaron Kitzman, Thousand Oaks  
Manuel Minjares, Ventura County

**CURRENT CTAC VACANCIES:**

City of Oxnard (2)  
City of Port Hueneme (2)  
City of Santa Paula (2)  
County of Ventura (1)  
VCTC at Large (1)

**SSTAC MEMBERS PRESENT:**

Esther Anaya, Arc of Ventura County

**VCTC STAFF PRESENT:**

Martin Erickson, Executive Director  
Dolores Lopez, Regional Transit Planner

**1. CALL TO ORDER**

Chair Patton called the meeting to order at 1:36 p.m.

**2. ROLL CALL**

**3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA – None**

**4. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

**ACTION**

**Rodriguez moved, seconded by Patton, that Rodriguez act as the Chairperson of the CTAC/SSTAC. The motion passed unanimously.**

**ACTION**

**Corley moved, seconded by Patton, that Patton act as the Vice-chairperson of the CTAC/SSTAC. The motion passed unanimously.**

**5. ACCEPTANCE OF MINUTES – SEPTEMBER 2023**

The committee received the September 2023 meeting minutes and requested that Item 6 be edited to remove the duplicate sentence.

**6. 2024 MEETING SCHEDULE**

The committee received the 2024 meeting schedule and discussed the lack of options for meeting in person.

**7. UPDATED OPERATING RULES**

**ACTION**

**Rasheed moved, seconded by Juhasz-Lukomski, that the committee approve the updates to the Operating Rules, pending any additions by VCTC legal counsel. The motion passed unanimously.**

**8. SB-125 TRANSPORTATION BILL UPDATE**

Dolores Lopez updated the committee on the SB-125 Transportation Bill including the objectives, funded initiatives, and potential challenges.

**9. SHORT RANGE TRANSIT PLAN (SRTP) UPDATE**

Dolores Lopez updated the committee on the Short Range Transit Plan including the background, process, and timeline. Martin Erickson

**10. YEARS OF SERVICE RECOGNITION FOR CTAC/SSTAC MEMBERS**

Martin Erickson recognized the following CTAC/SSTAC members for their participation on the committee:

- Mike Culver (posthumous)
- Chaise Rasheed
- Marissa Rodriguez
- Jason Sagar
- Robert Corley
- Chera Minkler
- Miranda Patton

**11. CHAIRPERSON'S REPORT**

Miranda Patton shared that the Unmet Transit Needs community outreach will be taking place January 2024 and recommended that committee members attend the outreach meeting in their community.

**12. COMMITTEE MEMBER REPORTS**

Joey Juhasz-Lukomski shared that the commission approved funding for the Santa Paula Branch Line Class I Bike Lane at their December meeting and asked whether committee members sit on RFP review panels.

The committee discussed subsidized funding for paratransit riders and the potential for a countywide self-help tax.

**13. FUTURE AGENDA ITEMS**

**14. ADJOURN TO APRIL 9, 2024**

Vice-Chair Patton adjourned the meeting at 2:33 p.m.

DRAFT



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Item 5

April 9, 2024

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

**FROM:** DOLORES LOPEZ, TRANSIT PLANNER  
AUBREY SMITH, REGIONAL TRANSIT PLANNING PROGRAM MANAGER

**SUBJECT:** FISCAL YEAR (FY) 2024/25 TRANSPORTATION DEVELOPMENT ACT (TDA)  
UNMET TRANSIT NEEDS (UTN) FINDINGS

**RECOMMENDATION:**

- Approve the Fiscal Year 2024/2025 Unmet Transit Needs Findings.

**DISCUSSION:**

As part of the annually required Unmet Transit Needs Findings, the Citizen's Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) is required to review and comment on the recommendations proposed to be presented to the Commission. The Unmet Transit Needs Assessment is attached.

Pursuant to Senate Bill 203, **the cities of Santa Paula, Fillmore, Moorpark, and Camarillo** are subject to the Unmet Transit Needs process. Additionally, on June 11, 2018, legislation allowed **Thousand Oaks** to spend TDA fund on streets and roads and they therefore now participate in the process as well. VCTC Intercity service does not utilize Article 8 funds for non-transit purposes; however, service requests for the regional service it provides are included in the process. The Gold Coast Transit District (GCTD), City of Ojai and the City of Simi Valley do not utilize or claim TDA Article 8 funds for non-transit purposes and their service is not subject to the Unmet Transit Needs process.

**Adopted Criteria**

In order for a request to be considered an Unmet Transit Need, it must receive at least 15 requests for general public service or 10 requests for disabled service:

- 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

If they fulfill the above criteria, the need must also be determined to be reasonable to meet.

In December of 2023 the Commission refined the definition of Unmet Transit Need to bolster our dedication to advancing the UTN process, particularly for those in disadvantaged areas. By adopting the Median Household Income (MHI) standard for a low-income threshold, the Commission aims to not just maintain the 10 and 15 comment thresholds but to prioritize improvements that meet these criteria while giving special attention to requests from low-income areas that might fall below this threshold. Additionally, for comments that meet the 10 or 15 comment threshold but are considered "Unreasonable to Meet", the agency tasked will pledge to evaluate the proposed service and explore funding for a pilot. Furthermore, the timeline for assessing passenger per hour performance has been increased from 36 to 60 months, endorsing a more comprehensive approach to evaluating new service efficacy over an extended period.

### **Public Input Process**

The public comment period for the Fiscal Year 2024-2025 Unmet Transit Needs process was held between December 15, 2023 and February 15, 2024 with comments received throughout the year, but outside of the public comment period included in the analysis.

Each year, VCTC uses a variety of channels to promote and solicit public comment for the Unmet Transit Needs process including an online survey, social media advertising, eblasts, community meetings, and the GOVCbus app. Public notices were also printed in the Ventura County Star and VIDA News.

This year VCTC received a total of 218 surveys significantly higher than prior years. VCTC hosted two county-wide virtual community meetings and a virtual public hearing where over seventy comments were received. Additional comments were received via email, phone calls, and social media. Overall, 273 respondents provided 468 comments.

### **Analysis**

Staff screened each comment received based on the criteria; no requests met the 15-comment threshold for fixed route or the 10-comment threshold for dial-a-ride service and therefore were not further screened to determine if the need was reasonable to meet.

Public feedback garnered through the current years analysis for transit services showed a high level of interest in service between Ventura to Goleta Tech Park, Fillmore to Moorpark, Fillmore to Santa Clarita service to East County Jail in Thousand Oaks, and service to National Park Services Satwiwa. Although these requests fell short of the required 15 comments to be considered as Unmet Transit Needs, they indicate significant public demand. VCTC continues to explore the possibility of a potential partnership with Santa Clarita Transit for service from Fillmore. Fleet capacity, route costs, labor, and configuration need to be addressed for service to both Santa Clarita. VCTC is planning to start service between Fillmore and Moorpark, which is a high-demand corridor area, and the proposed route will save passengers significant travel time and need for multiple transfers. While current transit services do not extend to the East County Jail in Thousand Oaks or the National Park Services Satwiwa, these locations represent a new request within our process. Recognizing the community's need, our staff will collaborate with partner agencies to explore potential service additions in the future, aiming to address these identified gaps and enhance overall transit accessibility.

The most common comments that are not considered Unmet Transit Needs this year are related to expanded service to various Los Angeles County and Santa Barbara County locations, VCTC Intercity service improvements, and Gold Coast Transit District service improvements. The comments highlight a



community in need of transit services that are more frequent, reliable, accessible, and responsive to their varied daily schedules and destinations. Among these, the demand for extended service hours into late evenings and weekends is prominent, reflecting a shift towards using transit for leisure activities and accommodating non-traditional work schedules. All comments received are essential for future planning in Ventura County and comments that have decent support and have been brought up over the years are taken into consideration for future planning purposes.

### **RECOMMENDATION**

At this time, staff is recommending that there are no Unmet Transit Needs that are reasonable to meet. Staff will present the recommendation to the Commission in May for approval and determination that Transportation Development Act funds can be allocated for streets and roads purposes in cities fewer than 100,000 persons and Thousand Oaks.



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**Item 7**

**DATE:** APRIL 9, 2024

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

**FROM:** CLAIRE GRASTY, PUBLIC TRANSIT DIRECTOR

**SUBJECT:** UPDATED OPERATING RULES

**RECOMMENDATION:**

- Approve the updates to the Operating Rules that include revisions by VCTC legal counsel.

**BACKGROUND**

At the October Commission meeting, the updated Administration Code was approved, which included updates to better align with Public Utilities Code (PUC) Section 99238. Since then, the Operating Rules have been updated to better align with PUC Section 99238 and to better reflect the work of the committee. The updated Operating Rules are attached. Any forthcoming edits received from legal counsel will be reflected and the final version will be sent to the member agencies.

Also, at the committee's request, VCTC has worked to recruit more SSTAC members. As such, VCTC has had success recruiting members from the following agencies:

- ACTION VC
- The Arc of Ventura County
- HELP of Ojai
- Housing Authoring of the City of San Buenaventura
- Mobility Management Partners
- Senior Concerns

**DISCUSSION**

At the January CTAC/SSTAC, the committee approved the updated Operating Rules, pending any revisions by VCTC's legal counsel. The version before the committee includes revisions from VCTC legal counsel for final approval.



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**VENTURA COUNTY TRANSPORTATION COMMISSION**  
**CITIZENS TRANSPORTATION ADVISORY COMMITTEE (CTAC)/**  
**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)**

**OPERATING RULES**

**I. COMPOSITION OF COMMITTEE/POLICY BOARD/PURPOSE OF CTAC/SSTAC**

The Citizens Transportation Advisory Committee/Social Service Transportation Advisory Council (CTAC/SSTAC or Committee/Council) was formed in conformance with State law and at the direction of the Ventura County Transportation Commission (VCTC or Commission). Members shall serve at the pleasure of the Commission. The VCTC is the sole policy board of the CTAC/SSTAC. The purpose of the Committee/Council is to act in an advisory role to the Commission for purposes of regional transportation planning and the identification of unmet transit needs. The terms Unmet Transit Needs and Reasonable To Meet shall have the definition most recently adopted by the Commission.

**II. MEMBERSHIP**

The membership of the CTAC/SSTAC shall be as follows:

The CTAC shall consist of two (2) non-elected representatives from each of the ten (10) cities in Ventura County and from the County of Ventura. There are two (2) "at large" members appointed by the VCTC. The VCTC may appoint additional representatives, including representatives of residents walking and cycling to/from transit, to participate at CTAC meetings and serve as an alternate for any of the statutory members, if needed.

The SSTAC includes representatives from social services agencies and/or the transit dependent population, appointed by the VCTC in conformance with Public Utility Code (PUC) Section 99238 which requires each transportation planning agency to establish a social services transportation advisory council. SSTAC members shall include representatives as specified by State law for:

- One (1) representative of potential transit users who is 60 years of age or older.
- One (1) representative of potential transit users who is disabled.
- Two (2) representatives of the local social service providers for seniors, including one (1) representative of a social service transportation provider, if one exists.
- Two (2) representatives of local social service providers for the disabled, including one (1) representative of a social service transportation provider, if one exists.
- One (1) representative of a local social service provider for persons of limited means.
- Two (2) representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

The VCTC may also appoint additional members at its discretion to SSTAC, in accordance with PUC Section 99238(b). The VCTC will recruit candidates for appointment to SSTAC from a broad representation of social service and transit providers representing the elderly, the disabled, and persons of limited means. In appointing members, the VCTC will strive to attain geographic and minority representation.

## **METHOD OF APPOINTMENT**

The members of this Committee/Council shall be appointed, reappointed, or removed by the members' appointing agency. All members shall serve at the pleasure of the Commission. All appointments are subject to confirmation by the VCTC, which will make every attempt to appoint members reflecting a broad range of transportation interests and social service providers representing the elderly, disabled, and persons of limited means.

### **III. TERM OF OFFICE**

The term of office of the CTAC membership on the CTAC/SSTAC shall be for three (3) year periods that may be renewed every three (3) years.

The term of office of the SSTAC membership shall be for three (3) years and may be renewed for an additional three (3) years.

### **IV. OFFICERS OF THE COMMITTEE/COUNCIL**

The officers of this Committee/Council shall be Chair and Vice-Chair who shall be elected or re-elected from among the CTAC/SSTAC membership at the January meeting each year. The term of each officer shall be one (1) calendar year term.

### **V. DUTIES OF OFFICERS**

**The Chair of this Committee/Council shall be responsible for:**

1. Calling for meetings of this Committee/Council
2. Presiding at the Committee/Council meetings
3. Assisting with agenda preparation
4. Reporting to the VCTC when called upon to do so
5. Establishing subcommittees as necessary
6. Other such duties as directed by VCTC

**The Vice-Chair of this Committee/Council shall be responsible for:**

1. Serving in the absence of the Chair
2. Other such duties as directed by the Chair

### **VI. DUTIES AND RESPONSIBILITIES OF THE CTAC/SSTAC**

It shall be the duty and responsibility of this Committee/Council to:

1. Conduct at least one public hearing annually to identify the transit needs in Ventura County, including unmet transit needs that may exist within Ventura County and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding services for transit dependent and disadvantaged persons, including the elderly, persons with disabilities, and persons of limited means.
2. Annually review and recommend action by the VCTC to adopt a resolution making one of the following findings:
  - (i) there are no unmet transit needs,
  - (ii) there are no unmet transit needs that are reasonable to meet, or
  - (iii) there are unmet transit needs, including needs that are reasonable to meet.
3. Advise the VCTC on any other major transit issues, including the coordination and consolidation of specialized transportation services.
4. Review current information relative to the field of public transit.  
Work with Ventura County entities on a variety of subregional and regional plans

5. Serve as liaisons within their respective jurisdictions.
6. Provide input to, and review of, transportation plans and programs and recommend action to the VCTC.
7. Other such duties may be requested by the VCTC.

The term “unmet transit needs” shall be as defined annually by the VCTC.

#### **VIII. SECRETARY OF THE CTAC/SSTAC**

VCTC staff shall serve as Secretary of the CTAC/SSTAC and shall provide staff support to the Committee/Council.

#### **IX. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Chairperson, Vice Chairperson and Secretary of CTAC/SSTAC.

#### **IX. QUORUM**

A quorum is a majority of the members appointed to the Committee, but not more than one person per city, one person for the County, and not more than one person for each of the social service agencies on the SSTAC as actually appointed by VCTC.

In the event that a majority of members are not present at a meeting, a quorum is a majority of those members who attend the meeting.

#### **IX. ABSENCES**

If a member misses two (2) consecutive meetings, the member’s appointing agency shall be notified of the absences.

#### **X. MEETINGS**

Meetings of the CTAC/SSTAC shall be held four (4) times per year on the second Tuesday of January, April, June, and September at 1:30 p.m. at the Ventura County Government Center, or as noticed. All meetings shall be called, noticed, and conducted in the manner described in Section 54952.3 of the Government Code, also known as the “Brown Act,” and Section 99238.5 of the Public Utilities Code.

#### **XI. POWERS**

The CTAC/SSTAC is created by VCTC under State law and shall have no powers of existence separate or apart from that of the Commission. The CTAC/SSTAC shall be guided in its operations, organizations, and administration by operating rules adopted by the CTAC/SSTAC from time to time.

Adopted 10/29/1974  
Revised 09/22/1983  
Revised 10/25/1991  
Revised 12/01/1995  
Revised 04/05/2019  
**Revised 04/09/2024**



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**CITIZENS TRANSPORTATION ADVISORY COMMITTEE (CTAC)/**  
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- 2. Annually review and recommend action by the VCTC to adopt a resolution making one of the following findings:
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- 3. Advise the VCTC on any other major transit issues, including the coordination and consolidation of specialized transportation services.

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4. Review current information relative to the field of public transit.  
Work with Ventura County entities on a variety of subregional and regional plans.
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Advise VCTC on coordination and consolidation of specialized transportation services.

The term "unmet transit needs" shall be as defined annually by the VCTC.

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¶  
In casting votes at CTAC/SSTAC meetings, alternates can only exercise the vote of their primary member when the primary member is not in attendance. Each member has only one vote.¶

Adopted 10/29/1974  
Revised 09/22/1983  
Revised 10/25/1991  
Revised 12/01/1995

Revised 04/05/2019  
Revised 04/09/2024

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