



**VENTURA COUNTY TRANSPORTATION COMMISSION  
LOCAL TRANSPORTATION AUTHORITY  
AIRPORT LAND USE COMMISSION  
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
CONSOLIDATED TRANSPORTATION SERVICE AGENCY  
CONGESTION MANAGEMENT AGENCY**  
[www.goventura.org](http://www.goventura.org)

**AMENDED AGENDA\***

***\*Actions may be taken on any item listed on the agenda***

**IN-PERSON**

**THE CITY OF CAMARILLO LIBRARY**

**4101 LAS POSAS ROAD**

**CAMARILLO, CA 93010**

**FRIDAY, OCTOBER 4, 2024**

**9:00 A.M.**

*In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Commission meeting, please contact the Clerk of the Commission at (805) 642-1591 ext. 101 or via email at [ribarra@goventura.org](mailto:ribarra@goventura.org). Notification of at least 48 hours prior to meeting time will assist staff in assuring those reasonable arrangements can be made to provide accessibility to the meeting.*

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PUBLIC COMMENTS** – *Each individual speaker is limited to speaking to three (3) continuous minutes. The Commission may, either at the direction of the Chair or by majority vote of the Commission, waive this three-minute time limitation. Depending on the number of items on the agenda and the number of speakers, the Chair may, at his/her discretion, reduce the time of each speaker to two (2) continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes. Also, the Commission may terminate public comments if such comments become repetitious. Speakers may not yield their time to others without the consent of the Chair. Any written documents to be distributed or presented to the Commission shall be submitted to the Clerk of the Commission. This policy applies to Public Comments and comments on Agenda Items. Under the Brown Act, the Board should not take action on or discuss matters raised during the Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*

5. **CALTRANS REPORT** - *This item provides the opportunity for the Caltrans representative to give updates and status reports on current projects.*
  6. **COMMISSIONER REPORTS** - *This item provides the opportunity for the commissioners to report on attended meetings/conferences and any other items related to Commission activities.*
  7. **EXECUTIVE DIRECTOR REPORT**- *This item provides the opportunity for the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.*
  8. **ADDITIONS/REVISIONS** – *The Commission may add an item to the agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires two-thirds vote of the Commission. If there are less than two-thirds of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*
  9. **CONSENT CALENDAR** - *All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.*
- 9A. [APPROVE MINUTES OF SEPTEMBER 6, 2024, MEETING- PG.5](#)  
**Recommended Action:**
    - *Approve the summary minutes of September 6, 2024.***Responsible Staff: Roxanna Ibarra**
  - 9B. [MONTHLY BUDGET REPORT-PG.13](#)  
**Recommended Action:**
    - *Receive and file the monthly budget report for July 2024.***Responsible Staff: Sally DeGeorge**
  - 9C. [MONTHLY BUDGET REPORT-PG.21](#)  
**Recommended Action:**
    - *Receive and file the monthly budget report for August 2024.***Responsible Staff: Sally DeGeorge**
  - 9D. [FISCAL YEAR 2024/2025 CARRY-OVER BUDGET AMENDMENTS-PG.29](#)  
**Recommended Action:**
    - *Amend VCTC Fiscal Year 2024/2025 budget revenues and expenditures as stated in Attachment- Carry-over Budget Amendments from Fiscal Year 2023/2024 to 2024/2025***Responsible Staff: Sally DeGeorge**
  - 9E. [ADOPT RESOLUTION APPROVING THE 2024 BIENNIAL NOTICE TO THE VENTURA COUNTY TRANSPORTATION COMMISSION CONFLICT OF INTEREST CODE- PG.35](#)  
**Recommended Action:**
    - *Adopt Resolution 2024-13 approving the Conflict of Interest Code.***Responsible Staff: Roxanna Ibarra**
  - 9F. [ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT \(TDA\) FISCAL YEAR \(FY\) 2024/2025 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS- PG.43](#)  
**Recommended Action:**
    - *Approve the allocation of Fiscal Year 2024/2025 Transportation Development Act (TDA) Article 3 Bike Path Maintenance funds totaling \$249,188 as shown in the attached table "A".***Responsible Staff: Heather Miller**

- 9G. [SUBRECIPIENT AGREEMENT WITH INTERFACE CHILDREN AND FAMILY SERVICES, INC.- PG.45](#)**  
**Recommended Action:**
- *Authorize the Chair to execute the attached agreement with Interface Children & Family Services, Inc. (Interface) to utilize Federal Transit Administration (FTA) funds allocated by VCTC for the approved project.*
- Responsible Staff: Geiska Velasquez**
- 9H. [AMENDMENT NO. 1 TO AGREEMENT WITH RAILPROS, INC FOR CONSTRUCTION MANAGEMENT TO RECONSTRUCT THE SESPE CREEK OVERFLOW RAILROAD BRIDGE ON THE SANTA PAULA BRANCH LINE-PG.47](#)**  
**Recommended Action:**
- *Approve Amendment No.1 to the Agreement with RailPros, Inc. for Construction Management Services to add additional scope and increase the not to exceed amount by \$423,796.11.*
- Responsible Staff: Amanda Fagan**
- 9I. [RESOLUTION TO ACCEPT SENATE BILL 1 FUNDING FOR THE FREEWAY SERVICE PATROL \(FSP\) PROGRAM-PG.49](#)**  
**Recommended Action:**
- *Adopt Resolution No. 2024-14 to Provide Twenty-Five Percent (25%) Local Matching Fund Commitment and Authorize the Executive Director to Execute Funding Agreement No. FSP-25sb1-6155(129) with Caltrans to Accept State Highway Account Funding Allocation for Freeway Service Patrol Operations.*
- Responsible Staff: Andrew Kent**
- 9J. [CONTRACT AMENDMENT WITH CPS HR CONSULTING-PG.53](#)**  
**Recommended Action:**
- *Approve Contract Amendment #3 with CPS HR Consulting increasing the contract amount by \$10,000 and authorize the Executive Director to execute the contract amendment.*
  - *Amend the Fiscal Year 2024/2025 VCTC budget increasing the General Fund Operations Professional and Human Resources expense line item by \$10,000.*
- Responsible Staff: Martin Erickson**
- 9K. [SANTA PAULA BRANCH LINE UPDATE FOR SEPTEMBER 2024-PG.57](#)**  
**Recommended Action:**
- *Receive and file a report on Santa Paula Branch Line updates for the months of September 2024.*
- Responsible Staff: Amanda Fagan**
- 9L. [METROLINK SIMI VALLEY DOUBLE TRACK PROJECT – BUILDERS FIRSTSOURCE SETTLEMENT AGREEMENT- PG.61](#)**  
**Recommended Action:**
- *Authorize Executive Director to approve a settlement agreement with Builder’s FirstSource, Inc. for additional expenses incurred by Builder’s FirstSource, Inc., in the amount of \$676,000, arising from construction of the Southern California Regional Rail Authority (“SCRRA”) Simi Valley Double Track Project with funding provided by SCRRA with Transit and Intercity Rail Capital Program (TIRCP) grant funds.*
- Responsible Staff: Aubrey Smith and Claire Grasty**
- 9M. [CAMARILLO TRANSIT STATION AMERICANS WITH DISABILITIES ACT \(ADA\) IMPROVEMENT PROJECT – ACCESSIBLE BOARDING METHOD OUTREACH AND REPORT- PG.63](#)**  
**Recommended Action:**
- *Receive and file.*
- Responsible Staff: Aubrey Smith and Claire Grasty**

9N. [CONTRACT AMENDMENT WITH RAILPROS, INC.- PG.65](#)

**Recommended Action:**

- *Approve the Contract Amendment #3 with RailPros, Inc. in the amount of \$114,526 and authorize the Executive Director to execute the contract amendment.*

**Responsible Staff: Aubrey Smith and Claire Grasty**

**DISCUSSION CALENDAR:**

10. [CALTRANS ROLE IN THE 2028 OLYMPIC/PARALYMPIC GAMES- PG.67](#)

**Recommended Action:**

- *Receive a presentation from Caltrans regarding Caltrans role in the 2028 Olympic/Paralympic Games.*

**Responsible Staff: Martin Erickson**

11. [FY 2025-2034 VENTURA COUNTY SHORT RANGE TRANSIT PLAN UPDATE-PG.69](#)

**Recommended Action:**

- *Receive and file.*

**Responsible Staff: Aubrey Smith and Claire Grasty**

12. **GENERAL COUNSEL REPORTS-**

13. **AGENCY REPORTS:**

**Southern California Association of Governments (SCAG)**

Primary: Commissioner Mike Judge

**Southern California Regional Rail Authority (Metrolink-SCRRRA)**

Primary: Commissioner Tony Trembley

Alternate: Commissioner Bob Engler

**Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN) aka Amtrak Pacific Surfliner**

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jim White

**Coastal Rail Coordinating Council-CRCC**

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jeff Gorell

**California Association of Councils of Governments**

Primary: Commissioner Mike Johnson

**California Vanpool Authority (CalVans)**

Primary: Commissioner Jim White

Alternate: Commissioner Mike Johnson

14. **ADJOURN to 9:00 a.m. Friday, November 1, 2024**, at the City of Camarillo Library, located at 4101 Las Posas Road. Camarillo, CA 93010.



Item 9A

October 4, 2024

**MEETING MINUTES OF SEPTEMBER 6, 2024 REGULAR VCTC COMMISSION MEETING AT 9:00 A.M.**

**CALL TO ORDER:**

Chair LaVere called the regular meeting of the Ventura County Transportation Commission to order at 9:01 a.m. at the City of Camarillo Library, 4101 Las Posas Road, Camarillo, CA 93010.

**PLEDGE OF ALLEGIANCE** was led by Chair LaVere.

**ROLL CALL/MEMBERS PRESENT:**

Matt LaVere, County of Ventura  
Mike Judge, City of Simi Valley  
Carrie Broggie, City of Fillmore  
Daniel Chavez, Citizen Rep., Cities  
Jenny Crosswhite, City of Santa Paula  
Chris Enegren, City of Moorpark  
Bob Engler, City of Thousand Oaks  
Suza Francina, City of Ojai  
Jeff Gorell, County of Ventura  
Mike Johnson, City of Ventura  
Kelly Long, County of Ventura  
Vianey Lopez, County of Ventura  
Bryan MacDonald, City of Oxnard  
Martha McQueen-Legohn, City of Port Hueneme  
Janice Parvin, County of Ventura  
Tony Trembley, City of Camarillo  
Jim White, Rep., Ventura County  
Gloria Roberts, Caltrans District 7 Director

**ABSENT:**

**4. CEREMONIAL CALENDAR-** Executive Director Martin Erickson and Director of Public Transit Claire Grasty presented and recognized Valley Express Driver of the Year Robert Ramirez and presented Mr. Ramirez with a service award. Mr. Erickson and Ms. Grasty also recognized MV Transportation and Tom Conlon for their support and quick response in the management of the Valley Express service and operation of the Emergency Shuttle during the State Route 150 Shutdown.

**5. PUBLIC COMMENTS** – There were none.

**6. CALTRANS REPORT** – Gloria Roberts, Caltrans District 7 Director gave a verbal Caltrans report update for the month of June to the commission.

## 7. COMMISSIONER REPORTS –

Commissioner White attended the California Climate Change forum on September 5, 2024. Commissioner White stated he was able to meet Lael Wilcox, an athlete and avid bike rider, who is riding around the world on her bike. He had the opportunity to ride 17 miles along side Ms. Wilcox during her pass through Ventura County.

Commissioner Johnson reported Gold Coast Transit District's ridership continue to grow as it is seeing strong demand. GCTD will begin their Sunrise Service and soon paratransit will be coming to GCTD in-house. He was happy to report GCTD recently signed their MOU for the operators.

## 8. EXECUTIVE DIRECTOR REPORT-

Executive Director Martin Erickson reported on the following items:

- The Ventura County Transportation Commission (VCTC) is excited to announce that it has received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA).
- On Aug. 1, 2024, Valley Express launched a daily fixed route service connecting the cities of Fillmore and Moorpark. The route provides a direct, one-seat ride with stops at Moorpark College as well as a major shopping center. Early ridership trends are encouraging and positive, with the route already outperforming three of the other fixed routes in the area in the first month of service. Ridership data indicates daily ridership doubled when Moorpark College began their Fall 2024 semester.
- At its August meeting, the California Transportation Commission (CTC) approved reprogramming \$70,000 of regional-share Active Transportation Program funds to the Santa Paula Branch Line Bike Trail project in Ventura.
- VCTC extended Freeway Service Patrol (FSP) Service for weekend deployment on U.S. 101 between Johnson Drive and California Street during the Ventura County Fair. FSP completed nine (9) assists during the extra work weekend deployment. Seven (7) of the assists were direct assists and included two (2) tows to drop locations. Given the locations of the assists between Johnson Drive and the SR-126 Junction, staff believe that the deployment had a positive impact on weekend traffic.
- On Tuesday, June 25th, the Ojai City Council voted to award to Granite Construction the construction contract for the Maricopa Highway Active Transportation Improvements project. This project implements a package of active transportation improvements from the "Y" at Ventura Avenue to El Roblar, west of Nordhoff High School, replacing the temporary improvements installed several years ago with an improved and more permanent configuration. The project includes a Class I bike path, on the south side of the roadway, as well as flashing pedestrian beacons at various crossings. The project utilizes \$2.1 million in regional-share Active Transportation Program (ATP) funds approved by the California Transportation Commission. Due to the bids opening over budget, the Council was willing to commit \$455,000 from City funds to this project, to allow the construction to move forward without risking the loss of the ATP funds. VCTC is very appreciative of the Council's willingness to fund the project shortfall, and also of the significant assistance provided by Caltrans to facilitate delivery of the project on this state-owned facility.

9. ADDITIONS/REVISIONS – There were none.

## 10. CONSENT CALENDAR –

Commissioner Long moved to approve consent calendar items 10A through 10U. The motion was seconded by Commissioner Trembley and passed unanimously.

### 10A. APPROVE MINUTES OF JUNE 7, 2024, MEETING

#### Recommendation:

- Approve the summary minutes of June 7, 2024.

### 10B. MONTHLY BUDGET REPORT

#### Recommendation:

- Receive and file.

**10C. REVISED ALLOCATION REQUEST AMOUNTS FOR FY 2023-2024 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) GRANT FUNDS**

**Recommendation:**

- Approve the revised Ventura County Transportation Commission (VCTC) FY 2023-24 Low Carbon Transit Operations Program (LCTOP) Grant Allocation Request totaling \$2,234,815 to fund the following two projects:
  - Free Fare program (\$1,504,815, which includes Cities of Camarillo, Moorpark, Simi Valley, and Thousand Oaks Local Shares of \$47,843).
  - Metrolink Weekend Service (\$730,000).
- Adopt Resolution 2024-09 (Attachment “A”) revising previous allocation request amounts and authorizing the Executive Director to execute all required documents including the Certifications and Assurances and Authorized Agent Form to receive FY 2023-24 LCTOP Grant funds.
- Ratify Corrective Action Plans (Attachments “B”, “C” and “D”) approving transfer of prior Fiscal Year LCTOP grant funds to the FY 2022-23 Free Fare program.
- Authorize Executive Director to execute agreements (Attachment “E”) with grant recipients for FY 2022-23 LCTOP Battery Electric Charging Infrastructure (BECI) grant funds.
- Approve budget amendment to the FY 2024-25 Transit Grant Administration budget increasing revenues by \$400,000 in LCTOP funds and increasing expenditures by \$400,000 as Pass-Through to grant recipients Simi Valley and Moorpark.

**10D. RESOLUTION APPROVING VENTURA COUNTY’S FISCAL YEAR (FY) 2024/2025 STATE OF GOOD REPAIR PROJECT LIST**

**Recommendation:**

- Adopt a Resolution 2024-10 (Attachment “A”) approving the project list for the FY 2024/2025 State of Good Repair funds for a total of \$1,689,795 and authorizing the Executive Director to submit all required documents to receive the funds.

**10E. CLOSEOUT OF FY 2023 FEDERAL TRANSIT ADMINISTRATION TRIENNIAL REVIEW**

**Recommendation:**

- Receive and file.

**10F. ADOPTION OF DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR VCTC AND SUBRECIPIENTS FOR PROJECTS FUNDED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA)**

**Recommendation:**

- Adopt a Disadvantaged Business Enterprise (DBE) annual goal of 1.34%, with 0.65% to be met through race- and gender-neutral means, and 0.69% through gender- and race-conscious means, for VCTC and subrecipient contracts funded by the Federal Transit Administration for Federal Fiscal Years (FFY) 2024/25 through 2026/27.

**10G. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) AWARDS FOR CONGESTION MITIGATION AND AIR QUALITY (CMAQ)/CARBON REDUCTION PROGRAM (CRP) / SURFACE TRANSPORTATION PROGRAM (STP) FUNDS**

**Recommendation:**

- Receive and file.

**10H. SECTION 5310 FUNDED VAN PURCHASE FOR HELP OF OJAI**

**Recommendation:**

- Approve agreement (Attachment A) with HELP of Ojai to provide a van using \$54,400 of Federal Transit Administration (FTA) Section 5310 funds with match provided by HELP of Ojai.
- Authorize Executive Director to place an order with Creative Bus Sales to purchase on behalf of HELP of Ojai a Class D BraunAbility Chrysler Voyager- Side Entry lift-equipped vehicle through the California Association for Coordinated Transportation (CalACT) purchasing schedule, at a total cost of \$78,585.24, contingent upon the receipt of \$24,185.24 in match from HELP of Ojai.

- Amend Transit Grant Administration Budget to increase Equipment by \$10,586 to \$78,586, with the increase funded with an additional \$10,586 in Local Contributions revenue.

**10I. SB 125 UPDATED FUNDING DISTRIBUTION**

**Recommendation:**

- Approve SB125 updated funding distribution.
- Approve budget amendment for the FY24-25 Transit Grant Administration budget to increase revenues in amount of \$22,275,700 in Transit and Intercity Rail Capital Program (TIRCP) SB 125 funds, \$2,348,047 in Public Transportation Account (PTA) funds and \$2,718,951 in Greenhouse Gas Reduction Fund (GGRF) funds, and to increase expenditures in the amount of \$27,342,698 in Pass Through.
- Approve budget amendment for the FY24-25 Regional Transit Technology budget to increase revenues in amount of \$4,900,000 in TIRCP SB 125 funds and increase the Equipment line item by the same amount.
- Approve budget amendment for the FY24-25 Metrolink budget to increase revenues in amount of \$1,500,000 in TIRCP SB 125 funds and increase the Operations line item by the same amount.
- Approve budget amendment for the FY24-25 VCTC Intercity budget to increase revenues in amount of \$80,000 in TIRCP SB 125 funds and increase the Bus and Equipment line item by the same amount.
- Authorize Executive Director to execute agreements with the transit agencies for the SB 125 funds.

**10J. VALLEY EXPRESS BUDGET AMENDMENT (HWY 150)**

**Recommendation:**

- Approve budget amendment for the FY24-25 Valley Express budget to carry-over STA Transfer in \$7,500 for the Highway 150 Emergency Shuttle and increase the Contract Services line item in the amount by \$7,500.
- Approve a budget amendment to carry over the State Transit Assistance budget to increase the STA Transfer out to Valley Express by \$7,500.
- Approve budget amendment for the FY24-25 Valley Express budget in the amount of \$250,000 in SB125 TIRCP funds to use for operations and grant matching funds for the new Fillmore-Moorpark Route and increase Contract Services line item by \$250,000.
- Approve budget amendment for the FY24-25 Valley Express budget in the amount of \$250,000 in additional SB125 TIRCP funds to use as grant matching funds for the replacement Valley Express bus fleet and increase Vehicle Replacements line item by \$250,000.

**10K. CLIMATE ADAPTATION PLANNING GRANT APPLICATION UPDATE**

**Recommended Action:**

- Receive and file an update on the VCTC grant application to the Governor’s Office of Planning and Research Climate Adaptation Planning Grant Program to develop a Ventura County transportation network climate adaptation assessment and action plan.

**10L. SIMI VALLEY DOUBLE TRACK PROJECT MEMORANDUM OF UNDERSTANDING (MOU) AMENDMENT WITH SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCRRA)**

**Recommended Action:**

- Authorize the Executive Director to negotiate and execute a Memorandum of Understanding (MOU) amendment between VCTC and Southern California Regional Rail Authority (SCRRA) to increase allowable reimbursement costs for Legal efforts required for the Simi Valley Double Track Project.
- Amend the FY2024-2025 VCTC Metrolink budget by adding \$125,000 in Transit and Intercity Rail Capital Program (TIRCP) revenues and increasing the Legal expense line item by \$125,000.



**10M. RESOLUTION SUPPORTING “CALIFORNIA CLEAN AIR DAY,” OCTOBER 2, 2024**

**Recommended Action:**

- Approve a Resolution 2024-11 supporting “California Clean Air Day” on October 2, 2024.

**10N. LEGISLATIVE UPDATE- PG.45**

**Recommended Action:**

- Receive and file.

**10O. RESOLUTION TO ACCEPT STATE HIGHWAY ACCOUNT FUNDING FOR THE FREEWAY SERVICE PATROL (FSP) PROGRAM**

**Recommended Action:**

- Adopt Resolution No. 2024-12 to Provide Twenty-Five Percent (25%) Local Matching Fund Commitment and Authorize the Executive Director to Execute Funding Agreement No. FSP-25-6155(128) with Caltrans to Accept State Highway Account Funding Allocation for Freeway Service Patrol Operations.

**10P. VENTURA COUNTY TRANSPORTATION MODEL (VCTM) UPDATE**

**Recommended Action:**

- Approve release of a Request for Proposals (RFP) for Consultant Services to update the Ventura County Transportation Model.

**10Q. DISASTER RECOVERY CONSULTANT SERVICES REQUEST FOR PROPOSALS**

**Recommended Action:**

- Ratify release of a Request for Proposals (RFP) for Disaster Recovery Consultant Services.

**10R. SCAG REGIONAL EARLY ACTION PLANNING COUNTY TRANSPORTATION COMMISSIONS PARTNERSHIPS PROGRAM BUDGET AMENDMENT**

**Recommended Action**

- Approve an Amendment to the Santa Paula Branch Line Program Budget to increase revenues by \$77,000 in a new SCAG REAP CTC PP category, increase revenues by \$1,600,000 in a new Surface Transportation Block Grant (STBG) category, and to increase expenditures by a corresponding \$1,677,000 in the Consultant Services category.
- Approve an Amendment to the Regional Transportation Planning Program Budget to increase revenues by \$300,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$300,000 in the Consultant Services category.
- Approve an Amendment to the Regional Transit Planning Program Budget to increase revenues by \$2,100,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$2,100,000 in the Consultant Services category.
- Approve an Amendment to the Accessibility Services Program Budget to increase revenues by \$300,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$300,000 in the Consultant Services category.
- Approve an Amendment to the Regional Transit Technology Program Budget to increase revenues by \$1,000,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$500,000 in the Consultant Professional Services category and \$500,000 in the Equipment category.

**10S. BUS AND RAIL RIDERSHIP AND PERFORMANCE MEASURES REPORT**

**Recommended Action:**

- Receive and file.

**10T. REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES (CMS) FOR THE CAMARILLO STATION AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENT PROJECT**

**Recommended Action:**

- Authorize the Executive Director to release a Request for Proposals (RFP) for Construction Management Services (CMS) for the Camarillo Station ADA Improvement Project.

**10U. CHARGING AND FUELING INFRASTRUCTURE CORRIDOR DISCRETIONARY GRANT PROGRAM (CFI CORRIDOR PROGRAM) JOINT APPLICATION WITH COUNTY OF VENTURA AND THE ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS (AMBAG)**

**Recommended Action:**

- Support AMBAG's Central Coast Corridor Grant Application for \$624,990 to be used for the installation, operation, and maintenance of electric vehicle (EV) charging infrastructure at the Camarillo Transit Station.
- Authorize Executive director to sign a Letter of Intent to be submitted with the CFI Corridor Grant Application.

**DISCUSSION CALENDAR:**

**11. METROLINK UPDATE**

**Recommended Action:**

- Receive and file presentation.

Darren Kettle, Chief Executive Officer, for Metrolink gave the annual Metrolink, PowerPoint presentation update to the commission. The commission received and filed the presentation.

**12. SESPE CREEK OVERFLOW RAILROAD BRIDGE UPDATE AND APPROVE CONTRACT FOR EMERGENCY REPAIRS**

**Recommended Action:**

- Receive an update on efforts to repair and reconstruct the Sespe Creek Overflow railroad bridge.
- Ratify release of Invitation for Bids (IFB) for emergency repairs to stabilize the west embankment of the Sespe Creek Overflow and approach to the railroad bridge.
- Authorize the Executive Director to finalize an award and execute an Agreement with Summer Construction to complete the emergency repairs in an amount not to exceed \$823,226.30.
- Authorize the Executive Director to exercise Option 1 to the Agreement in the event of an emergency.
- Receive a report requested by the Federal Emergency Management Agency (FEMA) on the benefits and costs of three alternatives for the permanent repairs to the Sespe Creek Overflow railroad bridge and direct staff to continue to pursue Alternative 1 (Partial Bridge Repair).

Amanda Fagan, Director of Planning and Sustainability, gave a PowerPoint presentation on item 12 Sespe Creek Overflow Bridge Update and Approval of Emergency Construction.

Commissioner Chavez moved to approve Item 12-Sespe Creek Overflow Bridge Update and Approval of Emergency Construction. The motion was seconded by Commissioner Judge.

**13. ARROYO SIMI BRIDGE SUICIDE PREVENTION TASK FORCE UPDATE**

**Recommended Action:**

- In recognition of September as Suicide Prevention Month, receive and file an update on the Arroyo Simi Bridge Suicide Prevention Task Force efforts, including a physical barrier and community-based solutions.

Amanda Fagan, Director of Planning and Sustainability, gave a PowerPoint presentation on item 13 Simi Arroyo Task Force Update. The commission received and filed the presentation.

**14. SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR JUNE, JULY AND AUGUST 2024**

**Recommendation:**

- Receive and file a report on Santa Paula Branch Line updates for the months of June, July and August 2024.

Amanda Fagan, Director of Planning and Sustainability, gave a PowerPoint presentation on item 14 Santa Paula Branch Line Monthly Updates for July, August and September 2024.

Commissioner Broggie thanked Amanda and staff for their hard work in regard to all the work that that has taken place along the Santa Paula Branch Line.

Commissioner Long also thanked Amanda Fagan and team and made a request to move the Santa Paula Branch Line monthly update from the discussion calendar to the consent calendar.

**15. GENERAL COUNSEL REPORTS- There were none.**

**16. AGENCY REPORTS:**

**Southern California Association of Governments (SCAG)**

Primary: Commissioner Mike Judge

Commissioner Judge shared some of the items that were discussed during the recent SCAG meeting. There was extensive discussion on the Zero Emission Truck Infrastructure (ZETI) Study. Commissioner Judge stated there has been a lot of movement regarding the hydrogen fuel technology and the state's mandate for zero emission will not meet at this time. They also went over SCAG's meeting guidelines and discussed the different programs funded through the REAP program. Commissioner Judge also stated there are some issues with electrified buses and times of charging but also said that Riverside seems to be having success with their hydrogen fueling station. He stated he's hoping to hear about what's going on with the hydrogen fueling station in Ventura County.

**Southern California Regional Rail Authority (Metrolink-SCRRRA)**

Primary: Commissioner Tony Trembley

Alternate: Commissioner Bob Engler

There were none.

**Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN) aka Amtrak Pacific Surfliner**

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jim White

There were none.

**Coastal Rail Coordinating Council-CRCC**

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jeff Gorell

There were none.

**California Association of Councils of Governments**

Primary: Commissioner Mike Johnson

There were none.

**California Vanpool Authority (CalVans)**

Primary: Commissioner Jim White

Alternate: Commissioner Mike Johnson

Commissioner White stated CalVans is facing problems in regard to charging stations for the new electric vans.

## 17. ADJOURN

Executive Director Martin Erickson thanked the Camarillo Library and City of Camarillo staff for their help and Support during the monthly commission meeting and congratulated the City of Camarillo on its 60<sup>th</sup> anniversary. Chair LaVere adjourned the meeting to **9:00 a.m. Friday, October 4, 2024**, at the City of Camarillo Library, located at 4101 Las Posas Road. Camarillo, CA 93010.



Item 9B

October 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: SALLY DEGEORGE, FINANCE DIRECTOR**

**SUBJECT: MONTHLY BUDGET REPORT**

**RECOMMENDATION:**

- Receive and file the monthly budget report for July 2024.

**DISCUSSION:**

The monthly budget report is presented in a comprehensive, agency-wide format on a modified accrual basis. The reports include a combined Balance Sheet, a Statement of Revenues, Expenditures and Changes in Fund Balance detailed by fund and an Investment Report by institution. There are eight funds presented consisting of the General Fund, the Local Transportation Fund (LTF), the State Transit Assistance (STA) fund, the State of Good Repair (SGR) fund, the Service Authority for Freeway Emergencies (SAFE) fund, the Santa Paula Branch Line (SPBL) fund, the VCTC Intercity fund and the Valley Express fund. The Statement of Revenues, Expenditures and Changes in Fund Balance also includes the annual budgeted numbers that are updated as the Commission approves budget amendments or administrative budget amendments that are approved by the Executive Director. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The July 31, 2024, budget report indicates that the revenues were approximately 3.64% of the adopted budget while expenditures were approximately 7.87% of the adopted budget. The revenues and expenditures are as expected at this time. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on an even percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

Some revenues are received at the beginning of the year while other revenues are received after grants are approved. In many instances, the Ventura County Transportation Commission (VCTC) incurs expenditures and then submits for reimbursement from federal, state, and local agencies which may also cause a slight lag in reporting revenues. Furthermore, the STA, SGR, LTF and SAFE revenues are received in arrears. The State Board of Equalization collects the taxes and remits them to the Commission after the reporting period for the business. STA and SGR revenues are paid quarterly with a two to three-month additional lag and LTF receipts are paid monthly with a two-month lag. For example, the July through September STA and SGR receipts are often not received until October or November and the July LTF receipts are not received until September. The Department of Motor Vehicle collects the SAFE funds and remits them monthly with a two-month lag.

The Commission's capital assets are presented on the Balance Sheet. Capital assets that are "undepreciated" consist of land and rail lines owned by the Commission. Capital assets that are depreciated consist of buildings, rail stations, transit equipment, highway callbox equipment and office furniture and equipment. Capital assets and depreciation are adjusted annually at the end of the fiscal year.

The Commission's deferred outflows, deferred inflows and pension liability are presented on the Balance Sheet. These accounts represent the accrual information for pension accruals with the implementation of the Governmental Accounting Standards Board (GASB) Statement 68 (pensions) and Statement 75 (other postemployment benefits). This information is based on actuarial information that is provided once a year. The deferred outflows, deferred inflows and pension liability are adjusted annually at the end of the fiscal year.

The Commission's accrued lease and subscription-based IT arrangement (SBITA) liability and associated interest are presented on the Balance Sheet. These accounts represent the accrual information for leases that qualify with the implementation of the Government Accounting Standards Board (GASB) Statement 87 and 96. This information is based on an amortization schedule and is adjusted annually at the end of the fiscal year. Currently the only lease that qualifies is the office lease and the only SBITA that qualifies is for the pass card readers.

The Commission's liability for employee vacation accrual is presented on the Balance Sheet. The vacation accrual is adjusted annually at the end of the fiscal year.

**VENTURA COUNTY TRANSPORTATION COMMISSION  
BALANCE SHEET  
AS OF AUGUST 31, 2024**

**Assets and Deferred Outflows**

|   |                                     |
|---|-------------------------------------|
| Cash and Investments                      | \$ 60,548,557                       |
| Receivables/Due from other funds          | 6,743,027                           |
| Prepays and Deposits                      | 312,074                             |
| Capital Assets, undepreciated             | 26,357,123                          |
| Capital Assets, depreciated, net          | 24,630,370                          |
| Deferred Outflows                         | <u>2,823,644</u>                    |
| <b>Total Assets and Deferred Outflows</b> | <b><u><u>\$ 121,414,795</u></u></b> |

**LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE**

**Liabilities and Deferred Inflows:**

|  |                                    |
|--|------------------------------------|
| Accrued Expenses and Due to Other              | \$ 4,829,019                       |
| Deferred Revenue                               | 2,393,928                          |
| Deposits                                       | 67,059                             |
| Accrued Vacation                               | 208,606                            |
| Accrued Lease-SBITA liability and interest     | 431,035                            |
| Deferred Inflows                               | 1,056,673                          |
| Pension Liability                              | 1,123,467                          |
| OPEB Liability                                 | <u>2,737</u>                       |
| <b>Total Liabilities and Deferred Inflows:</b> | <b><u><u>\$ 10,112,524</u></u></b> |

**Net Position:**

|                            |                                     |
|----------------------------|-------------------------------------|
| Invested in Capital Assets | \$ 50,987,493                       |
| Fund Balance               | <u>60,314,778</u>                   |
| <b>Total Net Position</b>  | <b><u><u>\$ 111,302,271</u></u></b> |

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE TWO MONTHS ENDED AUGUST 31, 2024**

|   | General<br>Fund Actual | LTF<br>Actual | STA<br>Actual | SAFE<br>Actual | SGR<br>Actual | SPBL<br>Actual | VCTC<br>Intercity Actual | Valley<br>Express Actual | Fund<br>Totals   | Budgeted<br>Actual | Variance<br>Actual   | % Year       |
|---|------------------------|---------------|---------------|----------------|---------------|----------------|--------------------------|--------------------------|------------------|--------------------|----------------------|--------------|
| <b>Revenues</b>                           |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| Federal Revenues                          | \$ 673,145             | \$ 0          | \$ 0          | \$ 0           | \$ 0          | \$ 0           | 503,168                  | \$ 111,861               | \$ 1,288,174     | \$ 24,711,523      | (23,423,349)         | 5.21         |
| State Revenues                            | 89,837                 | 0             | 0             | 155,434        | 0             | 0              | 0                        | 0                        | 245,271          | 76,875,960         | (76,630,689)         | 0.32         |
| Local Revenues                            | 57,349                 | 0             | 0             | 0              | 0             | 286,854        | 509,489                  | 1,547,657                | 2,401,349        | 5,206,491          | (2,805,142)          | 46.12        |
| Other Revenues                            | 128                    | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 128              | 26,000             | (25,872)             | 0.49         |
| Interest                                  | 2,544                  | 0             | 0             | 508            | 0             | 527            | 943                      | 47                       | 4,569            | 1,370,000          | (1,365,431)          | 0.33         |
| <b>Total Revenues</b>                     | <b>823,003</b>         | <b>0</b>      | <b>0</b>      | <b>155,942</b> | <b>0</b>      | <b>287,381</b> | <b>1,013,600</b>         | <b>1,659,565</b>         | <b>3,939,491</b> | <b>108,189,974</b> | <b>(104,250,483)</b> | <b>3.64</b>  |
| <b>Expenditures</b>                       |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| <b>Administration</b>                     |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| Personnel Expenditures                    | 547,437                | 0             | 0             | 0              | 0             | 0              | 23,848                   | 13,486                   | 584,771          | 4,579,500          | (3,994,729)          | 12.77        |
| Legal Services                            | 300                    | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 300              | 46,200             | (45,900)             | 0.65         |
| Professional Services                     | 828                    | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 828              | 191,200            | (190,372)            | 0.43         |
| Office Leases                             | 35,741                 | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 35,741           | 223,400            | (187,659)            | 16.00        |
| Office Expenditures                       | 741,719                | 0             | 0             | 0              | 0             | 0              | 18,566                   | 10,499                   | 770,784          | 1,057,000          | (286,216)            | 72.92        |
| <b>Total Administration</b>               | <b>1,326,025</b>       | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>42,414</b>            | <b>23,985</b>            | <b>1,392,424</b> | <b>6,097,300</b>   | <b>(4,704,876)</b>   | <b>22.84</b> |
| <b>Programs and Projects</b>              |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| <b>Transit and Transportation Program</b> |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| Regional Transit Technology               | 234,664                | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 234,664          | 1,941,500          | (1,706,836)          | 12.09        |
| SD-Accessible Mobility Service            | 11,401                 | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 11,401           | 424,300            | (412,899)            | 2.69         |
| VCTC Intercity Bus Services               | 0                      | 0             | 0             | 0              | 0             | 0              | 878,620                  | 0                        | 878,620          | 20,618,900         | (19,740,280)         | 4.26         |
| Valley Express Bus Services               | 0                      | 0             | 0             | 0              | 0             | 0              | 0                        | 226,277                  | 226,277          | 5,782,200          | (5,555,923)          | 3.91         |
| Transit Grant Administration              | 899                    | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 899              | 9,651,100          | (9,650,201)          | 0.01         |
| <b>Total Transit and Transportation</b>   | <b>246,964</b>         | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>878,620</b>           | <b>226,277</b>           | <b>1,351,861</b> | <b>38,418,000</b>  | <b>(37,066,139)</b>  | <b>3.52</b>  |
| <b>Highway Program</b>                    |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| Motorist Aid Services                     | 0                      | 0             | 0             | 205,920        | 0             | 0              | 0                        | 0                        | 205,920          | 1,916,600          | (1,710,680)          | 10.74        |
| Highway Program Management                | 38,874                 | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 38,874           | 4,665,900          | (4,627,026)          | 0.83         |
| <b>Total Highway</b>                      | <b>38,874</b>          | <b>0</b>      | <b>0</b>      | <b>205,920</b> | <b>0</b>      | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>244,794</b>   | <b>6,582,500</b>   | <b>(6,337,706)</b>   | <b>3.72</b>  |

For Management Reporting Purposes Only



**VENTURA COUNTY TRANSPORTATION COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE TWO MONTHS ENDED AUGUST 31, 2024**

|                                       | General<br>Fund Actual | LTF<br>Actual    | STA<br>Actual | SAFE<br>Actual | SGR<br>Actual | SPBL<br>Actual | VCTC<br>Intercity Actual | Valley<br>Express Actual | Fund<br>Totals    | Budgeted<br>Actual | Variance<br>Actual   | % Year       |
|---------------------------------------|------------------------|------------------|---------------|----------------|---------------|----------------|--------------------------|--------------------------|-------------------|--------------------|----------------------|--------------|
| <b>Rail Program</b>                   |                        |                  |               |                |               |                |                          |                          |                   |                    |                      |              |
| Metrolink and Commuter Rail           | 3,041,522              | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 3,041,522         | 21,695,221         | (18,653,699)         | 14.02        |
| LOSSAN and Coastal Rail               | 3,000                  | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 3,000             | 11,400             | (8,400)              | 26.32        |
| Santa Paula Branch Line               | 0                      | 0                | 0             | 0              | 0             | 54,623         | 0                        | 0                        | 54,623            | 9,634,000          | (9,579,377)          | 0.57         |
| <b>Total Rail</b>                     | <b>3,044,522</b>       | <b>0</b>         | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>54,623</b>  | <b>0</b>                 | <b>0</b>                 | <b>3,099,145</b>  | <b>31,340,621</b>  | <b>(28,241,476)</b>  | <b>9.89</b>  |
| <b>Commuter Assistance Program</b>    |                        |                  |               |                |               |                |                          |                          |                   |                    |                      |              |
| Reg Transit Information Center        | 10,292                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 10,292            | 44,500             | (34,208)             | 23.13        |
| Rideshare Programs                    | 22,366                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 22,366            | 314,300            | (291,934)            | 7.12         |
| <b>Total Commuter Assistance</b>      | <b>32,658</b>          | <b>0</b>         | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>32,658</b>     | <b>358,800</b>     | <b>(326,142)</b>     | <b>9.10</b>  |
| <b>Planning and Programming</b>       |                        |                  |               |                |               |                |                          |                          |                   |                    |                      |              |
| TDA Administration                    | 0                      | 4,049,324        | 0             | 0              | 0             | 0              | 0                        | 0                        | 4,049,324         | 41,949,194         | (37,899,870)         | 9.65         |
| Transportation Programming            | 1,098                  | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 1,098             | 83,900             | (82,802)             | 1.31         |
| Regional Transportation Planning      | 75,034                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 75,034            | 1,082,300          | (1,007,266)          | 6.93         |
| Airport Land Use Commission           | 0                      | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 0                 | 28,000             | (28,000)             | 0.00         |
| Regional Transit Planning             | 37,549                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 37,549            | 5,057,000          | (5,019,451)          | 0.74         |
| <b>Total Planning and Programming</b> | <b>113,681</b>         | <b>4,049,324</b> | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>4,163,005</b>  | <b>48,200,394</b>  | <b>(44,037,389)</b>  | <b>8.64</b>  |
| <b>General Government</b>             |                        |                  |               |                |               |                |                          |                          |                   |                    |                      |              |
| Community Outreach                    | 38,659                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 38,659            | 226,600            | (187,941)            | 17.06        |
| State and Federal Relations           | 23,154                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 23,154            | 155,500            | (132,346)            | 14.89        |
| Management and Administration         | 11,319                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 11,319            | 256,500            | (245,181)            | 4.41         |
| <b>Total General Government</b>       | <b>73,132</b>          | <b>0</b>         | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>73,132</b>     | <b>638,600</b>     | <b>(565,468)</b>     | <b>11.45</b> |
| <b>Total Expenditures</b>             | <b>4,875,856</b>       | <b>4,049,324</b> | <b>0</b>      | <b>205,920</b> | <b>0</b>      | <b>54,623</b>  | <b>921,034</b>           | <b>250,262</b>           | <b>10,357,019</b> | <b>131,636,215</b> | <b>(121,279,196)</b> | <b>7.87</b>  |

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE TWO MONTHS ENDED AUGUST 31, 2024**

|  | General<br>Fund Actual | LTF<br>Actual       | STA<br>Actual        | SAFE<br>Actual      | SGR<br>Actual       | SPBL<br>Actual    | VCTC<br>Intercity Actual | Valley<br>Express Actual | Fund<br>Totals       | Budgeted<br>Actual   | Variance<br>Actual   | % Year        |
|--|------------------------|---------------------|----------------------|---------------------|---------------------|-------------------|--------------------------|--------------------------|----------------------|----------------------|----------------------|---------------|
| Revenues over (under) expenditures                                 | (4,052,853)            | (4,049,324)         | 0                    | (49,978)            | 0                   | 232,758           | 92,566                   | 1,409,303                | (6,417,528)          | (23,446,241)         | 17,028,713           | 27.37         |
| <b>Other Financing Sources</b>                                     |                        |                     |                      |                     |                     |                   |                          |                          |                      |                      |                      |               |
| Transfers Into GF From LTF   | 5,680,853              | 0                   | 0                    | 0                   | 0                   | 0                 | 0                        | 0                        | 5,680,853            | 11,348,870           | (5,668,017)          | 50.06         |
| Transfers Into GF From STA   | 1,175,027              | 0                   | 0                    | 0                   | 0                   | 0                 | 0                        | 0                        | 1,175,027            | 4,454,010            | (3,278,983)          | 26.38         |
| Transfers In GF From SGR   | 0                      | 0                   | 0                    | 0                   | 0                   | 0                 | 0                        | 0                        | 0                    | 6,802,487            | (6,802,487)          | 0.00          |
| Transfers Into GF From SAFE  | 8,363                  | 0                   | 0                    | 0                   | 0                   | 0                 | 0                        | 0                        | 8,363                | 442,000              | (433,637)            | 1.89          |
| Transfers Into GF From SPBL  | 51,969                 | 0                   | 0                    | 0                   | 0                   | 0                 | 0                        | 0                        | 51,969               | 190,200              | (138,231)            | 27.32         |
| Transfers Into SPBL From STA                                       | 0                      | 0                   | 0                    | 0                   | 0                   | 106,592           | 0                        | 0                        | 106,592              | 9,394,200            | (9,287,608)          | 1.13          |
| Transfers Into VI From STA   | 0                      | 0                   | 0                    | 0                   | 0                   | 0                 | 2,000,000                | 0                        | 2,000,000            | 5,712,751            | (3,712,751)          | 35.01         |
| Transfers Into VE  | 0                      | 0                   | 0                    | 0                   | 0                   | 0                 | 0                        | 2,304                    | 2,304                | 1,300,000            | (1,297,696)          | 0.18          |
| Transfers Out of LTF Into GF                                       | 0                      | (5,680,853)         | 0                    | 0                   | 0                   | 0                 | 0                        | 0                        | (5,680,853)          | (11,348,870)         | 5,668,017            | 50.06         |
| Transfers Out of STA Into GF                                       | 0                      | 0                   | (1,175,027)          | 0                   | 0                   | 0                 | 0                        | 0                        | (1,175,027)          | (4,454,010)          | 3,278,983            | 26.38         |
| Transfers Out of STA Into SPBL                                     | 0                      | 0                   | (106,592)            | 0                   | 0                   | 0                 | 0                        | 0                        | (106,592)            | (9,394,200)          | 9,287,608            | 1.13          |
| Transfers Out of STA Into VI                                       | 0                      | 0                   | (2,000,000)          | 0                   | 0                   | 0                 | 0                        | 0                        | (2,000,000)          | (5,712,751)          | 3,712,751            | 35.01         |
| Transfers Out of STA into VE                                       | 0                      | 0                   | (2,304)              | 0                   | 0                   | 0                 | 0                        | 0                        | (2,304)              | 0                    | (2,304)              | 0.00          |
| Transfers Out of SAFE Into GF                                      | 0                      | 0                   | 0                    | (8,363)             | 0                   | 0                 | 0                        | 0                        | (8,363)              | (442,000)            | 433,637              | 1.89          |
| Transfers Out of SPBL Into GF                                      | 0                      | 0                   | 0                    | 0                   | 0                   | (51,969)          | 0                        | 0                        | (51,969)             | (190,200)            | 138,231              | 27.32         |
| Transfers Out of SGR Into GF                                       | 0                      | 0                   | 0                    | 0                   | 0                   | 0                 | 0                        | 0                        | 0                    | (6,802,487)          | 6,802,487            | 0.00          |
| Transfers Out of SGR Into VE                                       | 0                      | 0                   | 0                    | 0                   | 0                   | 0                 | 0                        | 0                        | 0                    | (1,300,000)          | 1,300,000            | 0.00          |
| <b>Total Other Financing Sources</b>                               | <b>6,916,212</b>       | <b>(5,680,853)</b>  | <b>(3,283,923)</b>   | <b>(8,363)</b>      | <b>0</b>            | <b>54,623</b>     | <b>2,000,000</b>         | <b>2,304</b>             | <b>0</b>             | <b>0</b>             | <b>0</b>             | <b>0.00</b>   |
| <b>Net Change in Fund Balances</b>                                 | <b>2,863,359</b>       | <b>(9,730,177)</b>  | <b>(3,283,923)</b>   | <b>(58,341)</b>     | <b>0</b>            | <b>287,381</b>    | <b>2,092,566</b>         | <b>1,411,607</b>         | <b>(6,417,528)</b>   | <b>(23,446,241)</b>  | <b>17,028,713</b>    | <b>27.37</b>  |
| <b>Beginning Fund Balance w/o capital assets</b>                   | <b>5,830,033</b>       | <b>18,194,081</b>   | <b>31,497,588</b>    | <b>3,975,722</b>    | <b>7,794,251</b>    | <b>25,367</b>     | <b>43,271</b>            | <b>0</b>                 | <b>67,360,313</b>    | <b>33,572,663</b>    | <b>33,787,650</b>    | <b>200.64</b> |
| <b>Long-term Pension/OPEB/Vacation/Lease/SBITA Net Adjustment*</b> | <b>(583,698)</b>       | <b>0</b>            | <b>0</b>             | <b>0</b>            | <b>0</b>            | <b>0</b>          | <b>(44,309)</b>          | <b>0</b>                 | <b>(628,007)</b>     | <b>0</b>             | <b>(628,007)</b>     | <b>0.00</b>   |
| <b>Ending Fund Balance</b>   | <b>\$ 8,109,694</b>    | <b>\$ 8,463,904</b> | <b>\$ 28,213,665</b> | <b>\$ 3,917,381</b> | <b>\$ 7,794,251</b> | <b>\$ 312,748</b> | <b>\$ 2,091,528</b>      | <b>\$ 1,411,607</b>      | <b>\$ 60,314,778</b> | <b>\$ 10,126,422</b> | <b>\$ 50,188,356</b> | <b>595.62</b> |

\*Government Accounting Standards Board (GASB) Statements 68, GASB 75, GASB 87 and GASB 96 require full accrual of pension, OPEB, Lease, and Subscription-based IT agreements (SBITA) liabilities/interest, deferred inflows, and deferred outflows on financial statements. These calculations are updated annually.

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
INVESTMENT REPORT  
AS OF AUGUST 31, 2024**

As stated in the Commission’s investment policy, the Commission’s investment objectives are safety, liquidity, return on investment, prudence, diversification, and public trust with the foremost objective being safety. VCTC has the ability to meet its expenditure requirements, at a minimum, for the next six months. Below is a summary of the Commission’s investments that comply with the Commission’s investment policy and bond documents, as applicable.

| <b>Institution</b> | <b>Investment Type</b> | <b>Maturity Date</b> | <b>Interest to Date</b> | <b>Rate</b> | <b>Balance</b>         |
|--------------------|------------------------|----------------------|-------------------------|-------------|------------------------|
| Wells Fargo        | Government Checking    | N/A                  | \$4,568.72              | EAC & 1.08% | \$ 5,558,501.30        |
| LAIF               | State Pool             | N/A                  | 0.00                    | 4.3%        | 7,880,686.44           |
| County of Ventura  | Treasury Pool          | N/A                  | 0.00                    | 4.4%        | 46,974,814.30          |
| VCCF Bike Fund     | Investment             | N/A                  | Annually                | annually    | 19,306.92              |
| <b>Total</b>       |                        |                      | <b>\$4,568.72</b>       |             | <b>\$60,433,308.96</b> |

Because VCTC receives a large portion of their state and federal funding on a reimbursement basis, the Commission must keep sufficient funds liquid to meet changing cash flow requirements. For this reason, VCTC maintains checking accounts at Wells Fargo Bank.

The Commission’s pooled checking account is now earning a combination of interest and earns “earnings credits” applied against fees. Cash balances will vary depending on reimbursements and disbursements. The first \$250,000 of the combined balance is federally insured and the remaining balance is collateralized by Wells Fargo bank.

The Commission’s LTF, STA, SGR and a portion of the SAFE funds received from the State are invested in the Ventura County investment pool. Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the accounts in two payments within the next quarter. The amounts shown above are not adjusted for fair market value.

The Commission’s funds not needed for immediate use are invested in the California Local Agency Investment Fund (LAIF). Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the account the month following the quarter end. A small portion of interest earned in the LAIF account is for unearned revenues and the interest is not recognized until the corresponding expenses are recognized.

The amounts shown above are not adjusted for fair value. Wells Fargo Bank, County of Ventura and LAIF statements are the sources for provided information.

VCTC receives an annual disbursement from a permanent fund from the Ventura County Community Foundation (VCCF). The funds are invested in a money market account at VCCF and can only be used for bike purposes. Information is posted once a year at the yearend.



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Item 9C

October 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: SALLY DEGEORGE, FINANCE DIRECTOR**

**SUBJECT: MONTHLY BUDGET REPORT**

**RECOMMENDATION:**

- Receive and file the monthly budget report for August 2024.

**DISCUSSION:**

The monthly budget report is presented in a comprehensive, agency-wide format on a modified accrual basis. The reports include a combined Balance Sheet, a Statement of Revenues, Expenditures and Changes in Fund Balance detailed by fund and an Investment Report by institution. There are eight funds presented consisting of the General Fund, the Local Transportation Fund (LTF), the State Transit Assistance (STA) fund, the State of Good Repair (SGR) fund, the Service Authority for Freeway Emergencies (SAFE) fund, the Santa Paula Branch Line (SPBL) fund, the VCTC Intercity fund and the Valley Express fund. The Statement of Revenues, Expenditures and Changes in Fund Balance also includes the annual budgeted numbers that are updated as the Commission approves budget amendments or administrative budget amendments that are approved by the Executive Director. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The August 31, 2024, budget report indicates that the revenues were approximately 3.64% of the adopted budget while expenditures were approximately 7.87% of the adopted budget. The revenues and expenditures are as expected at this time. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on an even percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

Some revenues are received at the beginning of the year while other revenues are received after grants are approved. In many instances, the Ventura County Transportation Commission (VCTC) incurs expenditures and then submits for reimbursement from federal, state, and local agencies which may also cause a slight lag in reporting revenues. Furthermore, the STA, SGR, LTF and SAFE revenues are received in arrears. The State Board of Equalization collects the taxes and remits them to the Commission after the reporting period for the business. STA and SGR revenues are paid quarterly with a two to three-month additional lag and LTF receipts are paid monthly with a two-month lag. For example, the July through September STA and SGR receipts are often not received until October or November and the July LTF receipts are not received until September. The Department of Motor Vehicle collects the SAFE funds and remits them monthly with a two-month lag.

The Commission's capital assets are presented on the Balance Sheet. Capital assets that are "undepreciated" consist of land and rail lines owned by the Commission. Capital assets that are depreciated consist of buildings, rail stations, transit equipment, highway callbox equipment and office furniture and equipment. Capital assets and depreciation are adjusted annually at the end of the fiscal year.

The Commission's deferred outflows, deferred inflows and pension liability are presented on the Balance Sheet. These accounts represent the accrual information for pension accruals with the implementation of the Governmental Accounting Standards Board (GASB) Statement 68 (pensions) and Statement 75 (other postemployment benefits). This information is based on actuarial information that is provided once a year. The deferred outflows, deferred inflows and pension liability are adjusted annually at the end of the fiscal year.

The Commission's accrued lease and subscription-based IT arrangement (SBITA) liability and associated interest are presented on the Balance Sheet. These accounts represent the accrual information for leases that qualify with the implementation of the Government Accounting Standards Board (GASB) Statement 87 and 96. This information is based on an amortization schedule and is adjusted annually at the end of the fiscal year. Currently the only lease that qualifies is the office lease and the only SBITA that qualifies is for the pass card readers.

The Commission's liability for employee vacation accrual is presented on the Balance Sheet. The vacation accrual is adjusted annually at the end of the fiscal year.

**VENTURA COUNTY TRANSPORTATION COMMISSION  
BALANCE SHEET  
AS OF AUGUST 31, 2024**

**Assets and Deferred Outflows**

|   |                                     |
|---|-------------------------------------|
| Cash and Investments                      | \$ 60,548,557                       |
| Receivables/Due from other funds          | 6,743,027                           |
| Prepays and Deposits                      | 312,074                             |
| Capital Assets, undepreciated             | 26,357,123                          |
| Capital Assets, depreciated, net          | 24,630,370                          |
| Deferred Outflows                         | <u>2,823,644</u>                    |
| <b>Total Assets and Deferred Outflows</b> | <b><u><u>\$ 121,414,795</u></u></b> |

**LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE**

**Liabilities and Deferred Inflows:**

|  |                                    |
|--|------------------------------------|
| Accrued Expenses and Due to Other              | \$ 4,829,019                       |
| Deferred Revenue                               | 2,393,928                          |
| Deposits                                       | 67,059                             |
| Accrued Vacation                               | 208,606                            |
| Accrued Lease-SBITA liability and interest     | 431,035                            |
| Deferred Inflows                               | 1,056,673                          |
| Pension Liability                              | 1,123,467                          |
| OPEB Liability                                 | <u>2,737</u>                       |
| <b>Total Liabilities and Deferred Inflows:</b> | <b><u><u>\$ 10,112,524</u></u></b> |

**Net Position:**

|                            |                                     |
|----------------------------|-------------------------------------|
| Invested in Capital Assets | \$ 50,987,493                       |
| Fund Balance               | <u>60,314,778</u>                   |
| <b>Total Net Position</b>  | <b><u><u>\$ 111,302,271</u></u></b> |

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE TWO MONTHS ENDED AUGUST 31, 2024**

|   | General<br>Fund Actual | LTF<br>Actual | STA<br>Actual | SAFE<br>Actual | SGR<br>Actual | SPBL<br>Actual | VCTC<br>Intercity Actual | Valley<br>Express Actual | Fund<br>Totals   | Budgeted<br>Actual | Variance<br>Actual   | % Year       |
|---|------------------------|---------------|---------------|----------------|---------------|----------------|--------------------------|--------------------------|------------------|--------------------|----------------------|--------------|
| <b>Revenues</b>                           |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| Federal Revenues                          | \$ 673,145             | \$ 0          | \$ 0          | \$ 0           | \$ 0          | \$ 0           | 503,168                  | \$ 111,861               | \$ 1,288,174     | \$ 24,711,523      | (23,423,349)         | 5.21         |
| State Revenues                            | 89,837                 | 0             | 0             | 155,434        | 0             | 0              | 0                        | 0                        | 245,271          | 76,875,960         | (76,630,689)         | 0.32         |
| Local Revenues                            | 57,349                 | 0             | 0             | 0              | 0             | 286,854        | 509,489                  | 1,547,657                | 2,401,349        | 5,206,491          | (2,805,142)          | 46.12        |
| Other Revenues                            | 128                    | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 128              | 26,000             | (25,872)             | 0.49         |
| Interest                                  | 2,544                  | 0             | 0             | 508            | 0             | 527            | 943                      | 47                       | 4,569            | 1,370,000          | (1,365,431)          | 0.33         |
| <b>Total Revenues</b>                     | <b>823,003</b>         | <b>0</b>      | <b>0</b>      | <b>155,942</b> | <b>0</b>      | <b>287,381</b> | <b>1,013,600</b>         | <b>1,659,565</b>         | <b>3,939,491</b> | <b>108,189,974</b> | <b>(104,250,483)</b> | <b>3.64</b>  |
| <b>Expenditures</b>                       |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| <b>Administration</b>                     |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| Personnel Expenditures                    | 547,437                | 0             | 0             | 0              | 0             | 0              | 23,848                   | 13,486                   | 584,771          | 4,579,500          | (3,994,729)          | 12.77        |
| Legal Services                            | 300                    | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 300              | 46,200             | (45,900)             | 0.65         |
| Professional Services                     | 828                    | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 828              | 191,200            | (190,372)            | 0.43         |
| Office Leases                             | 35,741                 | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 35,741           | 223,400            | (187,659)            | 16.00        |
| Office Expenditures                       | 741,719                | 0             | 0             | 0              | 0             | 0              | 18,566                   | 10,499                   | 770,784          | 1,057,000          | (286,216)            | 72.92        |
| <b>Total Administration</b>               | <b>1,326,025</b>       | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>42,414</b>            | <b>23,985</b>            | <b>1,392,424</b> | <b>6,097,300</b>   | <b>(4,704,876)</b>   | <b>22.84</b> |
| <b>Programs and Projects</b>              |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| <b>Transit and Transportation Program</b> |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| Regional Transit Technology               | 234,664                | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 234,664          | 1,941,500          | (1,706,836)          | 12.09        |
| SD-Accessible Mobility Service            | 11,401                 | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 11,401           | 424,300            | (412,899)            | 2.69         |
| VCTC Intercity Bus Services               | 0                      | 0             | 0             | 0              | 0             | 0              | 878,620                  | 0                        | 878,620          | 20,618,900         | (19,740,280)         | 4.26         |
| Valley Express Bus Services               | 0                      | 0             | 0             | 0              | 0             | 0              | 0                        | 226,277                  | 226,277          | 5,782,200          | (5,555,923)          | 3.91         |
| Transit Grant Administration              | 899                    | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 899              | 9,651,100          | (9,650,201)          | 0.01         |
| <b>Total Transit and Transportation</b>   | <b>246,964</b>         | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>878,620</b>           | <b>226,277</b>           | <b>1,351,861</b> | <b>38,418,000</b>  | <b>(37,066,139)</b>  | <b>3.52</b>  |
| <b>Highway Program</b>                    |                        |               |               |                |               |                |                          |                          |                  |                    |                      |              |
| Motorist Aid Services                     | 0                      | 0             | 0             | 205,920        | 0             | 0              | 0                        | 0                        | 205,920          | 1,916,600          | (1,710,680)          | 10.74        |
| Highway Program Management                | 38,874                 | 0             | 0             | 0              | 0             | 0              | 0                        | 0                        | 38,874           | 4,665,900          | (4,627,026)          | 0.83         |
| <b>Total Highway</b>                      | <b>38,874</b>          | <b>0</b>      | <b>0</b>      | <b>205,920</b> | <b>0</b>      | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>244,794</b>   | <b>6,582,500</b>   | <b>(6,337,706)</b>   | <b>3.72</b>  |

For Management Reporting Purposes Only



**VENTURA COUNTY TRANSPORTATION COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE TWO MONTHS ENDED AUGUST 31, 2024**

|                                       | General<br>Fund Actual | LTF<br>Actual    | STA<br>Actual | SAFE<br>Actual | SGR<br>Actual | SPBL<br>Actual | VCTC<br>Intercity Actual | Valley<br>Express Actual | Fund<br>Totals    | Budgeted<br>Actual | Variance<br>Actual   | % Year       |
|---------------------------------------|------------------------|------------------|---------------|----------------|---------------|----------------|--------------------------|--------------------------|-------------------|--------------------|----------------------|--------------|
| <b>Rail Program</b>                   |                        |                  |               |                |               |                |                          |                          |                   |                    |                      |              |
| Metrolink and Commuter Rail           | 3,041,522              | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 3,041,522         | 21,695,221         | (18,653,699)         | 14.02        |
| LOSSAN and Coastal Rail               | 3,000                  | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 3,000             | 11,400             | (8,400)              | 26.32        |
| Santa Paula Branch Line               | 0                      | 0                | 0             | 0              | 0             | 54,623         | 0                        | 0                        | 54,623            | 9,634,000          | (9,579,377)          | 0.57         |
| <b>Total Rail</b>                     | <b>3,044,522</b>       | <b>0</b>         | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>54,623</b>  | <b>0</b>                 | <b>0</b>                 | <b>3,099,145</b>  | <b>31,340,621</b>  | <b>(28,241,476)</b>  | <b>9.89</b>  |
| <b>Commuter Assistance Program</b>    |                        |                  |               |                |               |                |                          |                          |                   |                    |                      |              |
| Reg Transit Information Center        | 10,292                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 10,292            | 44,500             | (34,208)             | 23.13        |
| Rideshare Programs                    | 22,366                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 22,366            | 314,300            | (291,934)            | 7.12         |
| <b>Total Commuter Assistance</b>      | <b>32,658</b>          | <b>0</b>         | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>32,658</b>     | <b>358,800</b>     | <b>(326,142)</b>     | <b>9.10</b>  |
| <b>Planning and Programming</b>       |                        |                  |               |                |               |                |                          |                          |                   |                    |                      |              |
| TDA Administration                    | 0                      | 4,049,324        | 0             | 0              | 0             | 0              | 0                        | 0                        | 4,049,324         | 41,949,194         | (37,899,870)         | 9.65         |
| Transportation Programming            | 1,098                  | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 1,098             | 83,900             | (82,802)             | 1.31         |
| Regional Transportation Planning      | 75,034                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 75,034            | 1,082,300          | (1,007,266)          | 6.93         |
| Airport Land Use Commission           | 0                      | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 0                 | 28,000             | (28,000)             | 0.00         |
| Regional Transit Planning             | 37,549                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 37,549            | 5,057,000          | (5,019,451)          | 0.74         |
| <b>Total Planning and Programming</b> | <b>113,681</b>         | <b>4,049,324</b> | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>4,163,005</b>  | <b>48,200,394</b>  | <b>(44,037,389)</b>  | <b>8.64</b>  |
| <b>General Government</b>             |                        |                  |               |                |               |                |                          |                          |                   |                    |                      |              |
| Community Outreach                    | 38,659                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 38,659            | 226,600            | (187,941)            | 17.06        |
| State and Federal Relations           | 23,154                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 23,154            | 155,500            | (132,346)            | 14.89        |
| Management and Administration         | 11,319                 | 0                | 0             | 0              | 0             | 0              | 0                        | 0                        | 11,319            | 256,500            | (245,181)            | 4.41         |
| <b>Total General Government</b>       | <b>73,132</b>          | <b>0</b>         | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>0</b>                 | <b>0</b>                 | <b>73,132</b>     | <b>638,600</b>     | <b>(565,468)</b>     | <b>11.45</b> |
| <b>Total Expenditures</b>             | <b>4,875,856</b>       | <b>4,049,324</b> | <b>0</b>      | <b>205,920</b> | <b>0</b>      | <b>54,623</b>  | <b>921,034</b>           | <b>250,262</b>           | <b>10,357,019</b> | <b>131,636,215</b> | <b>(121,279,196)</b> | <b>7.87</b>  |

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE TWO MONTHS ENDED AUGUST 31, 2024**

|  | General             | LTF                 | STA                  | SAFE                | SGR                 | SPBL              | VCTC                | Valley              | Fund                 | Budgeted             | Variance             | % Year        |
|--|---------------------|---------------------|----------------------|---------------------|---------------------|-------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|
|  | Fund Actual         | Actual              | Actual               | Actual              | Actual              | Actual            | Intercity Actual    | Express Actual      | Totals               | Actual               | Actual               |               |
| Revenues over (under) expenditures                                 | (4,052,853)         | (4,049,324)         | 0                    | (49,978)            | 0                   | 232,758           | 92,566              | 1,409,303           | (6,417,528)          | (23,446,241)         | 17,028,713           | 27.37         |
| <b>Other Financing Sources</b>                                     |                     |                     |                      |                     |                     |                   |                     |                     |                      |                      |                      |               |
| Transfers Into GF From LTF   | 5,680,853           | 0                   | 0                    | 0                   | 0                   | 0                 | 0                   | 0                   | 5,680,853            | 11,348,870           | (5,668,017)          | 50.06         |
| Transfers Into GF From STA   | 1,175,027           | 0                   | 0                    | 0                   | 0                   | 0                 | 0                   | 0                   | 1,175,027            | 4,454,010            | (3,278,983)          | 26.38         |
| Transfers In GF From SGR   | 0                   | 0                   | 0                    | 0                   | 0                   | 0                 | 0                   | 0                   | 0                    | 6,802,487            | (6,802,487)          | 0.00          |
| Transfers Into GF From SAFE  | 8,363               | 0                   | 0                    | 0                   | 0                   | 0                 | 0                   | 0                   | 8,363                | 442,000              | (433,637)            | 1.89          |
| Transfers Into GF From SPBL  | 51,969              | 0                   | 0                    | 0                   | 0                   | 0                 | 0                   | 0                   | 51,969               | 190,200              | (138,231)            | 27.32         |
| Transfers Into SPBL From STA                                       | 0                   | 0                   | 0                    | 0                   | 0                   | 106,592           | 0                   | 0                   | 106,592              | 9,394,200            | (9,287,608)          | 1.13          |
| Transfers Into VI From STA   | 0                   | 0                   | 0                    | 0                   | 0                   | 0                 | 2,000,000           | 0                   | 2,000,000            | 5,712,751            | (3,712,751)          | 35.01         |
| Transfers Into VE  | 0                   | 0                   | 0                    | 0                   | 0                   | 0                 | 0                   | 2,304               | 2,304                | 1,300,000            | (1,297,696)          | 0.18          |
| Transfers Out of LTF Into GF                                       | 0                   | (5,680,853)         | 0                    | 0                   | 0                   | 0                 | 0                   | 0                   | (5,680,853)          | (11,348,870)         | 5,668,017            | 50.06         |
| Transfers Out of STA Into GF                                       | 0                   | 0                   | (1,175,027)          | 0                   | 0                   | 0                 | 0                   | 0                   | (1,175,027)          | (4,454,010)          | 3,278,983            | 26.38         |
| Transfers Out of STA Into SPBL                                     | 0                   | 0                   | (106,592)            | 0                   | 0                   | 0                 | 0                   | 0                   | (106,592)            | (9,394,200)          | 9,287,608            | 1.13          |
| Transfers Out of STA Into VI                                       | 0                   | 0                   | (2,000,000)          | 0                   | 0                   | 0                 | 0                   | 0                   | (2,000,000)          | (5,712,751)          | 3,712,751            | 35.01         |
| Transfers Out of STA into VE                                       | 0                   | 0                   | (2,304)              | 0                   | 0                   | 0                 | 0                   | 0                   | (2,304)              | 0                    | (2,304)              | 0.00          |
| Transfers Out of SAFE Into GF                                      | 0                   | 0                   | 0                    | (8,363)             | 0                   | 0                 | 0                   | 0                   | (8,363)              | (442,000)            | 433,637              | 1.89          |
| Transfers Out of SPBL Into GF                                      | 0                   | 0                   | 0                    | 0                   | 0                   | (51,969)          | 0                   | 0                   | (51,969)             | (190,200)            | 138,231              | 27.32         |
| Transfers Out of SGR Into GF                                       | 0                   | 0                   | 0                    | 0                   | 0                   | 0                 | 0                   | 0                   | 0                    | (6,802,487)          | 6,802,487            | 0.00          |
| Transfers Out of SGR Into VE                                       | 0                   | 0                   | 0                    | 0                   | 0                   | 0                 | 0                   | 0                   | 0                    | (1,300,000)          | 1,300,000            | 0.00          |
| <b>Total Other Financing Sources</b>                               | <b>6,916,212</b>    | <b>(5,680,853)</b>  | <b>(3,283,923)</b>   | <b>(8,363)</b>      | <b>0</b>            | <b>54,623</b>     | <b>2,000,000</b>    | <b>2,304</b>        | <b>0</b>             | <b>0</b>             | <b>0</b>             | <b>0.00</b>   |
| <b>Net Change in Fund Balances</b>                                 | <b>2,863,359</b>    | <b>(9,730,177)</b>  | <b>(3,283,923)</b>   | <b>(58,341)</b>     | <b>0</b>            | <b>287,381</b>    | <b>2,092,566</b>    | <b>1,411,607</b>    | <b>(6,417,528)</b>   | <b>(23,446,241)</b>  | <b>17,028,713</b>    | <b>27.37</b>  |
| <b>Beginning Fund Balance w/o capital assets</b>                   | <b>5,830,033</b>    | <b>18,194,081</b>   | <b>31,497,588</b>    | <b>3,975,722</b>    | <b>7,794,251</b>    | <b>25,367</b>     | <b>43,271</b>       | <b>0</b>            | <b>67,360,313</b>    | <b>33,572,663</b>    | <b>33,787,650</b>    | <b>200.64</b> |
| <b>Long-term Pension/OPEB/Vacation/Lease/SBITA Net Adjustment*</b> | <b>(583,698)</b>    | <b>0</b>            | <b>0</b>             | <b>0</b>            | <b>0</b>            | <b>0</b>          | <b>(44,309)</b>     | <b>0</b>            | <b>(628,007)</b>     | <b>0</b>             | <b>(628,007)</b>     | <b>0.00</b>   |
| <b>Ending Fund Balance</b>   | <b>\$ 8,109,694</b> | <b>\$ 8,463,904</b> | <b>\$ 28,213,665</b> | <b>\$ 3,917,381</b> | <b>\$ 7,794,251</b> | <b>\$ 312,748</b> | <b>\$ 2,091,528</b> | <b>\$ 1,411,607</b> | <b>\$ 60,314,778</b> | <b>\$ 10,126,422</b> | <b>\$ 50,188,356</b> | <b>595.62</b> |

\*Government Accounting Standards Board (GASB) Statements 68, GASB 75, GASB 87 and GASB 96 require full accrual of pension, OPEB, Lease, and Subscription-based IT agreements (SBITA) liabilities/interest, deferred inflows, and deferred outflows on financial statements. These calculations are updated annually.

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
INVESTMENT REPORT  
AS OF AUGUST 31, 2024**

As stated in the Commission’s investment policy, the Commission’s investment objectives are safety, liquidity, return on investment, prudence, diversification, and public trust with the foremost objective being safety. VCTC has the ability to meet its expenditure requirements, at a minimum, for the next six months. Below is a summary of the Commission’s investments that comply with the Commission’s investment policy and bond documents, as applicable.

| <b>Institution</b> | <b>Investment Type</b> | <b>Maturity Date</b> | <b>Interest to Date</b> | <b>Rate</b> | <b>Balance</b>         |
|--------------------|------------------------|----------------------|-------------------------|-------------|------------------------|
| Wells Fargo        | Government Checking    | N/A                  | \$4,568.72              | EAC & 1.08% | \$ 5,558,501.30        |
| LAIF               | State Pool             | N/A                  | 0.00                    | 4.3%        | 7,880,686.44           |
| County of Ventura  | Treasury Pool          | N/A                  | 0.00                    | 4.4%        | 46,974,814.30          |
| VCCF Bike Fund     | Investment             | N/A                  | Annually                | annually    | 19,306.92              |
| <b>Total</b>       |                        |                      | <b>\$4,568.72</b>       |             | <b>\$60,433,308.96</b> |

Because VCTC receives a large portion of their state and federal funding on a reimbursement basis, the Commission must keep sufficient funds liquid to meet changing cash flow requirements. For this reason, VCTC maintains checking accounts at Wells Fargo Bank.

The Commission’s pooled checking account is now earning a combination of interest and earns “earnings credits” applied against fees. Cash balances will vary depending on reimbursements and disbursements. The first \$250,000 of the combined balance is federally insured and the remaining balance is collateralized by Wells Fargo bank.

The Commission’s LTF, STA, SGR and a portion of the SAFE funds received from the State are invested in the Ventura County investment pool. Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the accounts in two payments within the next quarter. The amounts shown above are not adjusted for fair market value.

The Commission’s funds not needed for immediate use are invested in the California Local Agency Investment Fund (LAIF). Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the account the month following the quarter end. A small portion of interest earned in the LAIF account is for unearned revenues and the interest is not recognized until the corresponding expenses are recognized.

The amounts shown above are not adjusted for fair value. Wells Fargo Bank, County of Ventura and LAIF statements are the sources for provided information.

VCTC receives an annual disbursement from a permanent fund from the Ventura County Community Foundation (VCCF). The funds are invested in a money market account at VCCF and can only be used for bike purposes. Information is posted once a year at the yearend.



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Item 9D

October 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: SALLY DEGEORGE, FINANCE DIRECTOR**

**SUBJECT: FISCAL YEAR 2024/2025 CARRY-OVER BUDGET AMENDMENTS**

**RECOMMENDATION:**

- Amend the VCTC Fiscal Year 2024/2025 budget revenues and expenditures as stated in Attachment - Carry-over Budget Amendments from Fiscal Year 2023/2024 to 2024/2025

**DISCUSSION:**

The Fiscal Year 2024/2025 budget was in part prepared on estimates for projects that occurred in Fiscal Year 2023/2024. Some projects experienced delays, all funds were not expended as anticipated and/or funds were expended, and other funding sources need to be substituted. Therefore, staff is recommending the following budget amendments of revenues and expenditures from the prior year be adjusted to the Fiscal Year 2024/2025 budget as indicated in the "Carry-over Amendments from Fiscal Year 2023/2024 to 2024/2025" attachment which indicates the budget task, budget line item, funding source, expenditure, and explanation.

**Attachment**  
**Carry-Over Budget Amendments from FY 2023/2024 to FY 2024/2025**

| <b>Budget Task:</b>           | <b>Regional Transit Technology</b> |
|-------------------------------|------------------------------------|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b>      |
| FTA data management           | \$159,116                          |
| FTA capital                   | \$413,243                          |
| STA Fund Transfer             | \$39,779                           |
| <b>Total Funding Increase</b> | <b>\$612,138</b>                   |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Bus equipment                      | \$413,243                         |
| Professional services              | \$198,895                         |
| <b>Total Expenditures Increase</b> | <b>\$612,138</b>                  |

Funds planned for regional bus technology equipment transfers were used for urgent countywide farebox upgrades. Capital carryover funds will be used to complete planned regional bus equipment transfers throughout the county. Other funds will be used for regional on-demand scheduling upgrades for County operators.

| <b>Budget Task:</b>           | <b>Accessibility Services</b> |
|-------------------------------|-------------------------------|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b> |
| LTF Fund Transfer             | \$47,700                      |
| <b>Total Funding Increase</b> | <b>\$47,700</b>               |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Consultant                         | \$47,700                          |
| <b>Total Expenditures Increase</b> | <b>\$47,700</b>                   |

The unused Consultant funds will be carried over into Fiscal Year 2024/2025 to support the Countywide Paratransit Integration Analysis as part of Ventura County's Short Range Transit Plan, as well as to provide Americans with Disabilities Act (ADA) training for all County transit staff.

| <b>Budget Task:</b>           | <b>VCTC Intercity</b>         |
|-------------------------------|-------------------------------|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b> |
| FTA planning                  | \$91,608                      |
| SB 125 TIRCP                  | \$1,400,000                   |
| STA Fund Transfer             | \$295,702                     |
| <b>Total Funding Increase</b> | <b>\$1,787,310</b>            |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Bus rehabilitation                 | \$1,400,000                       |
| Bus equipment                      | \$114,510                         |
| Consultant                         | \$272,800                         |
| <b>Total Expenditures Increase</b> | <b>\$1,787,310</b>                |

The SB125 funding for the bus rehabilitations was delayed and thus the project was delayed. The camera equipment for the BYD electric buses were not purchased due to delays of electric bus deliver. Consultant fees will be carried-over into Fiscal Year 2024/2025 while priorities of the local services are finalized.

| <b>Budget Task:</b>           | <b>Transit Grant Administration</b> |
|-------------------------------|-------------------------------------|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b>       |
| Access For All                | \$49,549                            |
| <b>Total Funding Increase</b> | <b>\$49,549</b>                     |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Pass-through                       | \$49,549                          |
| <b>Total Expenditures Increase</b> | <b>\$49,549</b>                   |

The Pass-through funds for Access For All projects were expended slower than anticipated in the prior year and will be expended in FY 2024/2025.

| <b>Budget Task:</b>           |                               | <b>Highway Project Management</b> |
|-------------------------------|-------------------------------|-----------------------------------|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b> |                                   |
| STP                           | (\$206,054)                   |                                   |
| <b>Total Funding Increase</b> | <b>(\$206,054)</b>            |                                   |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Consultant                         | (\$206,054)                       |
| <b>Total Expenditures Increase</b> | <b>(\$206,054)</b>                |

The Consultant funds for the US101 PAED study were expended faster than anticipated in Fiscal Year 2023/2024 and project funding needs to be corrected accordingly.

| <b>Budget Task:</b>           |                               | <b>Motorist Aid</b> |
|-------------------------------|-------------------------------|---------------------|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b> |                     |
| SAFE Fund Balance             | \$64,300                      |                     |
| <b>Total Funding Increase</b> | <b>\$64,300</b>               |                     |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Consultant                         | \$64,300                          |
| <b>Total Expenditures Increase</b> | <b>\$64,300</b>                   |

The SAFE funds for consultant assistance were not fully expended and are being carried-over into FY 2024/2025.

| <b>Budget Task:</b>           |                               | <b>Metrolink Commuter Rail</b> |
|-------------------------------|-------------------------------|--------------------------------|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b> |                                |
| LTF Fund Transfer             | \$112,253                     |                                |
| STA Fund Transfer             | \$1,268,010                   |                                |
| SGR Fund Transfer             | (\$870,944)                   |                                |
| <b>Total Funding Increase</b> | <b>\$509,319</b>              |                                |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Capital Rehabilitation             | \$1,380,263                       |
| Station Rehabilitation             | (\$870,944)                       |
| <b>Total Expenditures Increase</b> | <b>\$509,319</b>                  |

Capital Rehabilitation and Station ADA improvements overall were expended slower in the prior year than anticipated and will be carried-over into Fiscal Year 2024/2025. The SGR funds were expended faster than anticipated and are being reduced accordingly in the Fiscal Year 2024/2025 budget.

| <b>Budget Task:</b>           |                               | <b>Santa Paula Branch Line</b> |
|-------------------------------|-------------------------------|--------------------------------|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b> |                                |
| STA Fund Transfer             | \$2,630,430                   |                                |
| <b>Total Funding Increase</b> | <b>\$2,630,430</b>            |                                |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Consultant                         | \$2,630,430                       |
| <b>Total Expenditures Increase</b> | <b>\$2,630,430</b>                |

Consultant expenses were slower than anticipated in the prior year and will be carried-over into the current year.

| <b>Budget Task:</b>           |                               | <b>Regional Transit Information Center</b> |
|-------------------------------|-------------------------------|--|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b> |  |
| FTA                           | \$8,546                       |  |
| LTF Fund Transfer             | \$2,137                       |  |
| <b>Total Funding Increase</b> | <b>\$10,683</b>               |  |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Hardware/Software                  | \$10,683                          |
| <b>Total Expenditures Increase</b> | <b>\$10,683</b>                   |

The hardware/software costs weren't fully expended in the prior year and are being carried-over into Fiscal Year 2024/2025.

| <b>Budget Task:</b>           | <b>ALUC</b>                   |
|-------------------------------|-------------------------------|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b> |
| LTF Fund Transfer             | (\$14,365)                    |
| <b>Total Funding Increase</b> | <b>(\$14,365)</b>             |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Consultant                         | (\$14,365)                        |
| <b>Total Expenditures Increase</b> | <b>(\$14,365)</b>                 |

The amount carried-over into the Fiscal Year 2024/2025 budget was higher than available and Consultant funds are being reduced accordingly.

| <b>Budget Task:</b>                          | <b>Regional Transportation Planning</b> |
|--|---|
| <b>Funding Source</b>                        | <b>Adjustment To Revenues</b>           |
| REAP-SCAG/VCOG                               | (\$20,000)                              |
| Sustainability Transportation Planning Grant | (\$58,808)                              |
| LTF Fund Transfer                            | \$117,470                               |
| <b>Total Funding Increase</b>                | <b>\$38,662</b>                         |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Consultant                         | \$97,470                          |
| Sustainable Communities            | (\$58,808)                        |
| <b>Total Expenditures Increase</b> | <b>\$38,662</b>                   |

The Vehicle Miles Traveled Adaptive Mitigation program funded by REAP ended last fiscal year and needed to be removed from the current budget. The Sustainable Communities Wildlife Study progressed faster than reflected in the prior year and adjustments are made to the Fiscal Year 2024/2025 budget. The consultant studies funded by LTF made less progress than originally anticipated and therefore, are carried over into the Fiscal Year 2024/2025 budget.

| <b>Budget Task:</b>           | <b>Transportation Development Act</b> |
|-------------------------------|---------------------------------------|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b>         |
| STA Fund Balance              | \$4,462                               |
| SGR Fund Balance              | \$34,497                              |
| LTF Fund Transfer             | \$20,000                              |
| LTF Fund Balance              | \$799,786                             |
| <b>Total Funding Increase</b> | <b>\$858,745</b>                      |

| <b>Expenditure</b>                    | <b>Adjustment to Expenditures</b> |
|---------------------------------------|-----------------------------------|
| Pass-Through State Transit Assistance | \$4,462                           |
| Pass-Through State of Good Repair     | \$34,497                          |
| Audits                                | \$20,000                          |
| LTF Article 3 Bicycle & Pedestrian    | \$799,786                         |
| <b>Total Expenditures Increase</b>    | <b>\$858,745</b>                  |

The STA, SGR and LTF Article 3 pass-through funds were not fully expended in Fiscal Year 2023/2024 and therefore, are carried-over into FY 2024/2025. The TDA audit expenditures of \$20,000 was not used and is carried-over into FY 2024/2025.

| <b>Budget Task:</b>           | <b>Management and Administration</b> |
|-------------------------------|--------------------------------------|
| <b>Funding Source</b>         | <b>Adjustment To Revenues</b>        |
| LTF Fund Transfer             | \$26,100                             |
| <b>Total Funding Increase</b> | <b>\$26,100</b>                      |

| <b>Expenditure</b>                 | <b>Adjustment to Expenditures</b> |
|------------------------------------|-----------------------------------|
| Consultant                         | \$26,100                          |
| <b>Total Expenditures Increase</b> | <b>\$26,100</b>                   |

The Consultant expenses were not fully expended in Fiscal Year 2023/2024, and therefore, are being carried over into Fiscal Year 2024/2025



| <b>Budget Task:</b>                     | <b>STAFund</b>                    |
|---|-----------------------------------|
| <b>Expenditure</b>                      | <b>Adjustment to Expenditures</b> |
| STA Fund Transfer out to General Fund   | \$1,307,789                       |
| STA Fund Transfer out to VCTC Intercity | \$295,702                         |
| STA Fund Transfer out to SPBL           | \$2,630,430                       |
| <b>Total Transfers</b>                  | <b>\$4,233,921</b>                |

Update the STA budget transfer-out line item for funds transferred to other VCTC funds.

| <b>Budget Task:</b>         | <b>SGR Fund</b>                   |
|-----------------------------|-----------------------------------|
| <b>Expenditure</b>          | <b>Adjustment to Expenditures</b> |
| SGR Fund Transfer out to GF | -\$870,944                        |
| <b>Total Transfers</b>      | <b>(\$870,944)</b>                |

Update the SGR budget transfer-out line item for funds transferred to other VCTC funds.



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Item 9E

October 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: ROXANNA IBARRA, CLERK OF THE BOARD**  
**SUBJECT: ADOPT RESOLUTION APPROVING THE 2024 BIENNIAL NOTICE TO THE VENTURA COUNTY TRANSPORTATION COMMISSION'S CONFLICT OF INTEREST CODE**

**RECOMMENDATION:**

- Adopt Resolution No. 2024-13 approving and amending the Conflict of Interest Code.

**DISCUSSION:**

Under the Political Reform Act, public entities are required to periodically update their Conflict of Interest Codes. Per this requirement the existing designated positions in the Conflict of Interest Code have been revised to be in sync with the current position allocations. Further, a revised title is being added to the list of positions required to file disclosures. In addition, the revised title has been updated to reflect their current disclosure designation. A redlined version of the proposed amended Code is attached (Attachment A).

In general, Conflict of Interest Codes: (1) incorporate by reference the provisions of the Political Reform Act, and its implementing regulations, which constitutes the substantive requirements of an agency's code; (2) designate each position title and number of people holding that position which must file a Statement of Economic Interest (Form 700); (3) designate categories of financial interest which each designated position must disclose; and (4) specify the Filing Officer with whom each designated position holder files his/her Form 700.

VCTC's Conflict of Interest Code identifies all positions within the VCTC Agencies that participate in the making of governmental decisions. These designated individuals are required to disclose certain financial interests under state law. The attached Joint Resolution, if adopted, would amend VCTC's Conflict of Interest Code as required by the Political Reform Act.

**ATTACHMENTS**

**CONFLICT OF INTEREST CODE**

**EXHIBIT A- DESIGNATED POSITIONS AND FILING OFFICERS**

**EXHIBIT B- LIST OF CATEGORIES**

**ATTACHMENT A- REDLINE VERSION OF DESIGNATED POSITIONS AND FILING OFFICERS**

**RESOLUTION NO. 2024-13**

**A JOINT RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION, THE VENTURA COUNTY AIRPORT LAND USE COMMISSION, THE VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES, THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY FOR VENTURA COUNTY, AND THE VENTURA COUNTY CONGESTION MANAGEMENT AGENCY APPROVING AND ADOPTING THE EXECUTION OF THE 2024 LOCAL AGENCY BIENNIAL NOTICE REGARDING THE VENTURA COUNTY TRANSPORTATION COMMISSION’S CONFLICT-OF-INTEREST CODE FOR SAID ORGANIZATIONS**

THE VENTURA COUNTY TRANSPORTATION COMMISSION (“VCTC”), THE VENTURA COUNTY AIRPORT LAND USE COMMISSION (“ALUC”), THE VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (“SAFE”), THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY FOR VENTURA COUNTY (“CTSA”), AND THE VENTURA COUNTY CONGESTION MANAGEMENT AGENCY (“CMP”), (hereafter, collectively referred to as “VCTC Agencies”), do hereby resolve as follows:

**WHEREAS**, the Fair Political Practices Commission has adopted regulation (Cal. Code Regs., tit.2, § 18730) which contains the terms of a standard Conflict of Interest Code which may be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing; and

**WHEREAS**, pursuant to the Political Reform Act, all local government agencies are required to adopt and promulgate conflict of interest codes, and to conduct a review of the codes in each even-numbered year to determine its accuracy or amend as needed; and

**WHEREAS**, the Ventura County Board of Supervisors is the reviewing body with regard to local conflict of interest codes that must be adopted by various agencies within Ventura County; and

**WHEREAS**, biennial review is intended to ensure conflict of interest codes remain current and accurate, and include disclosure by those agency officials who make or participate in making governmental decisions; and

NOW THEREFORE, BE IT RESOLVED, the VCTC Agencies do hereby resolve as follows:

- I. The Conflict of Interest Code attached to this Resolution and incorporated herein as Exhibit A is hereby adopted.
- II. The designated positions, filing officers, and disclosure categories definitions in the Conflict of Interest Code are hereby approved and adopted.
- III. The Chair of the VCTC Agencies is hereby authorized to execute this Resolution adopting the Conflict of Interest Code incorporated herein.
- IV. The Executive Director of the VCTC Agencies shall certify the adoption of this Resolution and shall be the designated person to receive and file statements of economic interests for VCTC. Upon receipt of such statements, the Executive Director is directed to retain a copy for a period of not less than 10 years and forward the originals to the County Clerk.
- V. The Secretary of the VCTC Agencies is authorized to forward a copy of the adopted 2024 Local Agency Biennial Notice and Amend Conflict of Interest Code to the Board of Supervisors for its review and approval.

**PASSED APPROVED AND ADOPTED** this 4<sup>th</sup> day of October 2024.

---

MATT LaVERE, Chair, VCTC

**ATTEST:**

---

ROXANNA IBARRA, Clerk of the Commission

**APPROVED AS TO FORM:**

---

STEVE MATTAS, General Counsel

**CONFLICT OF INTEREST CODE  
VENTURA COUNTY TRANSPORTATION COMMISSION**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **Ventura County Transportation Commission**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **Ventura County Transportation Commission**. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2024:

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS**

| # of POSITIONS           | POSITION TITLE                                    | DISCLOSURE CATEGORIES (From Exhibit B) | FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC]) |
|--------------------------|---|--|---|
| 17                       | Commissioners                                     | 1                                      | COB   |
| 1                        | Clerk of the Board                                | 1                                      | COB   |
| 1                        | Director of Planning & Sustainability             | 1                                      | COB   |
| 1                        | Director of Programming                           | 1                                      | COB   |
| 1                        | Director Public Transit                           | 1                                      | COB   |
| 1                        | Executive Director                                | 1                                      | COB   |
| 1                        | Finance Director                                  | 1                                      | COB   |
| 1                        | Program Manager, Government & Community Relations | 1                                      | COB   |
| 1                        | Program Manager, Programming                      | 1                                      | COB   |
| 1                        | Program Manager, Regional Transit Planning        | 1                                      | COB   |
| 1                        | Program Manager, Transit Contracts                | 1                                      | COB   |
| 1                        | Program Manager, Transportation Planning          | 1                                      | COB   |
| 1                        | General Counsel                                   | 1                                      | COB   |
|                          |   |  |   |
|                          |   |  |   |
|                          |   |  |   |
| Consultants <sup>1</sup> |   |  |   |
|                          |   |  |   |
|                          |   |  |   |

<sup>1</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.



Attachment A-Redline Version

**DESIGNATED POSITIONS AND FILING OFFICERS**

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

| # of POSITIONS           | POSITION TITLE   | DISCLOSURE CATEGORIES (From Exhibit B) | FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC]) |
|--------------------------|--|--|---|
| 17                       | Commissioners  | 1                                      | COB   |
| 1                        | Clerk of the Board   | 1                                      | COB   |
| 1                        | Director of Planning & <del>Policy</del><br><u>Policy Sustainability</u> | 1                                      | COB   |
| 1                        | Director of Programming  | 1                                      | COB   |
| 1                        | Director Public Transit  | 1                                      | COB   |
| 1                        | Executive Director   | 1                                      | COB   |
| 1                        | Finance Director   | 1                                      | COB   |
| 1                        | Program Manager, Government & Community Relations                        | 1                                      | COB   |
| 1                        | Program Manager, Programming   | 1                                      | COB   |
| 1                        | Program Manager, Transit Contracts                                       | 1                                      | COB   |
| 1                        | Program Manager, Regional Transit Planning                               | 1                                      | COB   |
| 1                        | Program Manager, Transportation Planning                                 | 1                                      | COB   |
| 1                        | General Counsel  | 1                                      | COB   |
| Consultants <sup>2</sup> |  |  |   |

<sup>2</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant’s duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.



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Item 9F

October 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: HEATHER MILLER, PROGRAM MANAGER**

**SUBJECT: ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2024/25 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS**

**RECOMMENDATION:**

- Approve the allocation of Fiscal Year 2024/2025 Transportation Development Act (TDA) Article 3 Bike Path Maintenance funds totaling \$249,188 as shown in the attached table “A”.

**BACKGROUND:**

Pursuant to California PUC Section 99233.3, two percent (2%) of Transportation Development Act (TDA) Local Transportation Funds are set aside for planning, constructing and maintaining bicycle and pedestrian facilities. In Ventura County 25% of the TDA Article 3 Bicycle/Pedestrian funds are set aside for maintenance of Class I pathways based upon the proportional share of pathway miles within each jurisdiction. Class I bike paths, also termed shared-use or multi-use paths, are paved right-of-way for exclusive use by bicyclists, pedestrians and those using non-motorized modes of travel. They are physically separated from vehicular traffic and can be constructed in roadway right-of-way or exclusive right-of-way.

The FY 2024/25 Article 3 apportionment for Ventura County is \$996,750 with \$249,188 of that amount available for this cycle’s (FY2024/25) maintenance allocation. The remainder of the annual TDA Article 3 Bicycle/Pedestrian funding is allocated on a competitive basis.

**DISCUSSION:**

This year there is an estimated \$249,188 (25%) of FY 2024/25 Article 3 funds available for distribution to local jurisdictions for Class I Bike Path maintenance. Agencies were asked to review and update the mileage information for their jurisdictions. The attached table “A” provides a breakdown of Class I Bicycle Path mileage reported by each jurisdiction and their recommended proportional share of the FY 2024/25 TDA Article 3 maintenance funds.

The remaining 75% of 2024/25 TDA Article 3 or “competitive” funding of approximately \$750,000, was awarded in March of 2024 as part of the 2024 SCAG CMAQ/STP/CRP call for projects. \$375,000 each was awarded for the City of Ventura’s Cabrillo Village Bike Path and the City of Ojai’s Phase I Maricopa Bike Parth projects for project cost increases.

The Transportation Technical Advisory Committee (TTAC) approved this recommendation on September 18, 2024

**ATTACHMENT A**

| <b>FY 2024-2025 TDA Article 3 Maintenance Funding</b> |                                 |                                       |                |
|---|---------------------------------|---------------------------------------|----------------|
| <b>City</b>   | <b>Existing Class I Mileage</b> | <b>Class I Maintenance Allocation</b> | <b>% Share</b> |
| City of Camarillo                                     | 4.4                             | \$11,998                              | 4.81%          |
| City of Fillmore                                      | 8.166                           | \$22,267                              | 8.94%          |
| City of Moorpark                                      | 2.4                             | \$6,544                               | 2.63%          |
| City of Ojai  | 0.4                             | \$1,091                               | 0.44%          |
| City of Oxnard  | 4.74                            | \$12,925                              | 5.19%          |
| City of Port Hueneme                                  | 5.71                            | \$15,570                              | 6.25%          |
| City of San Buenaventura                              | 33.06                           | \$90,147                              | 36.18%         |
| City of Santa Paula                                   | 1.98                            | \$5,399                               | 2.17%          |
| City of Simi Valley                                   | 13.6                            | \$37,084                              | 14.88%         |
| City of Thousand Oaks                                 | 3.13                            | \$8,535                               | 3.43%          |
| Ventura County  | 13.8                            | \$37,629                              | 15.10%         |
| <b>TOTAL</b>  | <b>91.386</b>                   | <b>\$249,188</b>                      | <b>100%</b>    |



Item 9G

October 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: GEISKA VELASQUEZ, PROGRAM MANAGER**  
**SUBJECT: SUBRECIPIENT AGREEMENT WITH INTERFACE CHILDREN & FAMILY SERVICES, INC.**

**RECOMMENDATION:**

- Authorize the Chair to execute the attached agreement with Interface Children & Family Services, Inc. (Interface) to utilize Federal Transit Administration (FTA) funds allocated by VCTC for the approved project.

**BACKGROUND:**

At the October 2022 Commission meeting, the Commission selected projects for funding from the federal Section 5310 Seniors and Individuals with Disabilities transit program, including \$224,000 for Interface to continue to operate county-wide mobility management with 211 Ventura County and 211 Ride. This allocation has just been approved by FTA in August, 2024, which adds to the prior approved \$319,937 FTA 5310 grant balance that was approved by the Commission in a previous call for projects.

At a recent triennial review, FTA requested additional provisions be included in VCTC agreements with subrecipients. As Interface's agreement with VCTC has not been updated since 2019, and Interface has received the above-mentioned new funding, a new agreement is necessary to meet the requirements set forth by FTA. To administer FTA grant funds on behalf of Interface, the Commission must approve a new Subrecipient Agreement at this time.

Interface 211 Ventura County (211VC), a program of Interface Children & Family Services, is a comprehensive information and referral service for local residents. Each year, 211VC responds to more than 25,000 Ventura County callers, providing local communities with information and resources related to shelter, health care, food, utilities, mental health, legal, disaster/emergency services, transportation, and more. VCTC administers FTA Section 5310 grants for the Ventura County 211 Ride, linking residents with the appropriate transportation to reach their desired destination, especially for seniors and those with disabilities requiring specialized transportation.

**DISCUSSION:**

The attached Interface Subrecipient Agreement is recommended by staff for approval. The Agreement will become effective immediately upon execution of the Agreement by the Commission Chair, Executive Director, Legal Counsel, and Interface Director. VCTC will terminate the old Agreement prior to execution of the new agreement.

The total Commission-approved funding for this project is \$543,937.00 over four years. This amount is programmed with FTA Section 5310 funds to be drawn upon over the remaining portion of the four-year period as identified in Attachment B to the Agreement.

The Agreement also includes a provision that future funding can be added through amendment approved by the Executive Director without further Commission action. However, any funding beyond the \$543,937 would require Interface to apply for future Section 5310 funding cycles which would be upon the approval of the Commission.



OCTOBER 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY**

**SUBJECT: AMENDMENT NO. 1 TO AGREEMENT WITH RAILPROS, INC. FOR CONSTRUCTION MANAGEMENT TO RECONSTRUCT THE SESPE CREEK OVERFLOW RAILROAD BRIDGE ON THE SANTA PAULA BRANCH LINE**

**RECOMMENDATION:**

- *Approve Amendment No. 1 to the Agreement with RailPros, Inc. for Construction Management Services to add additional scope and increase the not to exceed amount by \$423,796.11.*

**BACKGROUND:**

The Sespe Creek Overflow railroad bridge is located at approximately Mile Post 423.44 on the Santa Paula Branch Line (SPBL) railroad, just west of Fillmore, California. The bridge was constructed in 1969 and has a total length of 450 feet, vertical clearance of 14 feet, and 15 spans of 29 feet-10 inches each. On the early morning of January 10, 2023, heavy rain, stream flow, and debris accumulated during a series of storms and washed out three spans, or approximately 90 feet, of the railroad bridge. Three spans on the western end of the bridge were destroyed and require reconstruction to restore to pre-disaster design, capacity, and function to restore rail service on the bridge. Bridge repair is necessary to reconnect the Fillmore-Piru segment of the SPBL railroad with the remainder of the SPBL and restore the connection to the mainline at East Ventura.

On February 2, 2024, after a competitive procurement process, the Commission approved and VCTC executed a contract with RailPros, Inc. for Construction Management Support Services for the reconstruction of the Sespe Creek Overflow railroad bridge in accordance with design plans and specifications. The Construction Management scope of work includes professional engineering services required for management of a construction contract, including engineering inspection, environmental support, materials testing, and surveying to verify the Project according to project plans and specifications, as well as project management support and coordination with the Railroad Operator, Sierra Northern Railway. The scope of work was developed and costed based on the plans and specifications for the permanent repairs to address damage caused by the January 2023 storms.

**DISCUSSION:**

Just days after the construction management (CM) contract was awarded, on February 4-5, 2024, an atmospheric river storm and resulting water flows caused further erosion behind the abutment and underneath the railroad track structure, exposing approximately 50 additional feet of track beyond the damage caused by the January 2023 storm, which required additional analysis, design, and permitting for emergency repairs to the embankment. The original CM contract did not anticipate the emergency repairs necessitated by the February 2024 storms. The CM support needed to address the additional damage exceeds the anticipated level of work included in the original scope of work and fee structure for the RailPros construction management contract but is within the overall scope of services and qualifications of the original solicitation and contract scope of work. Due to RailPros specialized expertise related to the Sespe Creek Bridge and the time-sensitive nature of oversight and management for emergency repairs resulting

from the February 2024 severe winter storm disaster, staff determined that this additional scope needs to be added through an amendment to the existing RailPros Agreement through Amendment No. 1.

VCTC and the RailPros team worked to plan, permit, and procure construction contractor services to complete emergency repairs to stabilize the west embankment of the Sespe Creek Overflow railroad bridge while continuing to plan for a permanent bridge repair. Efforts have been focused on addressing these additional damages to the railroad approach caused by the February 2024 storms, which resulted in a vertical cut-bank behind the bridge abutment and loss of the embankment, and to prepare a geomorphic assessment to evaluate the stability of the slope and potential impacts of future storm events. Working in collaboration, the CM and design teams developed and revised several repair options that would meet the requirements of a Regional General Permit 63 (RGP 63) from the United States Army Corps of Engineers (USACE). To qualify for an RGP 63, the project must address a clear, sudden, unexpected, and imminent threat to life or property that demands immediate action, be the minimum necessary to alleviate the immediate emergency, unless complete reconstruction only results in very minor additional impact to aquatic resources and is as expedient as possible and be limited to in-kind replacement or refurbishment. The emergency repairs met these criteria as they are necessary to prevent further damage to the bridge and surrounding public infrastructure in advance of the winter storm season. On August 19, USACE initiated notification to local regulatory agencies for the final scope for the temporary emergency repair, and on August 28, USACE issued the final RGP 63. Among other things, the RGP 63 requires daily onsite monitoring from a qualified biologist to monitor and ensure protection of listed species, including the Southwestern Pond Turtle, which has been observed within the project area.

On September 6, VCTC approved a contract with Summer Construction to complete emergency repairs covered by the RGP 63. On September 11, Summer Construction began on-site construction activities and has continued to make strong progress toward completion of the emergency work with a projected completion date of November 8. Ensuring that construction occurs in a safe and effective manner in accordance with plans and specifications and in compliance with regulatory permits requires daily onsite oversight from a construction manager.

The Fiscal Year 2024/2025 Santa Paula Branch Line program budget includes sufficient funding to accommodate the proposed increase of \$423,796.11 to the current contract amount of \$779,846, for a total not to exceed amount of \$1,203,642.11, using State Transit Account (STA) funding as a bridge to FEMA reimbursement. The Amendment would also extend the period of performance through December 31, 2025 to accommodate the timeline shift for permanent repairs to occur in the Summer 2025 construction season.

**RECOMMENDATION:**

Staff recommend approval of Amendment No. 1 to the Agreement with RailPros, Inc. for construction management services to add additional scope and increase the not to exceed amount by \$423,796.11.





October 4, 2024

Item 9I

**MEMO TO: SERVICE AUTHORITY FOR FREEWAY EMERGENCIES**  
**FROM: ANDREW KENT, PROGRAM ANALYST**  
**SUBJECT: RESOLUTION TO ACCEPT SENATE BILL 1 FUNDING FOR THE FREEWAY SERVICE PATROL (FSP) PROGRAM**

**RECOMMENDATION:**

- Adopt Resolution No. 2024-14 to Provide Twenty-Five Percent (25%) Local Matching Fund Commitment and Authorize the Executive Director to Execute Funding Agreement No. FSP-25SB1-6155(129) with Caltrans to Accept State Highway Account Funding Allocation for Freeway Service Patrol Operations.

**BACKGROUND:**

Freeway Service Patrol (FSP) provides roving tow trucks on portions of the highway system during peak traffic periods for rapid clearing of disabled vehicles and motorist assistance. FSP is implemented through a partnership between the Ventura County Transportation Commission (VCTC, acting in its capacity as the Ventura County Service Authority for Freeway Emergencies (SAFE), the California Highway Patrol (CHP), and Caltrans.

In 1992, the Freeway Service Patrol Act was established with funding from the State Highway Account. In 2017, Senate Bill (SB) 1 provided additional funding for the Freeway Service Patrol program. These funds are to be used by eligible regional and local agencies for traffic-congested urban freeways throughout the state to provide emergency roadside assistance.

State funds are available to SAFE through to operate FSP with a required local match of twenty-five percent (25%). In December of 2019, the SAFE Board directed Staff to submit the original application to Caltrans for FSP funding, including the submittal of Commission Resolution 2019-02 demonstrating SAFE's commitment to the local match requirement for acceptance of State funds.

Since the FSP program began operations in March of 2021, SAFE has accepted approximately \$1.2 million of SHA funds and \$1.6 million in SB1 funds from the State to operate the FSP program. The local match share comes from a \$1 annual fee per vehicle registered in Ventura County, which is used to fund a variety of motorist aid programs, including emergency roadside callboxes and Incident Responder grants.

**DISCUSSION:**

With the start Fiscal Year 2024/25, Caltrans provided SAFE Staff with a routine funding agreement to accept Ventura County's share of the SB1 funding allocation for FSP operations. To accept the SB1 allocation, Caltrans requires a resolution committing SAFE to the local match requirement to accompany the funding agreement. Staff reviewed Resolution 2019-02 from the original FSP funding application and determined

the language did not well define SAFE's match commitment into the future. Per General Counsel's recommendation, Staff prepared Resolution 2024-14 with updated language specifying and reaffirming SAFE's budgetary match commitment for acceptance of State funds. The updated resolution will allow Staff to finalize the funding agreement with Caltrans and accept \$464,884.00 of SB1 funds allocated to Ventura County FSP for Fiscal Year 2024/25. The Commission approved a similar resolution at the September 6, 2024 meeting to accept State Highway Account funds also for FSP operations.

The Staff recommendation to the SAFE Board is to adopt Resolution 2024-14 to provide the twenty-five percent (25%) local matching funds required to accept the SB1 allocation and authorize the Executive Director to enter into Funding Agreement No. FSP-25SB1-6155(129).

**RESOLUTION NO. 2024-14**

**A RESOLUTION TO ACCEPT SENATE BILL 1 FUNDING FROM THE STATE OF CALIFORNIA FOR THE FREEWAY SERVICE PATROL PROGRAM AND APPROVE ASSOCIATED FUNDING AGREEMENT**

**WHEREAS**, under Streets and Highways Code (S&HC) Section 2560 et seq., the State of California, hereinafter referred to as STATE, and administering agencies are authorized to develop and implement a Freeway Service Patrol (FSP) program on traffic-congested urban freeways throughout the state; and,

**WHEREAS**, the Ventura County Transportation Commission, hereinafter referred to as VCTC, is the Service Authority for Freeway Emergencies (SAFE) for Ventura County; and,

**WHEREAS**, acting in its capacity as the Ventura County SAFE, VCTC serves as the administering agency for FSP in Ventura County; and,

**WHEREAS**, STATE has distributed available Senate Bill 1 (SB1) funds to administering agencies participating in the FSP Program in accordance with S&HC Section 2562; and,

**WHEREAS**, VCTC has applied to STATE and has been selected to receive funds from the FSP Program for the purpose of Freeway Service Patrol; and,

**WHEREAS**, STATE is required to enter into an agreement with VCTC as the administering agency to delineate the respective responsibilities of the parties; and,

**WHEREAS**, VCTC adopted Resolution No. 2019-07 to provide the necessary annual twenty-five percent (25%) local matching funds to operate an FSP Program on December 6, 2019 and VCTC affirms that commitment in connection with the acceptance of the funds contemplated in this Resolution; and,

**WHEREAS**, VCTC desires to accept STATE financial assistance to operate FSP in Ventura County.

**NOW, THEREFORE, BE IT RESOLVED** that the Ventura County Transportation Commission does hereby:

1. Approve Agreement No. FSP-25SB1-6155(129) between VCTC and STATE; and
2. Authorizes the Executive Director to enter into Agreement No. FSP-25SB1-6155(129).

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the STATE in support of accepting the following allocation:

Freeway Service Patrol Program SHA Allocation: \$464,884.00

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director is authorized to provide additional information as the STATE may require in connection with the FSP Program.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director is authorized to submit and approve request for reimbursement of funds from the STATE for the VCTC FSP Program and take any other action reasonably necessary to further the intent of this Resolution.

**PASSED, APPROVED, AND ADOPTED** this 4<sup>th</sup> day of October, 2024.

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MATT LA VERE,  
Chairperson

**ATTEST:**

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ROXANNA IBARRA,  
Clerk of the Board

**APPROVED AS TO FORM:**

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STEVE MATTAS,  
General Counsel



Item 9J

October 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR**  
**SUBJECT: CONTRACT AMENDMENT WITH CPS HR CONSULTING**

**RECOMMENDATION:**

- Approve Contract Amendment #3 with CPS HR Consulting increasing the contract amount by \$10,000 and authorize the Executive Director to execute the contract amendment.
- Amend the Fiscal Year 2024/2025 VCTC budget increasing the General Fund Operations Professional and Human Resources expense line item by \$10,000.

**BACKGROUND:**

In October 2022, the Commission approved a contract with CPS HR Consulting (CPS) to provide human resource services to VCTC after following its RFP process. The contract with CPS allowed for up to \$80,000 a year to provide benefit administration, labor relation advice, policy and procedure development and implementation, recruitment functions, etc. The initial term is for Fiscal Years 2022/2023, 2023/2024 and 2024/2025 with an option for two additional one-year extensions. The initial RFP for human resource consulting included the possibility of additional one-time assistance, such as assistance with recruiting, but was not included as part of the normal day-to-day human resource services contract issued in 2022. Since the initial contract was approved there have been two amendments approved to date.

**DISCUSSION:**

One of the areas where CPS will assist VCTC is in the area of employee recruitment. Peter De Haan, Director of Programming, has indicated his intent to retire from VCTC on May 20, 2025. At the time of his retirement, Peter will have been with VCTC twenty-seven years and provided valuable and dedicated service in that time. The Director of Programming is a critical position at VCTC in that it oversees the programming of millions of state and federal formula funds and grants. In order to achieve a seamless process in the recruitment and hiring of a new Director of Programming, staff is requesting the Commission's approval to add \$10,000 to CPS agreement for additional services to assist with the development of a brochure and other recruitment activities.

Taking the appropriate time and allocating necessary resources to recruit and identify VCTC's next Director of Programming will better position the agency for the future funding challenges and opportunities that will present themselves.

Therefore, the staff's recommendations is to approve contract amendment #3 and a budget amendment increasing the VCTC General Fund operations Professional and Human Resources line item by \$10,000 for this contract amendment. Revenue is not adjusted for this budget amendment as it will be netted with the carry forward year-end reconciliation of the indirect cost allocation plan.

**AMENDMENT NO. 3  
TO  
AGREEMENT BETWEEN  
VENTURA COUNTY TRANSPORTATION COMMISSION  
AND  
CPS HR CONSULTING**

This Amendment No. 3 (“Third Amendment”) is made as of this \_\_\_\_ day of \_\_\_\_, 2024 (“Effective Date”) by and between the VENTURA COUNTY TRANSPORTATION COMMISSION (“VCTC”), and CPS HR Consulting (“Contractor”), (sometimes referred together as the “Parties” and singularly as a “Party”).

**RECITALS**

**WHEREAS**, VCTC and Contractor entered into an agreement on October 7, 2022, pursuant to which Contractor agreed to provide various human resources and support services related to operation of VCTC and that agreement has been amended twice (“Agreement”); and

**WHEREAS** the Parties desire to further amend the Agreement to provide for additional compensation under the Agreement for Contractor’s additional services to assist with the development of a brochure and other recruitment activities.

**NOW THEREFORE**, VCTC and Contractor agree as follows:

1. Section 2 Compensation is hereby amended to include the following language in the first sentence of paragraph 1 of the Section with additions in underline and deletions in ~~striketrough~~:

“VCTC hereby agrees to pay Consultant a sum not to exceed \$80,000 per year, as well as an additional sum in an amount not to exceed \$68,840 for completion of a salary and compensation study, and an additional sum in an amount not to exceed \$10,000 for assistance with recruitment notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement.”

Except to the extent amended herein, all other provisions of the Agreement remain in full force and effect.

This Third Amendment may be executed in counterparts and/or by facsimile or other electronic means, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterpart, shall constitute one original, which shall be binding upon and effective as to all Parties.

IN WITNESS THEREOF, the parties have executed this Third Amendment on the \_\_\_ day of  
\_\_\_\_\_ 2024

VENTURA COUNTY TRANSPORTATION COMMISSION

by: \_\_\_\_\_  
Martin Erickson, Executive Director

Approved as to form

by: \_\_\_\_\_  
Steve Mattas, General Counsel

CPS HR CONSULTING

by: \_\_\_\_\_  
Its:





September 6, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY**  
**SUBJECT: SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR SEPTEMBER 2024**

**RECOMMENDATION:**

- *Receive and file a report on Santa Paula Branch Line updates for the months of September 2024.*

**BACKGROUND:**

In December 2021, VCTC executed a Railroad Lease and Operations Agreement (Agreement) with Sierra Northern Railway (SNR) for a 35-year term. Under the Agreement, SNR is responsible to operate and maintain the full SPBL right-of-way as of January 1, 2022. The Agreement defines roles and responsibilities and grants Sierra Northern the exclusive rights to operate the SPBL for Railroad Purposes, including tourist and freight services, film and television production, and storage and transload services.

The adopted Ventura County Transportation Commission (VCTC) Strategic Plan for Fiscal Years 2022/2023 – 2027/2028 includes three objectives related to the Santa Paula Branch Line (SPBL):

- A8. Update the Santa Paula Branch Line (SPBL) trail master plan, validate trail alignment, connections, and amenities, and update existing conditions to facilitate trail completion, with stakeholder engagement.
- B21. Partner with Sierra Northern Railway, corridor cities and the County to operate, maintain, and improve the Santa Paula Branch Line railroad and right-of-way corridor as a countywide community asset, ensuring outreach to stakeholders in the process.
- B22. Continue to address encroachment into the Santa Paula Branch Line right-of-way through leasing activities to ensure safety of operations and protection of the asset and infrastructure.

At the request of the Commission, VCTC staff initiated regular updates on SPBL-related activities. Verbal presentations on SPBL operations were provided at the June 2, October 6, November 3, and December 1, 2023, and January 5, February 2, March 1, April 5, and May 10, June 6, and September 2024 meetings, with written staff reports provided to the Commission in July and September 2023. At the September 6, 2024 meeting, the Commission directed Staff to provide a written report on the Consent agenda for future meetings. As such, the following report includes updates for the month of September 2024.

**DISCUSSION:**

September 2024 updates and activities include:

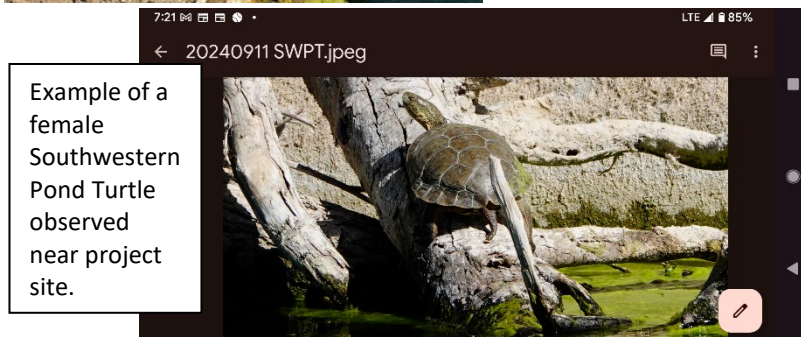
- *Leasing, Licensing, and Rights-of-Entry*
  - Two lease reassignments (Loose Caboose/Barnyard, Lindgren/Underwood) remain pending completion. VCTC continues to follow up with new licensees (County of Ventura/Broadband, Fillmore RV storage facility) to ensure license terms are met. One new easement reassignment for the Trestle Way crossing from the developer to the City of Fillmore was received in August and staff continues to work with the City to process the request.

- In alignment with the new Commission-approved right-of-entry (ROE) permitting process, staff continues to coordinate with Sierra Northern Railway on review of ROE applications. Application instructions, template and mapping resources are available at <https://www.goventura.org/spbl>. Through September 24, four (4) new ROE permit applications were received and processed by Sierra Northern and VCTC.
- **SPBL Trail Planning**
  - Staff continued to support the City of Ventura's efforts to plan, design, and conduct community engagement for the 4-mile section of the SPBL Trail from East Ventura/Montalvo Metrolink Station to Saticoy Depot. More information on the City's *Rails with Trails* project is available at <https://www.cityofventura.ca.gov/2584/Santa-Paula-Branch-Line>. Staff participated in a virtual public workshop on September 25 and an in-person workshop on October 1.
  - Staff continues to work on an update to the SPBL Trail Master Plan Request for Proposals to incorporate Federal provisions required by the Surface Transportation Block Grant funding source and plans to re-release the RFP in October or November.
- **Storm Damage and Response**
  - Staff continued to coordinate with FEMA and CalOES regarding the Sespe Creek Overflow Railroad Bridge project, responding to requests for information and providing additional documentation.
  - After Commission approval of a contract with Summer Construction for emergency repairs to stabilize the Sespe Creek Overflow west embankment on September 6, VCTC issued a Notice to Proceed to Summer Construction on September 9. On September 11, Summer Construction began work on site. Accomplishments include completion of an access road and crane pad, removal of suspended railroad ties and rail, site survey, biological monitoring and reporting, and coordination of various submittals, such as site-specific work plan and materials testing.



Illustrative photos of Emergency Repairs to Stabilize West Embankment of Sespe Creek Overflow railroad right-of-way.

Removal of suspended railroad ties and rail by crane.



Example of a female Southwestern Pond Turtle observed near project site.

- *Coordination with Sierra Northern Railway*
  - VCTC staff and Sierra Northern Railway held virtual check-in meetings and communicated on an as-needed basis. Staff coordinated with SNR's Ventura Division General Manager on issuance of ROEs, Site Visits, and Inspections, and other rail activities as needed.
  - VCTC completed review of the Sierra Northern annual invoices for railroad and right-of-way maintenance and operations. Payment of invoices is pending receipt of updated insurance policy documentation from Sierra Northern Railway.
  - Sunburst Railbikes has partnered with Prancer's Farm for *Sunburst Railbikes to the Pumpkin Patch*, which includes a 2.5-hour railbike ride with a stop at Prancer's Farm for guests to enjoy Fall Harvest activities and pick out a pumpkin with departures at 10AM and 2PM on Saturdays and Sundays throughout the month of October. Regular railbikes tours also continue at 10AM and 2PM, Wednesdays through Sundays.
  - Sierra Northern Railway announced a new partnership with Operation Toy Train. On Saturday, December 7, a holiday train will make stops in Ventura, Saticoy, Santa Paula, Fillmore and Piru. Community members can join in the festivities and donate toys to the local U.S. Marine Corps Reserve, Toys for Tots Foundation. Visitors can view Sierra Northern railroad equipment, meet members of the Marine Corps and donation program, and see Santa Claus. All donations will directly benefit local children. More information is available at <https://www.sunbursttrain.com/operation-toy-train/>.
- *Broadband Infrastructure*
  - Under the Right-of-Way License agreement approved by the Commission and executed by VCTC in June, construction of broadband infrastructure along the SPBL is contingent upon approval by VCTC of plans and specifications and issuance of an ROE by Sierra Northern Railway, in coordination with VCTC. VCTC executed an agreement with Wilson & Co. for plan check and engineering support to review plans and specifications for compliance with rail engineering standards. VCTC staff and the Wilson & Co. railroad engineering team reviewed plans and specifications for the project. Detailed comments were produced and shared with the County's team within a tight review timeline in July. VCTC and its railroad engineering team continues to coordinate with and respond to questions from the County and Entrust. As of the Agenda publication deadline, the County had not yet received a grant award decision announcement from the grantor.



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Item 9L

October 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: AUBREY SMITH, PROGRAM MANAGER**  
**CLAIRE GRASTY, DIRECTOR OF TRANSIT SERVICES**  
**SUBJECT: METROLINK SIMI VALLEY DOUBLE TRACK PROJECT - BUILDERS**  
**FIRSTSOURCE SETTLEMENT AGREEMENT**

**RECOMMENDATION:**

- Authorize Executive Director to approve a settlement agreement with Builder's First Source, Inc. for additional expenses incurred by Builder's FirstSource, Inc., in the amount of \$676,000, arising from construction of the Southern California Regional Rail Authority ("SCRRA") Simi Valley Double Track Project with funding provided by SCRRA with Transit and Intercity Rail Capital Program (TIRCP) grant funds.

**BACKGROUND:**

SCRRA was awarded an \$875,708,000 TIRCP grant in April 2018 by California State Transportation Agency (CalSTA) for a program of projects known as the Southern California Optimized Rail Expansion (SCORE) Program. The SCORE Program is a series of system wide improvement Projects that combined will allow increases to service across the Metrolink System. The Simi Valley Double Track Project ("the Project") is one such SCORE. SCRRA, as the lead agency primarily responsible for all environmental clearance, design, and construction of the Project, has funded contracted for capital improvements for this Project.

The Project consists of the addition of approximately 2.15 miles of railroad track, construction of a second platform and new pedestrian underpass at the Simi Valley Station, and improvements at Sequoia Avenue, Tapo Canyon Road, Tapo Street, E. Los Angeles Avenue, and Hidden Ranch Drive grade crossings that will create a Quiet Zone ready corridor. These improvements will enable more frequent service, improve service reliability, and enhance safety for pedestrians.

Builder's FirstSource, Inc. operates as a publicly traded building material retailer with a widespread presence across the United States. Their retail facility in Simi Valley utilizes a rail spur for the delivery of lumber and panel products, both for on-site sale and distribution to other Builder's FirstSource locations that will be inoperable for up to six months during construction of the Project.

**DISCUSSION:**

The Project involves the acquisition of three Temporary Construction Easements (TCEs) from the separate underlying property owner/landlord and involves property that, in part, is used by Builder's FirstSource, Inc. for deliveries via spur rail line. The spur line is included with the area

covered by one of the three TCEs. A TCE is required to allow SCRRA to enter private property and use the property temporarily for construction access. An appraiser retained by Builder's FirstSource provided what the appraiser identifies as a goodwill appraisal that analyzed the additional trucking costs that Builder's FirstSource will incur due to the inability to use the rail spur line for deliveries over a six-month period. SCRRA, through VCTC as the rail ROW property owner, is offering to pay Builder's FirstSource for these additional expenses incurred as a result for loss of access and use of the spur rail line during the period of construction when the spur line is out of service.

These TCEs required for the project include:

- Parcel 1 (TCE-001) – A 923 square feet area along the frontage of Tapo Street.
- Parcel 2 (TCE-006) – A 2,684 square foot area along the site's southerly property line adjacent to the Union Pacific rail line
- Parcel 2 (TCE-006) – A 2,445 square foot area along the site's southerly property line adjacent to the Union Pacific rail line

The TCE along Tapo Street may interfere with one to two parking spaces and access from a driveway serving the front of the retail store. However, it is anticipated that this TCE will not significantly impact the operations of the Business. The westerly TCE adjacent to the rail line will require the relocation of two mobile office units but is not expected to affect goodwill value. The easterly TCE on the southerly property line will result in the loss of use of the Business' rail spur for up to six months. This loss will necessitate a shift to truck deliveries, which are significantly more expensive than rail deliveries, leading to an additional expense incurred by Builder's FirstSource, Inc. during the TCE period when the spur line is out of service.

To measure the potential expense, identified by Builder's First Source, an analysis of increased costs associated with truck deliveries during the TCE period has been conducted. Based on historical data and projected increases in delivery volume for 2024, the additional expense estimated by Builder's FirstSource's appraiser is estimated to be \$676,000 for the six-month period. The parties have agreed that if SCRRA reimburses it for these estimated additional expenses, Builders' FirstSource will forego a claim for lost business goodwill and will concur with the use of the TCE areas. VCTC is party to this agreement as VCTC owns and controls the railroad right-of-way (ROW) where the Simi Valley Double Track Project is being constructed.

## **ATTACHMENTS**

Attachment A – Builder's FirstSource, Inc. Settlement Agreement



Item 9M

October 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: AUBREY SMITH, PROGRAM MANAGER  
CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT**

**SUBJECT: CAMARILLO TRANSIT STATION AMERICANS WITH DISABILITIES ACT  
(ADA) IMPROVEMENT PROJECT – ACCESSIBLE BOARDING METHOD  
OUTREACH AND REPORT**

**RECOMMENDATION:**

- Receive and file

**BACKGROUND:**

In May 2018, the United States Attorney’s Office for the Central District of California (“USAO”) conducted an ADA compliance review at the Camarillo Station. The ADA requires that all existing intercity rail stations be accessible and useable by individuals with disabilities, including individuals who use wheelchairs. Upon completion of its’ review of available information, the DOJ concluded that the Camarillo station, owned by VCTC, was not in compliance with ADA requirements.

In 2021, VCTC entered into an agreement with the US Department of Justice (DOJ) to make the following improvements at the Camarillo Station:

- Increasing accessibility on routes from the public right-of-way, from public transit, from accessible parking, and from the passenger loading zone due to gaps.
- Remedying abrupt elevation changes and improper slopes (e.g. travel paths, platforms, etc.).
- Adding detectable warnings at pedestrian/vehicular transition areas, and curb ramps, and
- Improving signage to be ADA-compliant.

As the first step in this effort, VCTC conducted an evaluation of the station, which resulted in a report by an independent licensed architect (ILA) who identified necessary improvements for compliance with applicable ADA requirements. In April 2023, VCTC awarded a contract to a consultant to develop design drawings for improvements needed at the station. As part of this project, VCTC is conducting a federally-required report called a Level Boarding Report.

Separately, the City of Oxnard also entered into a settlement agreement with the USAO for the Oxnard station, which they own and is also out of compliance. VCTC and Oxnard have been working together to collaborate and share information where possible.

## **DISCUSSION:**

VCTC and the City of Oxnard are leading ADA improvement projects for two rail stations, Oxnard and Camarillo. The stations are served by two passenger rail systems – Metrolink and Amtrak. The Southern California Regional Rail Authority (SCRRA/Metrolink) manages the Metrolink rail system and the Los Angeles – San Luis Obispo – San Diego (LOSSAN) Rail Corridor Agency manages the Amtrak Pacific Surfliner system. The ADA modifications will include solutions to ensure that all passengers with disabilities can access the passenger rail cars. Additionally, Union Pacific Railroad (UPRR) runs freight trains through the station. The rail operators each operate different rail cars from each other.

The Federal Railroad Administration (FRA)/Federal Transit Administration (FTA) require that when a public entity constructs a new facility for use in designated public transportation or alters an existing facility or a part of such a facility, the entity must ensure the alterations are readily accessible to and usable by persons with disabilities.

Federal regulations require that the boarding platform height be the same as the train car door height, OR the rail agency may request approval for an alternate method that serves as an “Equivalent Facilitation.” Due to the inconsistency in equipment used at and through the stations, constructing the boarding platforms to be the same height as all the rail cars operated is not possible. Therefore, VCTC, the City of Camarillo, and the City of Oxnard are proposing to meet the performance requirement through alternative boarding methods and equivalent facilitation.

VCTC and the City of Oxnard evaluated a series of options for future ADA access at new and existing stations – looking at design and engineering options and platform spacing:

- Bridge plates
- Gauntlet track
- Car-borne ramps
- Retractable platform edge
- Mini-high platforms
- Portable wheelchair lifts

There are physical and operational constraints that impact the feasibility of different boarding methods which include: (1) Range of equipment – there is not a single platform height that matches the different train equipment heights used by Metrolink and Amtrak Pacific Surfliner and (2) Freight clearances/requirements – passenger rail access must meet track, freight, and California Public Utilities Commission (CPUC) requirements for all heights and equipment types.

VCTC and the City of Oxnard propose continued use of mini-high platforms (with bridge plates) and portable wheelchair lifts, which exist at the stations today and have worked well. These methods are safe, timely, reliable, and effective.

The draft plan for ADA level boarding will be made available on VCTC and City of Oxnard’s websites. Public meetings will also be held as part of this process as well as the ability to share comments via VCTC and the City of Oxnard’s websites, social media platform, email, and VCTC Commission meetings. There is a required public hearing that will be held during the December 2024 Commission meeting with a final report submitted to FTA/FRA in January 2025.





Item 9N

October 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: AUBREY SMITH, PROGRAM MANAGER – REGIONAL TRANSIT SERVICES**  
**CLAIRE GRASTY, DIRECTOR OF TRANSIT SERVICES**  
**SUBJECT: CONTRACT AMENDMENT WITH RAILPROS, INC.**

**RECOMMENDATION:**

- Approve the Contract Amendment #3 with RailPros, Inc. in the amount of \$114,526 and authorize the Executive Director to execute the contract amendment.

**BACKGROUND:**

VCTC is currently in the design phase of the Camarillo Station ADA Improvement Project, which will update the Camarillo Station to be ADA-compliant. Improvements involve limited construction and are restricted to the VCTC and Union Pacific Railroad (UPRR) right-of-way (ROW). The existing station, which is separated by the train tracks into an eastern and western side, is owned by VCTC including the parking lot. The railroad tracks are owned by Union Pacific Railroad (UPRR) and are utilized by the Los Angeles – San Diego – San Luis Obispo (LOSSAN) Rail Corridor Agency Pacific Surfliner, Metrolink, and Amtrak.

The project will address all ADA deficiencies at the Camarillo Station in response to a 2021 United States Department of Justice (USDOJ)-VCTC Settlement Agreement for which all remedies must be completed by March 15th, 2027.

The proposed improvements will be focused on the West Parking Lot/Platform (Track 1) and East Parking Lot/Platform (Track 2), bus station, accessible routes from the public right-of-way. Improvements will include: improving accessible routes from the public right-of-way, public transit, accessible parking, and from passenger loading zone via fixing abrupt elevation changes, excessive slopes, and lack of detectable warnings at pedestrian/vehicular transition areas. The project will also stripe unmarked access aisles in the passenger loading zone, install detectable warnings for curb ramps, improve station identification signage and accessible visual signage.

In April 2023, the Commission approved a contract with RailPros, Inc. to provide design and project management services support for the Camarillo Rail Station Americans with Disabilities Act (ADA) Improvement Project. The contract with RailPros, Inc. allows VCTC to request changes to the Scope of Services.

Staff needs to expand RailPros' role to navigate the completion of the project. As the project has transitioned from preliminary phase into final design development, the stakeholders have now identified additional project needs. Staff needs a firm to provide architectural detailing services,

which are necessary to ensure the project complies with ADA compliance requirements and enhances the design quality and aesthetics of the transit infrastructure.

**DISCUSSION:**

The project site has decorative features such as walkway patterns, colored concrete, and decorative tile. The City of Camarillo is requesting those features are reconstructed as part of the construction work. The architectural work for this was not included in the original scope. The Consultant will develop architectural sheets that will be developed to seamlessly match the rest of the station in the areas where existing decorative features will be removed due to the hardscape improvements by the project. RailPros and AVA will respond to additional questions during the bidding phase of the project. This effort will support existing Bid Support services due to the addition of the architectural discipline. RailPros and AVA will add additional coordination for review of architectural submittals and RFI's during construction phase. This effort will support existing Design Services During Construction (DSDC) services due to the addition of the architectural discipline.

Staff is requesting RailPros to provide additional services on the project that were not part of the original contract. Amendment No. 3 will modify the existing scope of work to allow Anil Verma Associates (AVA) who will serve as the architectural firm to provide architectural detailing services. The architectural detailing services are necessary to ensure the project aligns with ADA compliance requirements and enhances the quality of design and functionality of the transit infrastructure.

**Attachments**

Attachment A – Contract Amendment No. 3



October 4, 2024

Item 10

**MEMO TO:** VENTURA COUNTY TRANSPORTATION COMMISSION  
**FROM:** MARTIN ERICKSON, EXECUTIVE DIRECTOR  
**SUBJECT:** CALTRANS ROLE IN THE 2028 OLYMPIC/PARALYMPIC GAMES

**RECOMMENDATION:**

- Receive a presentation from Caltrans regarding Caltrans role in the 2028 Olympic/Paralympic Games.

**BACKGROUND:**

In four years, the XXXIV Olympiad will take place in Los Angeles and surrounding municipalities. Approximately 360 centerline miles of highways and local arterials will be impacted, as millions of visitors come to Southern California. This presentation will describe Caltrans role in the planning and operations of travel for the Olympic and Paralympic athletes, the media, IOC officials, and others during the 2028 Games.



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October 4, 2024

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: AUBREY SMITH, PROGRAM MANAGER**  
**CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT**  
**SUBJECT: FY2025 – 2034 VENTURA COUNTY SHORT RANGE TRANSIT PLAN**  
**UPDATE**

**RECOMMENDATION:**

- Receive and file

**BACKGROUND:**

VCTC’s last Short Range Transit Plan (SRTP) was developed in 2015 and provided strategies for improved regional coordination and connectivity, to establish a cohesive and consistent set of transit services. The SRTP also provided a framework for future transit ridership growth with the primary goal of enhancing customer experience and increasing the viability of transit within Ventura County. However, many significant events have occurred since the last update, such as the COVID-19 pandemic, which has altered the transit service landscape.

On October 6, 2023, VCTC awarded a contract to Fehr & Peers and AMMA Transit Planning to develop Ventura County’s next SRTP. The SRTP will feature focused analyses pertaining to customer markets, service needs, fare structures, capital investments, marketing efforts, cost/revenue projections, service plans, and stakeholder input. The SRTP will incorporate recommended strategies from past studies and plans including: VCTC Goals and Strategic Plan, Transit Integration and Efficiency Study (TIES), 2022 Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan), Zero Emission Bus (ZEB) Plans, Transportation Emergency Preparedness Plan (TEPP), and the Comprehensive Transportation Plan (CTP).

**DISCUSSION:**

Community engagement efforts on the SRTP began in January 2024 with countywide surveying and in-person meetings held in six (6) communities. The consultant team also coordinated with staff at each of the partner agencies to gather data and understand the opportunities for transit to better meet local circulation needs. Onboard rider surveys were conducted throughout the County in Spring 2024 with paper and/or digital surveys available onboard every bus for a set period of time, and with surveyors on-board the most heavily-used routes. Most recently, VCTC mailed out over 3,100 surveys to riders who are eligible to use paratransit services, from which we received over 650 surveys, over a 20% response rate.

The consultant team for the Ventura County SRTP update has spent this past summer reviewing market and service data related to operator service areas. They have drafted initial service concepts that are responsive to community and stakeholder feedback as well as staff insight from each of the partner agencies. Planning efforts to date have included developing initial drafts of concepts for all of the bus operators except Gold Coast Transit District who are currently working on their own SRTP (of which recommendations will be included into this SRTP).

The project team is working towards draft concepts for each community that align local circulation needs with best practices in transit service design. This includes balancing fixed-routes, microtransit and dial-a-ride and Americans with Disabilities Act (ADA) paratransit services to best fit each community. Microtransit is an exciting new approach to expanding coverage and improving mobility in areas where a once-an-hour bus would not attract many riders, but it can also compete for riders where fixed-route service would otherwise work well. The team will also balance the requirement to continue/maintain compliance with the federally required ADA complementary paratransit, even as the project team explores improved fixed route and flexible demand response services. The next step for the team will be to evaluate how each local service can better connect to regional services to form a more functional network and fill in both local circulation gaps and intercity connectivity. In parallel, we are identifying opportunities to streamline oversight and delivery of service (especially flexible demand-response programs) to improve efficiency, as well as identifying strategies to improve the attractiveness and awareness of transit for non-riders.

Early drafts of service recommendations for all operators, including Valley Express and VCTC Intercity, range from minor route modifications to substantial route redesigns to serve more of the community with more streamlined and easy-to-understand routes. Alongside fixed-route modifications, much consideration has been given to the design of demand-response services, especially microtransit. Draft concepts are considering how to align microtransit to supplement and expand a city's mobility services where and when it is a better fit than traditional bus routes. The consultant team is working strategically through identifying needs and gaps in the Valley Express service area of Santa Paula, Fillmore, and Piru in conjunction with evaluating VCTC Intercity service operating on Highway 126. The team has also begun initial concepts for Intercity routes operating throughout the East County and is reviewing staff concepts for streamlining the Coastal Express routes that connect to Santa Barbara.

The project team is currently on track to have draft concepts for each of the communities involved by November 2024 (with the exception of Ojai who has been juggling other priorities) with a round of public engagement and surveying occurring in early December 2024. In-person and virtual community workshops to review initial draft concepts and get public input are being tentatively set for the first week of December 2024. Final concepts would be prepared in January 2025, with the remaining work to be performed through the spring of 2025. This work will be used to inform financial and capital plans while considering potential fare and rider policy changes. VCTC intends to finalize the SRTP by Summer 2025.