



MEETING AGENDA
GCTD Technical Advisory Committee (TAC)
Wednesday, January 18, 2023 – 10:00 a.m.
Zoom Video Conference Meeting
Join by Computer:
<https://us02web.zoom.us/j/82191318348>
Join by Phone:
+16699009128,,82191318348#

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. Call to Order/Introductions | ACTION |
| 2. Public Comments | INFO |
| 3. Committee Member Comments | INFO |
| 4. Staff Comments | INFO |
| 5. Approval of November 16, 2022 Meeting Summary | ACTION |
| 6. TAC Member Agency Representative and Alternate Designation
Martin Rodriguez, Transit Planner | INFO |
| 7. 2023 TAC Meeting Schedule
Martin Rodriguez, Transit Planner | ACTION |
| 8. Election of Officers
Martin Rodriguez, Transit Planner | ACTION |
| 9. GO ACCESS Scheduling & Dispatch Software
Marlena Kohler, Purchasing Manager/DBE Officer
Margaret Schoep, Paratransit & Special Projects Manager | ACTION |
| 10. 2022-2023 2nd Quarter Ridership and Performance Report
Austin Novstrup, Planning Manager
Robert Lucio, Mobility Management Coordinator | INFO |
| 11. Zero Emission Transition Plan
James Beck, Director of Operations and Maintenance | INFO |
| 12. Future Agenda Items | |
| 13. Adjournment | |



GCTD Technical Advisory Committee (TAC)

10:00 a.m. – November 16, 2022

<https://us02web.zoom.us/j/82191318348>

Meeting Summary

TAC Members Present: Susanna Arroyo, County of Ventura; Glenn Derosett, County of Ventura; Phil Pulley, City of Ojai; Sergio Albarran, City of Ventura; Aubrey Smith, VCTC (ex-officio)

TAC Members Absent: City of Port Hueneme, City of Oxnard

GCTD Staff Present: Austin Novstrup, Transit Planner II; Martin Rodriguez, Transit Planner I; Robert Lucio, Mobility Management Coordinator; Margaret Schoep, Paratransit & Special Projects Manager; Cynthia Duque, Director of Planning & Marketing; Allen Schentrup, Finance Manager; Dawn Perkins, Director of Finance; Vanessa Rauschenberger, General Manager

Members of the Public: None

1. Call to Order/Introductions

Phil Pulley called the TAC meeting to order at 10:06am.

2. Public Comments

None.

3. Committee Members Comments

None.

4. Staff Comments

Cynthia Duque announced that GCTD was awarded CMAQ funds to replace buses that are approaching their end of life as well as funds to plan and operate a bus booster service to accommodate the growing demand of ridership because of VCTC's Youth Ride Free Program.

5. Approval of the September 21, 2022 Meeting Summary

Phil Pulley moved to approve the September 21, 2022 Meeting Summary and Sergio Albarran seconded.

6. Fixed-Route & ACCESS Flexible Services Quarterly Update - Cynthia Duque, Director of Planning and Marketing

Cynthia Duque gave a quarterly update on GCTD's fixed-route service and GO ACCESS flexible services. She highlighted that fixed-route ridership has increased by nearly 30% over the same period of last year and is largely due to the launch of VCTC's Youth Ride Free Program. She noted that in August and September, youth riders constituted 10% and 25%, respectively, of total ridership. Similar to fixed-route, GO ACCESS services increased by 5% over the same period as last year, with senior transportation services being the largest in ridership.

7. Update on TDA Budget – Dawn Perkins, Director of Finance

Dawn Perkins announced that GCTD has awarded a new contract to its new auditors which is Nigro & Nigro. She informed TAC members that Nigro & Nigro will send communication to each member agency to prepare a report on TDA audits and to provide a completed report to the State and VCTC.

8. Community Transportation Needs Assessment Proposal – Martin Rodriguez, Transit Planner

Martin Rodriguez gave a presentation on a recently submitted grant proposal to conduct a community transportation needs assessment in an unincorporated area of Ventura County, Nyeland Acres. He shared GCTD has partnered with Nyeland Promise and applied for nearly \$42,000 to conduct an assessment with the goal of making recommendations for clean mobility options. He added that Route 15, which serves this community is lowest performing route in GCTD's service network in terms of unlinked passenger trips per revenue service hour and fare collected per revenue service hour. The methodology for the assessment will be conducted by consultant, GCTD and Nyeland Promise, with Nyeland Promise leading the community outreach component and GCTD leading the transportation access data analysis. Martin informed TAC members that he will share any updates regarding the application status process or if funds are awarded.

9. January 2023 Service Changes Update – Austin Novstrup, Transit Planner

Austin Novstrup informed TAC members of the upcoming service changes. A few routes (1A/B, 4A, 6, 19, 23) will have minor schedule adjustments to address on-time performance. Additionally, Planning has added more trips during peak periods as booster services on Routes 1 and 6, but will not appear on the public schedules in the event GCTD does not have adequate staff to operate staff.

10. Future Agenda Items

Martin Rodriguez mentioned that the Election of Officers and approval of the 2023 meeting calendar will be items in December's meeting. He also mentioned that TAC

member agencies may be polled to consider a new meeting time for 2023 as one member agency has a conflict with the current TAC meeting time and day.

11. Adjournment

Chair Phil Pulley adjourned the meeting at 10:30am.



Item 6

DATE January 18, 2023
TO GCTD Technical Advisory Committee
FROM Martin Rodriguez, Transit Planner
SUBJECT GCTD Technical Advisory Committee Voting Member Agency Designation

Summary

GCTD's Technical Advisory Committee (TAC) is made up of a staff member from each of GCTD's five member jurisdictions. The Committee's mission is to provide advisory assistance and recommendations to the GCTD Board and staff on technical and policy issues affecting the interests of member jurisdictions, and to serve as a communication liaison among jurisdictions and GCTD.

The City Manager or Chief Administrative Officer of each member jurisdiction appoints a representative and alternate(s) to represent their respective jurisdiction. The Ventura County Transportation Commission Executive Director designates staff to serve in an ex-officio capacity for the purpose of providing information on state and federal funding requirements and options, transportation and transit planning, and other issues.

With recent changes in staffing within some of GCTD's voting and non-voting member agencies, the appointment of representatives and alternates would assist GCTD with notification and distribution of notices, agendas, meeting minutes and all other written or verbal communication.

The voting members of TAC are representatives of GCTD's five member agencies: the City of Oxnard, the City of Ventura, the City of Port Hueneme, the city of Ojai, and the County of Ventura.

Recommendation

It is recommended that the GCTD Technical Advisory Committee provide the GCTD General Manager with a letter from each TAC member agency with the name and/or position of their designated representative and alternate(s).

GOLD COAST TRANSIT DISTRICT

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January 13, 2023

Vanessa Rauschenberger
General Manager
Gold Coast Transit District

Dear Vanessa,

As of December 2022, the designated GCTD Transportation Technical Advisory Committee representative will be John Doe. Jane Doe will serve as the alternate.

Sincerely,

Martin Rodriguez

Martin Rodriguez
Transit Planner

Cc: John Doe
Jane Doe

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Item 7

DATE January 18, 2023
TO GCTD Technical Advisory Committee
FROM Martin Rodriguez, Transit Planner
SUBJECT **2023 TAC Meeting Schedule**

Summary

The following is the proposed 2023 meeting schedule for TAC's consideration. Meetings will be held virtually using Zoom on the third Wednesday of the month at 10:00 A.M. In April of this year, GCTD's Board of Directors voted to resume in-person meetings with a hybrid option. GCTD has elected to continue to host its TAC meetings virtually for member agency and public participation.

January 18	May 17	September 20
February 15	June 21	October 18
March 15	July – <i>Dark (no meeting)</i>	November 15
April 19	August 16	December 20

Recommendation

It is recommended that the GCTD Technical Advisory Committee consider, amend if necessary, and approve the proposed meeting schedule for the 2023 calendar year.

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Item 8

DATE January 18, 2023
TO GCTD Technical Advisory Committee
FROM Martin Rodriguez, Transit Planner
SUBJECT Election of Officers

Summary

Every December, the GCTD TAC elects a new Chair and Vice Chair for the following academic year. The Chair and Vice Chair shall be elected from among the Technical Advisory Committee representatives by majority vote. The nomination and selection of the new officers will occur during this meeting and the newly appointed Chair and Vice Chair will take their position in the January 2023 TAC meeting. Chair for the 2022 calendar year was Phil Pulley, City of Ojai and Vice Chair was Ray Gutierrez, City of Port Hueneme.

Below is a recent history of GCTD TAC Chair and Vice Chairs:

2021

Chair – Tim Bochum, City of Oxnard
Vice Chair – Treena Taylor, County of Ventura

2020

Chair – Sergio Albarran, City of Ventura
Debbie O’Leary, City of Oxnard

2019

Chair – Sergio Albarran, City of Ventura
Vice Chair – Ellen Debord, City of Ojai

2018

Chair –Treena Gonzales, County of Ventura
Vice Chair, Austin Novstrup, City of Ojai

2017

Chair – Jason Lott, City of Port Hueneme
Vice Chair – Treena Gonzales, County of Ventura
*Chair– Treena Gonzales, County of Ventura
*Vice Chair, Austin Novstrup, City of Ojai

2016

Chair – Jeff Hereford, City of Ventura
Vice Chair–Jason Lott, City of Port Hueneme

2015

Chair – Martin Erickson, City of Oxnard
Vice Chair, Jeff Hereford, City of Ventura

**Special Election – September 2017*

Recommendation

It is recommended that the GCTD Technical Advisory Committee nominate and elect officers to the Committee.

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Item 9

DATE January 18, 2023

TO GCTD Technical Advisory Committee

FROM Marlena Kohler, Purchasing Manager/DBE Officer
Margaret Schoep, Paratransit & Special Projects Manager

SUBJECT **Consider Authorization for General Manager to Execute a Contract for Annual Maintenance Support of GO ACCESS' Scheduling & Dispatching System to Ecolane**

Summary

The GO ACCESS services use the Ecolane scheduling/dispatching and reporting software to manage its demand response services. The software was procured through a competitive process in 2017 that included an extensive evaluation process interviewing the three highest-rated firms. The original purchase included installation and maintenance of the software system used to support the GO ACCESS services through February 28, 2023. A software license fee and software support fee must be paid annually in order to maintain the use and support of the system. Ecolane has provided a quote for this maintenance renewal for the period of March 1, 2023, through February 29, 2028. Pricing is approximately 5% higher than the current support period.

Recommendation

It is recommended that Technical Advisory Committee support staff's request to the Board of Directors to authorize GCTD's General Manager to execute a contract to Ecolane in the amount of \$140,283.00 plus an additional 5% (\$7,014) to cover contingencies that may occur during the annual maintenance of the scheduling & dispatching system to support the management and operation of the GO ACCESS demand response services for the period of March 1, 2023, to February 29, 2028

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Item 10

DATE January 18, 2023

TO GCTD, Technical Advisory Committee

FROM Austin Novstrup, Planning Manager
Margaret Schoep, Paratransit & Special Projects Manager

SUBJECT Fixed-Route & Flexible Services Quarterly Update – 2nd Quarter FY 2022-23

I. EXECUTIVE SUMMARY

This quarterly report covers the 2nd Quarter (October 1 through December 31) of Fiscal Year 2022-23. This report includes a summary of performance and operating statistics for both fixed-route and GO ACCESS flexible services.

II. BACKGROUND

The table below shows that ridership for the 2nd quarter of FY 2022-23, has increased 34% over the 2nd quarter of last year. This ridership increase is larger than expected and is largely a result of the success of the Youth Ride Free Program. Other contributing factors to ridership growth are sustained high gas prices and the more limited impacts of COVID-19 on our community during this period. Continued ridership growth is anticipated, however the rate of growth will likely slow as the Youth Ride Free Program matures.

2nd Quarter FY 22-23 Systemwide Ridership & Performance

	2 nd Qtr FY 2022-23	2 nd Qtr FY 2021-22	Difference	% Change
Fixed-Route Ridership				
Total System Boardings	728,051	542,783	185,268	34%
Average Daily Passengers Weekdays	9,283	6,622	2,661	40%
Average Daily Passengers Saturdays	5,392	4,695	698	15%
Average Daily Passengers Sundays	5,266	4,507	759	17%
Wheelchair Boardings	7,472	5,831	1,641	28%
Bicycle Boardings	20,024	14,781	5,243	36%
Performance Measures				
Passengers Per Revenue Hour	16	11	4.35	39%
Fare Revenue Per Service Hour	\$11.70	\$9.21	\$2.48	27%
Total Fare Revenue	\$545,333	\$443,903	\$101,429	23%
On-Time Performance	86.0%	84.0%	Goal > 90%	
% Systemwide Boarding as Free Transfers	15.4%	20.9%	Goal < 20%	

GOLD COAST TRANSIT DISTRICT

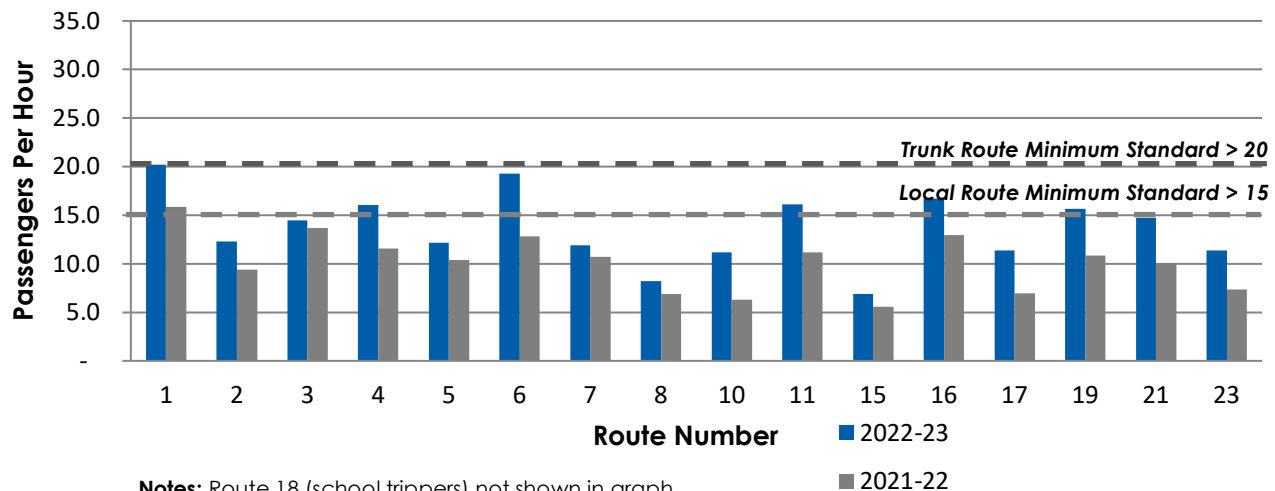
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2nd Quarter FY 22-23 Ridership by Route

Route	Route Name	2 nd Quarter FY 2022-23 Unlinked Passengers	2 nd Quarter FY 2021-22 Unlinked Passengers	Change	% Change
1	Port Hueneme - Oxnard Transit Center	106,564	83,731	22,833	27%
2	Colonia - Downtown Oxnard	14,121	11,161	2,960	27%
3	J St - Centerpoint Mall - Lemonwood	26,598	22,292	4,306	19%
4	North Oxnard - Ventura Rd - St. John's	65,377	47,363	18,014	38%
5	Hemlock - Seabridge - Wooley	14,688	12,490	2,197	18%
6	Oxnard - Ventura - Main St	180,963	141,762	39,201	28%
7	Oxnard College - Centerpoint Mall	13,451	12,148	1,304	11%
8	OTC- Oxnard College - Centerpoint Mall	16,204	13,493	2,711	20%
10	Pacific View Mall - Telegraph -Saticoy	18,964	10,736	8,228	77%
11	Pacific View Mall - Telephone - Wells	50,051	34,963	15,088	43%
15	Esplanade - El Rio - St. John's	11,808	9,546	2,262	24%
16	Downtown Ojai - Pacific View Mall	57,407	44,438	12,969	29%
17	Esplanade - Oxnard College	29,436	18,098	11,338	63%
18	High School Trippers	15,516	7,843	7,673	98%
19	OTC- 5th St - Airport - Gonzales Rd	13,941	9,800	4,141	42%
21	Port Hueneme - Ventura - Victoria Ave	60,928	41,957	18,971	45%
23*	Oxnard College - NBVC - Esplanade	32,037	20,963	11,074	53%
	TOTAL GCTD SYSTEM	728,051	542,783	185,268	34%

*Route 23 is a new service implemented on July 26, 2020.

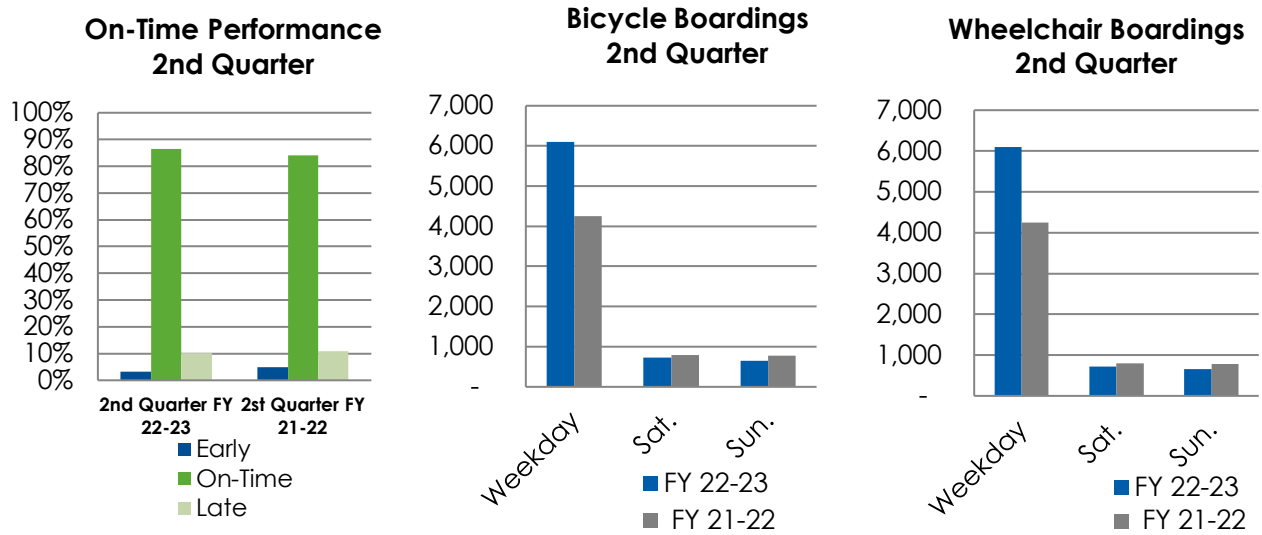
2nd Quarter FY 22-23 Passengers Per Revenue Hour (All Periods)



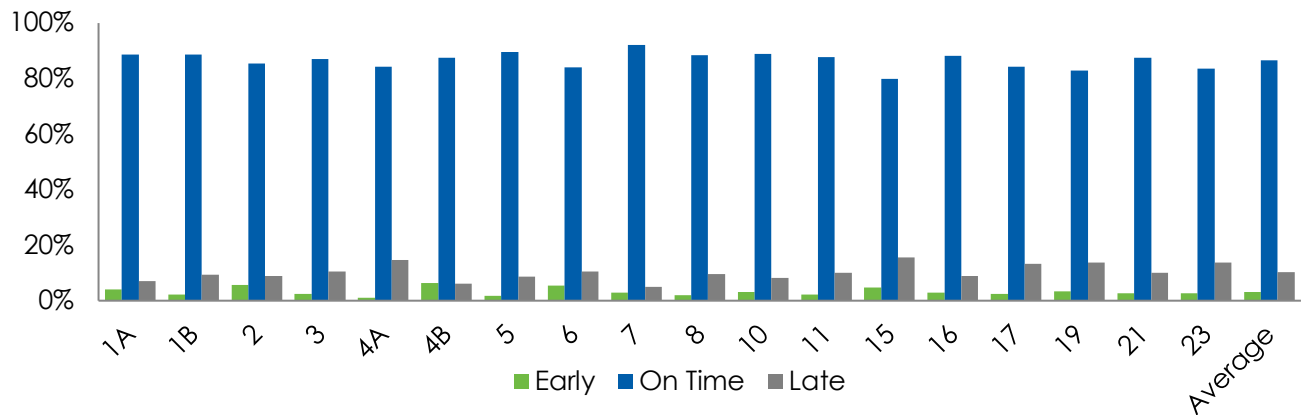
January 12, 2023

Fixed-Route & GO ACCESS Flexible Services Quarterly Update – 2nd Quarter FY 2022-23

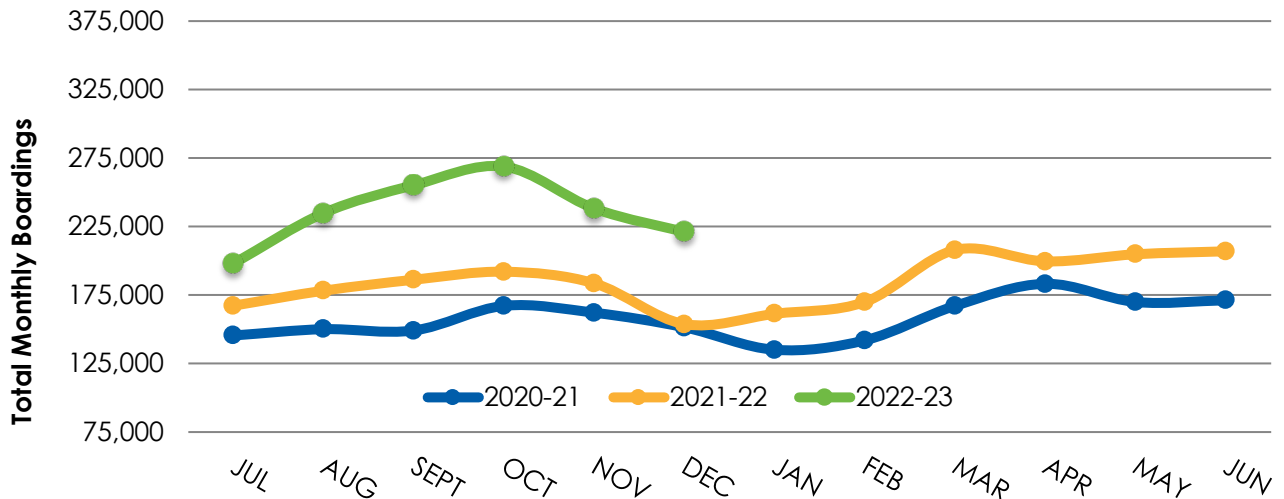
Page 3 of 8



2nd Quarter - On Time Performance by Route



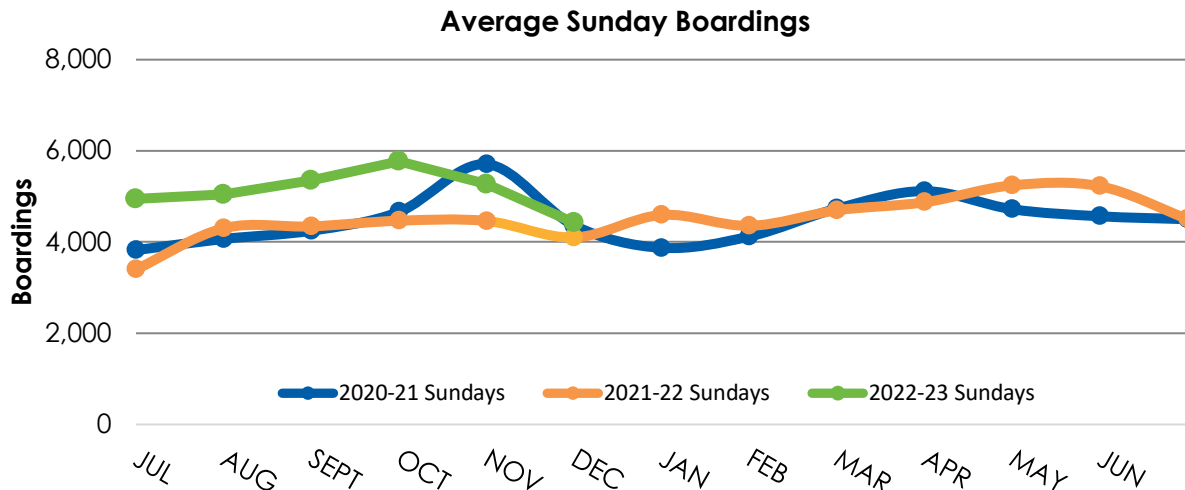
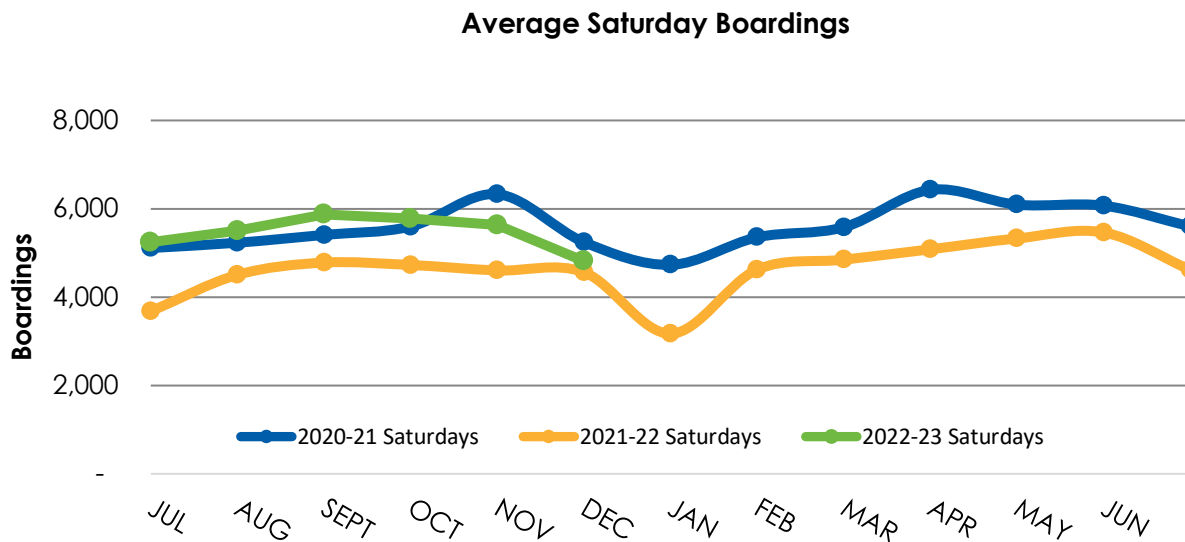
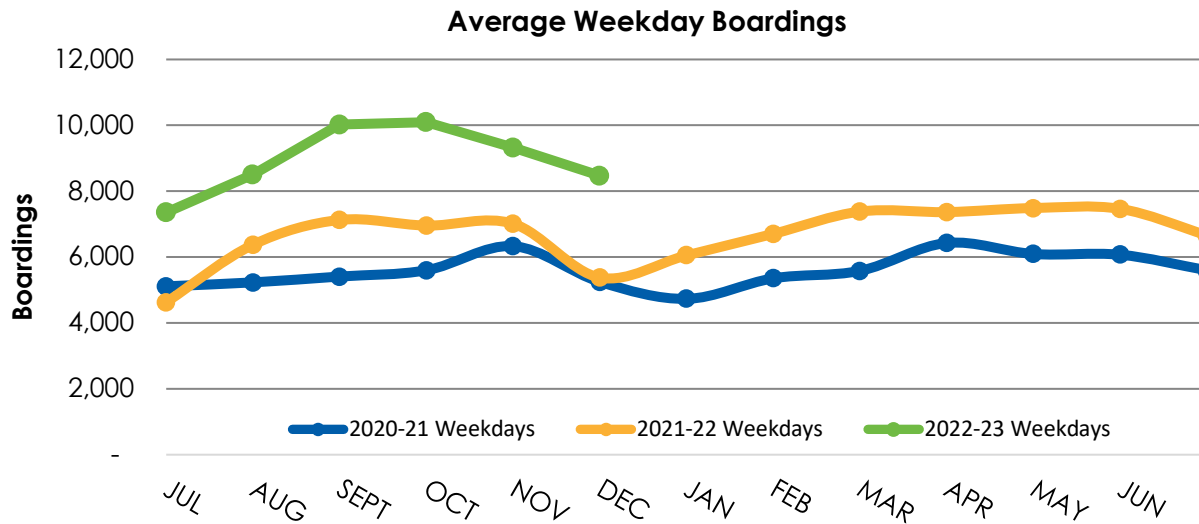
Monthly Fixed Route Ridership



January 12, 2023

Fixed-Route & GO ACCESS Flexible Services Quarterly Update – 2nd Quarter FY 2022-23

Page 4 of 8



2nd Quarter
Complaints & Commendations by Type

<i>Type</i>	<i>Issue</i>	<i>FY21-22 2nd Quarter</i>	<i>FY20-21 2nd Quarter</i>	<i>FY21-22 YTD</i>
Scheduling	On-Time Performance	8	2	21
Operations	Operator Conduct	34	22	53
	Driving Complaints	14	4	22
	Passed by	8	9	16
	Commendations	5	5	17
	Bus Stop Issues	1	0	3
Other	Other*	10	3	27
Totals		80	45	161

*Fare disputes, disturbances, bus did not show, route protest or system issues

III. FIXED-ROUTE SERVICE SUMMARY

Overall, fixed route ridership was 728,051 – about +34% compared to 2nd quarter last year – but still about 155,000 boardings (21%) lower than before the pandemic started. Ridership is remains lower than historical averages, Staff is excited about that the significant growth of transit ridership observed this quarter an optimistic about continued ridership growth in the coming months and years. Planning staff will continue to focus on the tactics and strategies that increase ridership and are within the agency's control like improving bus stops and route schedules, increasing service frequency and decreasing travel time where possible.

In the second quarter, Planning staff prepared the January 2023 service change to implement schedule adjustments to maintain and improve ontime performance in response to growing ridership and changes in traffic patterns. The service change also included additional booster service to reduce overcrowding related to school dismissal during peak service. Additionally, Staff continued their participation in regional and local planning studies like SCAG's Dedicated Regional Transit Lanes Study and the City of Oxnard's Sustainable Transportation Plan. Staff also partnered with the non-profit community group Nyeland Promise to complete an application for the Clean Mobility Options Voucher Pilot Program to evaluate transportation alternatives in the Nyeland Acres Community.

Lastly, Planning staff are preparing to kick off the development of the Short Range Transit Plan a five-year plan to improve service quality, frequency and effectiveness. Staff's goal is to use this plan as a roadmap for improvements in the next five years as we come out of the COVID-19 pandemic. The plan will recommend ways to increase ridership by improving the transit system in ways that make it faster, more convenient and attractive.

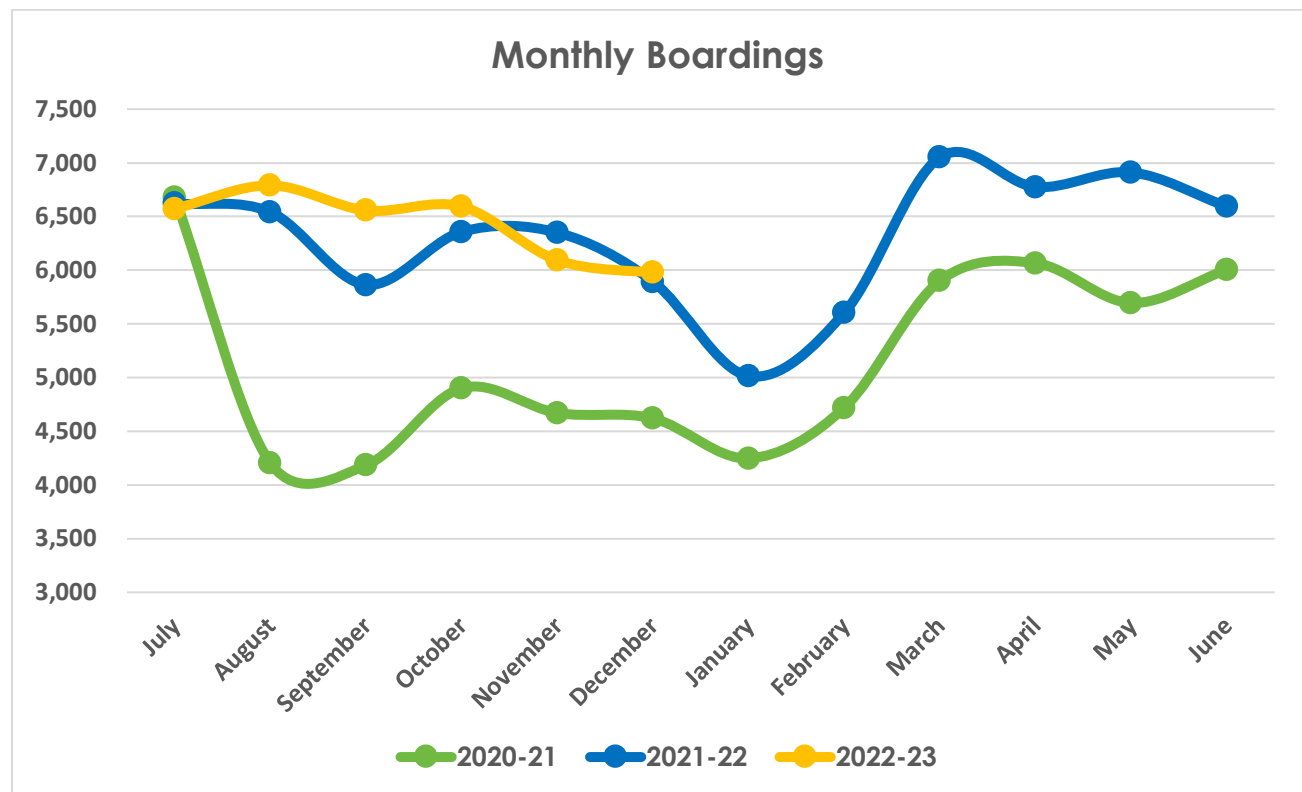
IV. GO ACCESS FLEXIBLE SERVICES OPERATIONS

GO ACCESS's flexible services include the federally mandated ADA paratransit service to complement Gold Coast Transit District's fixed route services. In addition, the flexible services provide service to seniors, 65 years of age and older, congregate transportation to Senior Nutrition meal sites, Health Zones, and other transportation options to assist with mobility in the community. The program helps passengers preserve their independence through this advance-reservation demand response transportation essential to protecting their quality of life. These efforts are intended to improve the overall customer experience by presenting GCTD's transportation network as an integrated system that helps our customers connect with people, places, and opportunities.

V. FLEXIBLE SERVICES DATA

2nd Quarter FY 2022-23 GO ACCESS Ridership & Performance

Flexible Services Ridership	2nd Qtr FY 2022-23	2nd Qtr FY 2021-22	Difference	% Change
ACCESS Senior/Disabled Transportation	15,935	17,150	-1,215	-7%
Late Night Safe Rides General Public Service	2,742	1,468	1,274	87%
Total System Boardings	18,677	18,618	59	.003%
Average Daily Passengers Weekdays	240	243	-3	-0.1%
Average Daily Passengers Saturdays	137	119	18	15%
Average Daily Passengers Sundays	115	106	9	.08%
Performance Measures	2nd Qtr FY 2022-23	2nd Qtr FY 2021-22	Difference	% Change
Passengers Per Revenue Hour	2.09	2.23	-0.14	-6%
On Time Performance (Arrive within the window)	86%	82%	4	4%
Early (Before start of pick-up window)	4%	4%	0	0%
Late (After end of pick-up window)	11%	14%	-3	-11%

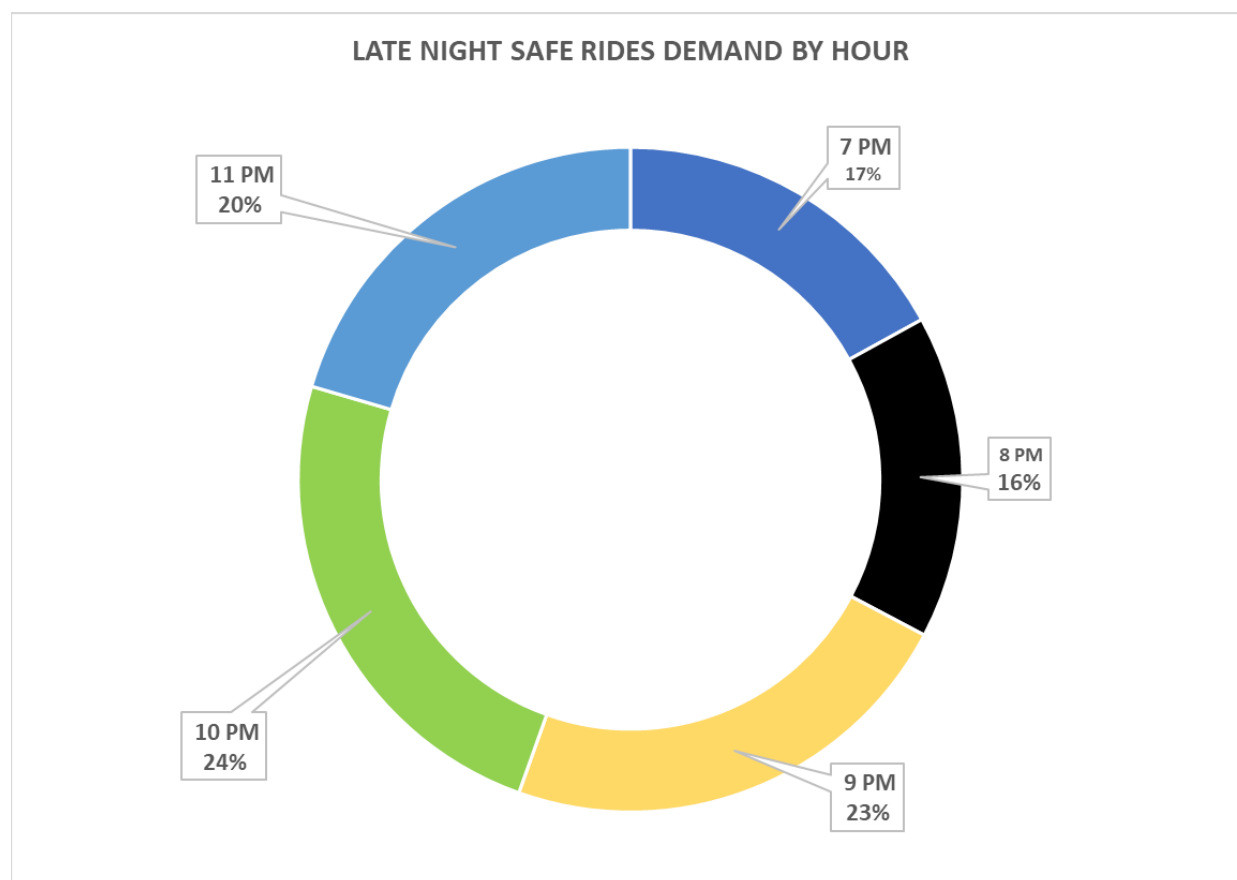


2nd Quarter - Feedback

Type	Issue	2 nd Quarter Comments	2 nd Quarter Verified Comments	YTD 2022-23 Verified Comments
Scheduling	Travel Time	0	0	0
	Schedules	3	2	2
Operations	Driver	0	0	2
	Dispatch	0	0	1
Other	Reservations	3	3	3
	Policies	2	0	0
	Commendations	0	N/A	N/A
Totals		8	5	8

VI. GO ACCESS - HIGHLIGHTS

GO ACCESS boardings were stable during the second quarter of FY2023. Trips on the demonstration Late Night Safe Rides (LNSR) service accounted for approximately 15% of the total volume. Demand for LNSR service appears to be spread throughout the service area with no consistent daily travel patterns developing that could be translated into fixed-route service. Demand for service was strongest during the hours of 9-11 PM.



On-Time Performance improved over the prior year, although targets were not met during the second quarter of FY2023. COVID exposures/infections and recruiting challenges impacted service delivery. Critical transportation to treatment including dialysis was maintained and the majority of late trips were provided within ten minutes of the original windows negotiated with customers at the time of reservation.

VII. RECOMMENDATION

IT IS RECOMMENDED that the GCTD Technical Advisory Committee receive and file this report.

This report is for information only.

Attachment 1: 2nd Quarter FY 2022-23 Fixed-Route Service Evaluation

2nd Quarter FY 22-23: Service Evaluation Report

RIDERSHIP MEASURE: Passengers Per Revenue Hour

Route #	Route Name	Service Type	Justification	Total Revenue Hours	Total Passengers	Passengers per Revenue Hour	Quartile
1	Port Hueneme - OTC	Trunk		5,277	106,564	20.2	1
6	Oxnard - Ventura/Main St.	Trunk		9,384	180,963	19.3	1
16	Ojai	Trunk		3,429	57,407	16.7	1
11	Telephone Road - Saticoy	Trunk		3,111	50,051	16.1	1
4	North Oxnard	Local		4,077	65,377	16.0	2
19	Gonzales - OTC - Fifth	Local		891	13,941	15.7	2
21	Port Hueneme - Ventura - Victoria Ave	Trunk		4,138	60,928	14.7	2
3	Southside	Local		1,835	26,598	14.5	2
2	Colonia	Local		1,149	14,121	12.3	3
5	Parkwest	Local		1,205	14,688	12.2	3
7	South Oxnard	Local		1,133	13,451	11.9	3
17	Esplanade - Oxnard College	Trunk		2,588	29,436	11.4	3
23	Oxnard College - Naval Base - Esplanade	Trunk		2,823	32,037	11.3	4
10	Telegraph Road - Saticoy	Trunk		1,697	18,964	11.2	4
8	Oxnard College	Local		1,967	16,204	8.2	4
15	El Rio - Northeast	Local		1,710	11,808	6.9	4

*Route 23 is a CMAQ funded demonstration route that started in July 2020.

Excluded Routes

18	High School Trippers	Reason Excluded: booster service
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Systemwide Performance Target

		Passengers per Revenue Hour Target
Trunk	Routes that link 2 or more major or regional commercial and employment centers and travel on arterial roads or highways.	20
Local	Routes that connect residential areas to major commercial and employment centers and travel on both arterial and residential streets.	15

ECONOMIC MEASURE: Subsidy Per Passenger

Route #	Total Passengers	Total Revenue Hours	Service Type	Systemwide Operating Cost Per Hour	Total Cost	Cost Per Passenger	Average Fare Per Passenger	Subsidy Per Passenger	Route Ranking	Quartile
1	106,564	5,277	Trunk	\$ 100.67	\$ 531,195	\$ 4.98	\$0.71	\$ 4.27	1	1
6	180,963	9,384	Local	\$ 100.67	\$ 944,714	\$ 5.22	\$0.76	\$ 4.46	2	1
16	57,407	3,429	Trunk	\$ 101.67	\$ 348,667	\$ 6.07	\$0.87	\$ 5.20	3	1
4	65,377	4,077	Trunk	\$ 100.67	\$ 410,435	\$ 6.28	\$0.71	\$ 5.57	4	1
11	50,051	3,111	Trunk	\$ 100.67	\$ 313,194	\$ 6.26	\$0.68	\$ 5.58	5	2
19	13,941	891	Local	\$ 100.67	\$ 89,663	\$ 6.43	\$0.75	\$ 5.68	6	2
21	60,928	4,138	Trunk	\$ 100.67	\$ 416,593	\$ 6.84	\$0.77	\$ 6.07	7	2
3	26,598	1,835	Local	\$ 100.67	\$ 184,679	\$ 6.94	\$0.70	\$ 6.24	8	2
2	14,121	1,149	Local	\$ 100.67	\$ 115,670	\$ 8.19	\$0.66	\$ 7.53	9	3
5	14,688	1,205	Trunk	\$ 100.67	\$ 121,257	\$ 8.26	\$0.72	\$ 7.54	10	3
7	13,451	1,133	Trunk	\$ 100.67	\$ 114,009	\$ 8.48	\$0.72	\$ 7.75	11	3
17	29,436	2,588	Local	\$ 100.67	\$ 260,497	\$ 8.85	\$0.80	\$ 8.05	12	3
23	32,037	2,823	Local	\$ 100.67	\$ 284,235	\$ 8.87	\$0.80	\$ 8.08	13	4
10	18,964	1,697	Local	\$ 100.67	\$ 170,787	\$ 9.01	\$0.75	\$ 8.25	14	4
8	16,204	1,967	Trunk	\$ 100.67	\$ 197,968	\$ 12.22	\$0.78	\$ 11.44	15	4
15	11,808	1,710	Trunk	\$ 100.67	\$ 172,146	\$ 14.58	\$0.74	\$ 13.84	16	4

*Route 23 is a CMAQ funded demonstration route that started in July 2020.

Excluded Routes

18	3,741	41	Tripper	\$ 100.67	\$ 4,127	\$ 1.10	\$ 0.74	\$ 0.36	Reason Excluded: booster service
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