



**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

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, DECEMBER 6, 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. 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. **CEREMONIAL CALENDAR –**
1. **RATP DEV, USA – VCTC Operator of the Year – Rigoberto Herrera**
 2. **Recognition of the Commissioners for their dedicated service to VCTC.**
6. **CALTRANS REPORT** - *This item provides the opportunity for the Caltrans representative to give updates and status reports on current projects.*
7. **COMMISSIONER REPORTS** - *This item provides the opportunity for the commissioners to report on attended meetings/conferences and any other items related to Commission activities.*
8. **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.*
9. **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.*
10. **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.*
- 10A. [**APPROVE MINUTES OF NOVEMBER 1, 2024, MEETING PG.7**](#)
Recommended Action:
- *Approve the summary minutes of November 1, 2024.*
- Responsible Staff: Roxanna Ibarra, Clerk of the Board**
- 10B. [**MONTHLY BUDGET REPORT PG.13**](#)
Recommended Action:
- *Receive and file the monthly budget report for October 2024.*
- Responsible Staff: Sally DeGeorge, Finance Director**
- 10C. [**ANNUAL COMPREHENSIVE FINANCIAL REPORT AND SINGLE AUDIT PG.21**](#)
Recommended Action:
- *Approve the audited Annual Comprehensive Financial Report (ACFR) and Single Audit for Fiscal Year 2023/2024.*
- Responsible Staff: Sally DeGeorge, Finance Director**
- 10D. [**EXTENSION OF STATE ADVOCACY SERVICES CONTRACT PG.23**](#)
Recommended Action:
- *Authorize the executive director to exercise an extension of the agreement with California Advisors, LLC, for state advocacy services for a two-year period, with the cost to be \$4,500 per month plus expenses.*
- Responsible Staff: Darrin Peschka, Program Manager, Government and Community Relations**
- 10E. [**VENTURA COUNTY REGIONAL RADIO SYSTEM MEMORANDUM OF UNDERSTANDING PG. 25**](#)
Recommended Action:
- *Authorize the Executive Director to execute a Memorandum of Understanding (MOU) with the County of Ventura to join the Regional Radio System (RRS).*
 - *Authorize the Executive Director to negotiate and execute reimbursement agreements with participating transit operators.*
- Responsible Staff: Aubrey Smith, Program Manager, Regional Transit Planning and Claire Grasty, Director of Transit Services**

- 10F. [UPDATE ON RAIL SERVICE BETWEEN VENTURA AND SANTA BARBARA COUNTIES PG.27](#)
Recommended Action:
- *Receive and file.*
- Responsible Staff: Claire Grasty, Transit Director**
- 10G. [FISCAL YEAR 2025-2026 TRANSPORTATION DEVELOPMENT ACT \(TDA\) UNMET TRANSIT NEEDS \(UTN\) DEFINITIONS AND SCHEDULE PG.29](#)
Recommended Action:
- *Review and approve the Fiscal Year 2025-2025 Unmet Transit Needs definitions and schedule.*
- Responsible Staff: Claire Grasty, Director of Transit Services and Dolores Lopez, Transit Planner**
- 10H. [AMENDMENT TO VCTC-SBCAG MOU FOR CONTACTLESS CARD READERS ON VCTC COASTAL EXPRESS COMMUTER BUSES PROJECT PG.35](#)
Recommended Action:
- *Approve amendment number one to the Memorandum of Understanding (MOU) with the Santa Barbara County Association of Governments (SBCAG) for the Contactless Card Readers on VCTC Intercity Coastal Express Commuter Buses project to increase SBCAG's contribution from \$400,000 to \$600,000.*
 - *Approve budget amendment for the FY24-25 VCTC Regional Transit Technology budget to increase revenues in the amount of \$200,000 in SBCAG Solutions for Congested Corridors Program (SCCP) funds and increase the Professional Services line item by \$200,000.*
 - *Approve increase to the MOU's not to exceed amount from \$500,000 to \$700,000. SBCAG contributing \$600,000 in SCCP funds and VCTC contributing \$100,000 in FTA 5339 funds.*
- Responsible Staff: Matt Miller, Program Manager, Transit Services**
- 10I. [COMMUNITY TRAFFIC CALMING AND & PEDESTRIAN AND BICYCLE SAFETY PROGRAM CONTRACT AWARD PG.37](#)
Recommended Action:
- *Authorize the Executive Director to finalize and execute an Agreement with NN Engineering, Inc. to prepare a Community Traffic Calming & Bicycle and Pedestrian Safety Program in an amount not to exceed \$299,870.*
- Responsible Staff: Caitlin Brooks, Program Manager, Transportation Planning**
- 10J. [SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR NOVEMBER 2024 PG.41](#)
Recommended Action:
- *Receive and file a report on Santa Paula Branch Line updates for the month of November 2024.*
- Responsible Staff: Amanda Fagan, Director of Planning and Sustainability**
- 10K. [DISASTER RECOVERY CONSULTANT SERVICES CONTRACT AWARD PG.43](#)
Recommended Action:
- *Approve award of a contract with Thompson Consulting Services for Disaster Recovery Consultant Services in an amount not to exceed \$192,000 for a two-year-period.*
 - *Approve a budget amendment to increase the Santa Paula Branch Line Program Budget Consultant Services expenditures line item by \$192,000 and to increase the State Transit Assistance (STA) revenues line item by a corresponding \$192,000.*
- Responsible Staff: Amanda Fagan, Director of Planning and Sustainability**
- 10L. [CPS HR CONSULTING SERVICES AMENDMENT PG.45](#)
Recommended Action:
- *Approve Contract Amendment #4 with CPS HR Consulting increasing the contract amount by \$22,000 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 \$22,000.

Responsible Staff: Martin Erickson, Executive Director

10M. [CALTRANS SUSTAINABLE TRANSPORTATION PLANNING GRANT APPLICATION FOR CLIMATE VULNERABILITIES ASSESSMENT AND ACTION PLAN PG.49](#)

Recommended Action:

- Authorize the Executive Director to prepare and submit an application for a Fiscal Year 2025-2026 Caltrans Sustainable Transportation Planning Grant to develop a Ventura County transportation network climate adaptation assessment and action plan.

Responsible Staff: Amanda Fagan, Director of Planning and Sustainability

10N. [BUS AND RAIL RIDERSHIP REPORT-PG.53](#)

Recommended Action:

- Receive and file.

Responsible Staff: Dolores Lopez

10O. [SESPE CREEK OVERFLOW RAILROAD BRIDGE EMERGENCY REPAIRS CONTRACT AMENDMENT PG.55](#)

Recommended Action:

- Approve Amendment No. 1 to the Agreement with Summer Construction, Inc. for Emergency Construction Services to Provide Slope Stability for the Sespe Creek Overflow Bridge Approach on the Santa Paula Branch Line.
- Authorize the Executive Director to execute Final Quantity Balancing Change Order (CCO No. 01).

Responsible Staff: Amanda Fagan, Director of Planning and Sustainability

DISCUSSION CALENDAR:

11. [APPROVAL OF FISCAL YEAR 2024/2025 PROGRAM OF PROJECTS AND PUBLIC HEARING PG.57](#)

Recommended Action:

- Open public hearing and receive testimony
- Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year (FY) 2024/25 in Attachment A.

Responsible Staff: Heather Miller, Program Manager, Programming

12. [CAMARILLO TRANSIT STATION AMERICANS WITH DISABILITIES ACT \(ADA\) IMPROVEMENT PROJECT- ACCESSIBLE BOARDING METHOD REPORT AND PUBLIC HEARING PG.59](#)

Recommended Action:

- Conduct public hearing and receive comments on Accessible Boarding Method Report.
- Approve a Resolution Adopting the Accessibility Compliance with U.S. Department of Transportation (USDOT) Level Boarding Regulation.

Responsible Staff: Aubrey Smith, Program Manager, Regional Transportation Services and Claire Grasty, Director of Transit Services

13. [PORT OF HUENEME ANNUAL UPDATE PG.63](#)

Recommended Action:

- Receive and file an update from the Port of Hueneme.

Responsible Staff: Martin Erickson, Executive Director

14. [VENTURA COUNTY FARMWORKER HOUSING SURVEY RESULTS PG.65](#)

Recommended Action:

- *Receive and file a presentation on the survey results conducted as part of Phases 2 and 3 of the Ventura County Farmworker Housing Study and Action Plan.*

Responsible Staff: Amanda Fagan, Director of Planning and Sustainability

15. **GENERAL COUNSEL REPORTS-**

16. **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

17. **ADJOURN to 9:00 a.m. Friday, JANUARY 10, 2025**, at the City of Camarillo Library, located at 4101 Las Posas Road. Camarillo, CA 93010.



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December 6, 2024

MEETING MINUTES OF NOVEMBER 1, 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 9:05 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
Jenny Crosswhite, City of Santa Paula
Chris Enegren, City of Moorpark
Suza Francina, City of Ojai
Jeff Gorell, County of Ventura
Mike Johnson, City of Ventura
Vianey Lopez, County of Ventura
Martha McQueen-Legohn, City of Port Hueneme
Janice Parvin, County of Ventura
Jim White, Rep., Ventura County
Gloria Roberts, Caltrans District 7 Director

ABSENT:

Mike Judge, City of Simi Valley
Carrie Broggie, City of Fillmore
Daniel Chavez, Citizen Rep., Cities
Bob Engler, City of Thousand Oaks
Kelly Long, County of Ventura
Bryan MacDonald, City of Oxnard
Tony Trembley, City of Camarillo

4. PUBLIC COMMENTS – There was public comment. Jeff Lambert, Chief Executive Officer with the City of San Buenaventura Housing Authority thanked the commission for the eight CalVans vehicles that were delivered to the Housing Authority. Maricela Prado with the Human Services Agency on Aging thanked VCTC for the funding awarded to serve the transportation needs for such organizations with limited resources that have the need.

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

6. COMMISSIONER REPORTS – There were none.

7. EXECUTIVE DIRECTOR REPORT-

Executive Director Martin Erickson reported on the following items:

- Mr. Erickson introduced newly appointed Ventura County Public Works Director, Gregg Strakaluse.
- On October 14th, the City of Moorpark held a ribbon cutting for the **Princeton Avenue Safety Improvement** project. As some Commissioners will recall, in 2022 the Commission approved a distribution of one-time-only federal relief transportation funds to each local jurisdiction. Moorpark’s share of that money was \$456,976, which Moorpark elected to use toward this project. This improvement includes straightened curves, left turn lanes, bike lanes, sidewalks, drain improvements, utility relocation, and broadband conduit. VCTC Commissioners Chris Enegren and Janice Parvin were present at the event, along with Executive Director Martin Erickson and Programming Director Peter De Haan.
- Executive Director Martin Erickson and several VCTC staff members attended the annual **Housing Opportunities Made Easier (HOME) conference** on Oct. 24 at the Ventura County Office of Education in Camarillo. VCTC was a sponsor of the event, which featured panel discussions on building affordable housing; in-lieu, inclusionary, impact fees and other conditions; recent housing legislation; and more.
- VCTC Intercity and all of the county’s bus operators will offer **free rides to veterans and active-duty members of the U.S. military on Veterans Day**, which is Monday, Nov. 11.
- Metrolink will be bringing its **Holiday Express Train to Simi Valley on Saturday, Dec. 14**.
- On October 15th, the CalSTA held a **LOSSAN Corridor Regional Working Group** meeting in San Diego. This is the fourth Working Group meeting that has been held throughout the corridor. The meeting included updates from CalSTA and presentations on capital projects throughout the corridor. In the future the meetings will focus more on tasks related to the recently passed SB 1098 legislation.
- On October 7, VCTC staff participated in the final **Camarillo Airport Part 150 Study Advisory Committee** meeting, and on October 8, the final **Oxnard Airport Part 150 Study Advisory Committee** meeting. The Draft Studies each recommend an update to the Ventura County Airport Comprehensive Land Use Plan, for which VCTC is responsible as the Airport Land Use Commission.
- On October 16, VCTC’s Directors of Planning & Sustainability, Programming, and Transit jointly shared a panel presentation for the **Central Coast Sustainability Summit** at the University of California Santa Barbara entitled **“Keeping Ventura County Moving Towards More Sustainable Transportation: Plans, Programs, and Projects to Reduce GHG Emissions from Transportation.”**
- On October 18, the California Transportation Commission (CTC), allocated \$6,253,000 in State Highway Operations and Protection Program (SHOPP) funds for the construction phase of the **State Route 118 Arroyo Simi Bridges Suicide Deterrent Fences**, as the final approval step to implement this project. Commissioners Enegren and Parvin spoke at the meeting in support of the Caltrans recommendation to approve this allocation. On October 24, in collaboration with Didi Hirsch Mental Health Services, the City of Moorpark hosted a **Suicide Prevention and Response Training for First Responders**. VCTC staff and drivers from the Freeway Service Patrol participated in the training, along with California Highway Patrol and Ventura County Sheriff officers. Also on October 24, VCTC and Caltrans District 7 convened the quarterly **Arroyo Simi Bridge Suicide Prevention Task Force**.
- On October 22, VCTC participated in a Diagnostic Field Meeting for a Caltrans **pavement rehabilitation project on State Route 118/Wells Road in Saticoy**. At the Santa Paula Branch Line railroad crossing west of Nardo Street in Saticoy, the project proposes pavement rehabilitation along with sidewalk improvements, new Class 2 bike lanes, and crash cushion work. Representatives of the California Public Utilities Commission – Rail Safety Division, County of Ventura, City of Ventura, and Caltrans also participated.

8. **ADDITIONS/REVISIONS** – There were none.

9. **CONSENT CALENDAR** –

Commissioner Parvin moved to approve consent calendar items 9A through 9I. The motion was seconded by Commissioner White and passed unanimously.

9. **CONSENT CALENDAR** -

9A. APPROVE MINUTES OF NOVEMBER 1, 2024, MEETING

Recommendation:

- Approve the summary minutes of November 1, 2024.

9B. MONTHLY BUDGET REPORT

Recommendation:

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

9C. VCTC MEETING SCHEDULE FOR CALENDAR YEAR 2025

Recommendation:

- Review and approve the VCTC meeting schedule for Calendar Year 2025.

9D. OXNARD TRANSIT CENTER ELECTRIC VEHICLE CHARGERS' INSTALLATION DESIGN AGREEMENT WITH THE CITY OF OXNARD

Recommendation:

- Approve an Interagency Agreement (Attachment "A") providing \$15,000 in State Transit Assistance (STA) funds to the City of Oxnard to complete Design plans for the installation of EV Chargers at the Oxnard Transit Center.
- Approve a budget amendment for the FY24/25 Transit Grant Administration (TGA) budget to increase State Transit Assistance (STA) fund transfer revenues by \$15,000 and increase pass-through expense by \$15,000.
- Approve a budget amendment to the State Transit Assistance budget to increase the STA transfer out to the General Fund by \$15,000.

9E. SENATE BILL (SB) 1 TRADE CORRIDOR ENHANCEMENT PROGRAM APPLICATION FOR HUENEME ROAD WIDENING PRE-CONSTRUCTION

Recommendation:

- Approve a grant application for \$11,340,000 in SB 1 funds through the SB 1 Trade Corridor Enhancement Program (TCEP), to provide 60% of the estimated cost for the final design and right-of-way phases for the project to widen Hueneme Road between Edison Road and Rice Avenue.

9F. ACTIVE TRANSPORTATION PROGRAM (ATP) CYCLE 7 REGIONAL PRIORITIZATION METHODOLOGY

Recommendation:

- Approve a methodology to prioritize local projects for funding under the Metropolitan Planning

9G. RESOLUTION FOR PRIORITY LEGISLATIVE BUDGET PROJECT FUNDS TRANSFER AGREEMENT-SANTA PAULA BRANCH LINE PROJECT

Recommendation:

- Approve a Resolution authorizing VCTC Executive Director Martin Erickson to act as the signatory for the Priority Legislative Budget Project Funds Transfer Agreement with Caltrans for the Santa Paula Branch Line Project.

9H. AUTHORIZATION TO AMEND VCTC INTERCITY BUDGET

Recommendation:

- Approve budget amendment for the FY24-25 VCTC \$70,128 in LCTOP carryover funds and increase the Equipment line item by \$70,128.

9I. SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR OCTOBER 2024

Recommendation:

- Receive and file a report on Santa Paula Branch Line updates for the month of October 2024

Responsible Staff: Amanda Fagan, Director of Planning and Sustainability

DISCUSSION CALENDAR:

10. GCTD HYDROGEN FUELING STATION UPDATE

Martin Erickson, Executive Director introduced James Beck, Director of Operations with Gold Coast Transit District (GCTD)who gave a PowerPoint presentation regarding the GCTD Hydrogen Fueling Station Update. The report

was received and filed by the commission.

11. PROJECT SELECTION FOR THE FY2024 COMBINED CALL-FOR-PROJECTS FOR FTA SELECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS, SECTION 5307 JOBS ACCESS AND REVERSE COMMUTE (JARC) FUNDS, AND ACCESS FOR ALL FUNDS

Recommendation:

- Approve programming \$1,361,564 in Federal Transit Administration (FTA) Section 5310 Large Urbanized Area funds (Seniors and Disabled),
- Approve \$716,321 in FTA Section 5307 Jobs Access/Reverse Commute (JARC) funds and FTA Section 5307 funds in the amount of \$178,051 utilizing unused FTA 5307 attributable to JARC, and
- Approve \$173,311 in CA Public Utilities Commission (CPUC) Access for All Funding as described in the funding recommendations table in Attachment A.

Geiska Velasquez, Program Manager, Programming gave a PowerPoint presentation on item 11 Project Selection For The FY2024 Combined Call-For-Projects For FTA Selection 5310 Large Urbanized Area (Seniors and Disabled) Funds, Section 5307 Jobs Access and Reverse Commute (JARC) Funds, and Access For All Funds.

Commissioner White moved to approve Item 11- Project Selection For The FY2024 Combined Call-For-Projects For FTA Selection 5310 Large Urbanized Area (Seniors and Disabled) Funds, Section 5307 Jobs Access and Reverse Commute (JARC) Funds, and Access For All Funds. The motion was seconded by **Commissioner Lopez** and passed unanimously.

12. CONTRACT AWARD OF CONTACTLESS CREDIT & DEBIT CARD TRANSIT FARE PAYMENT SYSTEM

Recommendation:

- Approve award of five-year contract for purchase and installation of contactless credit and debit card readers on the VCTC Intercity bus fleet with Kuba for a not to exceed amount of \$232,469.
- Approve award of five-year contract for processor for contactless credit and debit card transactions with Enghouse for a not to exceed amount of \$20,000 for travel and one-time eligibility verification implementation. Additionally, 1.4% of revenue collected through the system will be invoiced to VCTC as Enghouse's ongoing fee.
- Authorize the Executive Director to negotiate and execute a five-year contract for the acquirer for contactless credit and debit card transactions with Elavon at a rate of \$.03 per transaction plus the network and interchange fees. The total fee average per transaction is \$.12.

Matt Miller, Program Manager, Transit Services, gave a PowerPoint presentation on item 12 Contract Award of Contactless Credit and Debit Card Transit Fare Payment System to the commission.

Commissioner Johnson moved to approve Item 12- Contract Award of Contactless Credit and Debit Card Transit Fare Payment System. The motion was seconded by **Commissioner Engren** and passed unanimously.

13. GENERAL COUNSEL REPORTS- There were none.

14. AGENCY REPORTS:

Southern California Association of Governments (SCAG)

Primary: Commissioner Mike Judge

None.

Southern California Regional Rail Authority (Metrolink-SCRRA)

Primary: Commissioner Tony Trembley

Alternate: Commissioner Bob Engler

None.

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

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jim White

None.

Coastal Rail Coordinating Council-CRCC

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jeff Gorell

None.

California Association of Councils of Governments

Primary: Commissioner Mike Johnson

California Vanpool Authority (CalVans)

Primary: Commissioner Jim White

Alternate: Commissioner Mike Johnson

None.

15. ADJOURN to 9:00 a.m. Friday, DECEMBER 6, 2024, at the City of Camarillo Library, located at 4101 Las Posas Road. Camarillo, CA 93010.



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Item 10B

December 6, 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 October 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 October 31, 2024, budget report indicates that the revenues were approximately 19.95% of the adopted budget while expenditures were approximately 21.64% 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 OCTOBER 31, 2024**

Assets and Deferred Outflows

Cash and Investments	\$ 92,801,944
Receivables/Due from other funds	5,260,102
Prepays and Deposits	885,771
Capital Assets, undepreciated	26,357,123
Capital Assets, depreciated, net	24,630,370
Deferred Outflows	<u>2,227,653</u>
Total Assets and Deferred Outflows	<u>\$ 152,162,963</u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 3,023,150
Deferred Revenue	37,133,332
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>
Total Liabilities and Deferred Inflows:	<u>\$ 43,046,059</u>

Net Position:

Invested in Capital Assets	\$ 50,987,493
Fund Balance	<u>58,129,411</u>
Total Net Position	<u>\$ 109,116,904</u>

For Management Reporting Purposes Only

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

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Revenues												
Federal Revenues	\$ 1,953,155	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	1,458,979	\$ 387,356	\$ 3,799,490	\$ 25,177,982	(21,378,492)	15.09
State Revenues	14,813,468	7,411,982	0	453,676	0	0	0	0	22,679,126	118,471,399	(95,792,273)	19.14
Local Revenues	81,960	0	0	0	0	297,049	732,463	1,603,008	2,714,480	5,217,077	(2,502,597)	52.03
Other Revenues	1,634	0	0	0	0	0	169,400	0	171,034	26,000	145,034	657.82
Interest	67,588	87,976	313,219	38,563	94,084	3,557	12,658	1,861	619,506	1,370,000	(750,494)	45.22
Total Revenues	16,917,805	7,499,958	313,219	492,239	94,084	300,606	2,373,500	1,992,225	29,983,636	150,262,458	(120,278,822)	19.95
Expenditures												
Administration												
Personnel Expenditures	1,214,649	0	0	0	0	0	45,581	28,863	1,289,093	4,579,500	(3,290,407)	28.15
Legal Services	1,626	0	0	0	0	0	0	0	1,626	46,200	(44,574)	3.52
Professional Services	60,742	0	0	0	0	0	0	0	60,742	201,200	(140,458)	30.19
Office Leases	72,154	0	0	0	0	0	0	0	72,154	223,400	(151,246)	32.30
Office Expenditures	744,867	0	0	0	0	0	35,485	22,470	802,822	1,057,000	(254,178)	75.95
Total Administration	2,094,038	0	0	0	0	0	81,066	51,333	2,226,437	6,107,300	(3,880,863)	36.46
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	314,506	0	0	0	0	0	0	0	314,506	8,453,638	(8,139,132)	3.72
SD-Accessible Mobility Service	50,643	0	0	0	0	0	0	0	50,643	772,000	(721,357)	6.56
VCTC Intercity Bus Services	0	0	0	0	0	0	2,619,006	0	2,619,006	22,486,210	(19,867,204)	11.65
Valley Express Bus Services	0	0	0	0	0	0	0	688,596	688,596	6,289,700	(5,601,104)	10.95
Transit Grant Administration	14,931,454	0	0	0	0	0	0	0	14,931,454	37,453,933	(22,522,479)	39.87
Total Transit and Transportation	15,296,603	0	0	0	0	0	2,619,006	688,596	18,604,205	75,455,481	(56,851,276)	24.66
Highway Program												
Motorist Aid Services	0	0	0	478,571	0	0	0	0	478,571	1,980,900	(1,502,329)	24.16
Highway Program Management	109,423	0	0	0	0	0	0	0	109,423	4,459,846	(4,350,423)	2.45
Total Highway	109,423	0	0	478,571	0	0	0	0	587,994	6,440,746	(5,852,752)	9.13

For Management Reporting Purposes Only

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

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Rail Program												
Metrolink and Commuter Rail	5,973,266	0	0	0	0	0	0	0	5,973,266	23,829,540	(17,856,274)	25.07
LOSSAN and Coastal Rail	4,222	0	0	0	0	0	0	0	4,222	11,400	(7,178)	37.04
Santa Paula Branch Line	0	0	0	0	0	740,896	0	0	740,896	13,941,430	(13,200,534)	5.31
Total Rail	5,977,488	0	0	0	0	740,896	0	0	6,718,384	37,782,370	(31,063,986)	17.78
Commuter Assistance Program												
Reg Transit Information Center	10,802	0	0	0	0	0	0	0	10,802	55,183	(44,381)	19.57
Rideshare Programs	55,013	0	0	0	0	0	0	0	55,013	314,300	(259,287)	17.50
Total Commuter Assistance	65,815	0	0	0	0	0	0	0	65,815	369,483	(303,668)	17.81
Planning and Programming												
TDA Administration	0	9,965,416	17,811	0	1,884	0	0	0	9,985,111	42,807,939	(32,822,828)	23.33
Transportation Programming	5,483	0	0	0	0	0	0	0	5,483	83,900	(78,417)	6.54
Regional Transportation Planning	175,524	0	0	0	0	0	0	0	175,524	1,420,962	(1,245,438)	12.35
Airport Land Use Commission	0	0	0	0	0	0	0	0	0	13,635	(13,635)	0.00
Regional Transit Planning	77,219	0	0	0	0	0	0	0	77,219	7,157,000	(7,079,781)	1.08
Total Planning and Programming	258,226	9,965,416	17,811	0	1,884	0	0	0	10,243,337	51,483,436	(41,240,099)	19.90
General Government												
Community Outreach	59,505	0	0	0	0	0	0	0	59,505	226,600	(167,095)	26.26
State and Federal Relations	53,737	0	0	0	0	0	0	0	53,737	155,500	(101,763)	34.56
Management and Administration	27,117	0	0	0	0	0	0	0	27,117	282,600	(255,483)	9.60
Total General Government	140,359	0	0	0	0	0	0	0	140,359	664,700	(524,341)	21.12
Total Expenditures	23,941,952	9,965,416	17,811	478,571	1,884	740,896	2,700,072	739,929	38,586,531	178,303,516	(139,716,985)	21.64

For Management Reporting Purposes Only

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

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Revenues over (under) expenditures	(7,024,147)	(2,465,458)	295,408	13,668	92,200	(440,290)	(326,572)	1,252,296	(8,602,895)	(28,041,058)	19,438,163	30.68
Other Financing Sources												
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	1,380,603	0	0	0	0	0	0	0	1,380,603	5,761,799	(4,381,196)	23.96
Transfers In GF From SGR	156,460	0	0	0	0	0	0	0	156,460	5,931,543	(5,775,083)	2.64
Transfers Into GF From SAFE	17,584	0	0	0	0	0	0	0	17,584	442,000	(424,416)	3.98
Transfers Into GF From SPBL	78,700	0	0	0	0	0	0	0	78,700	190,200	(111,500)	41.38
Transfers Into SPBL From STA	0	0	0	0	0	819,597	0	0	819,597	12,024,630	(11,205,033)	6.82
Transfers Into VI From STA	0	0	0	0	0	0	2,000,000	0	2,000,000	6,008,453	(4,008,453)	33.29
Transfers Into VE	0	0	0	0	0	0	0	2,304	2,304	1,307,500	(1,305,196)	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	(1,380,603)	0	0	0	0	0	(1,380,603)	(5,761,799)	4,381,196	23.96
Transfers Out of STA Into SPBL	0	0	(819,597)	0	0	0	0	0	(819,597)	(12,024,630)	11,205,033	6.82
Transfers Out of STA Into VI	0	0	(2,000,000)	0	0	0	0	0	(2,000,000)	(6,008,453)	4,008,453	33.29
Transfers Out of STA into VE	0	0	(2,304)	0	0	0	0	0	(2,304)	(7,500)	5,196	30.72
Transfers Out of SAFE Into GF	0	0	0	(17,584)	0	0	0	0	(17,584)	(442,000)	424,416	3.98
Transfers Out of SPBL Into GF	0	0	0	0	0	(78,700)	0	0	(78,700)	(190,200)	111,500	41.38
Transfers Out of SGR Into GF	0	0	0	0	(156,460)	0	0	0	(156,460)	(5,931,543)	5,775,083	2.64
Transfers Out of SGR Into VE	0	0	0	0	0	0	0	0	0	(1,300,000)	1,300,000	0.00
Total Other Financing Sources	7,314,200	(5,680,853)	(4,202,504)	(17,584)	(156,460)	740,897	2,000,000	2,304	0	0	0	0.00
Net Change in Fund Balances	290,053	(8,146,311)	(3,907,096)	(3,916)	(64,260)	300,607	1,673,428	1,254,600	(8,602,895)	(28,041,058)	19,438,163	30.68
Beginning Fund Balance w/o capital assets	5,830,033	18,194,081	31,497,588	3,975,722	7,794,251	25,367	43,271	0	67,360,313	33,572,663	33,787,650	200.64
Long-term Pension/OPEB/Vacation/Lease/SBITA Net Adjustment*	(583,698)	0	0	0	0	0	(44,309)	0	(628,007)	0	(628,007)	0.00
Ending Fund Balance	\$ 5,536,388	\$ 10,047,770	\$ 27,590,492	\$ 3,971,806	\$ 7,729,991	\$ 325,974	\$ 1,672,390	\$ 1,254,600	\$ 58,129,411	\$ 5,531,605	\$ 52,597,806	1,050.86

*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 OCTOBER 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.

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo	Government Checking	N/A	\$13,383.11	EAC & 1.08%	\$ 2,331,501.02
LAIF	State Pool	N/A	75,714.04	4.71%	10,209,335.61
County of Ventura	Treasury Pool	N/A	530,408.70	4.57%	80,126,553.24
VCCF Bike Fund	Investment	N/A	Annually	annually	19,306.92
Total			\$619,505.85		\$92,686,696.79

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 10C

December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: ANNUAL COMPREHENSIVE FINANCIAL REPORT AND SINGLE AUDIT

RECOMMENDATION:

- Approve the audited Annual Comprehensive Financial Report (ACFR) and Single Audit for Fiscal Year 2023/2024.

BACKGROUND:

State law requires that the Ventura County Transportation Commission (Commission) publish within six months of the close of each fiscal year a complete set of audited financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by independent certified public accountants. Pursuant to that requirement, staff hereby issues the Annual Comprehensive Financial Report (ACFR) of the Ventura County Transportation commission for fiscal year ended June 30, 2024.

Furthermore, since VCTC receives federal funds, a Single Audit of federal funds is required. Single Audits cover the entire organization's financial operations and are substantially more detailed than a regular independent audit. A Single Audit requires higher levels of testing by the independent auditor to establish that: The financial statements are presented fairly and accurately, and in accordance with federal cost principles; The organization has an adequate internal control structure, and that; The organization is in compliance with any special government regulations/laws that apply to the specific federal funding stream.

DISCUSSION:

The Commission's auditors, Eide Bailly, LLP, have completed the Fiscal Year 2023/2024 audit and associated reports. Eide Bailly, LLP has issued reports stating that in their opinion, the Ventura County Transportation commission's financial statements are presented fairly in all material respects, the financial position of the governmental activities, the business-type activities and each major fund, and the aggregate remaining fund information of the Commission as of June 30, 2024, and the respective changes in the financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. The independent auditor reports begin on page 3 of the ACFR.

The Commission maintains six governmental funds and two business-type funds and is presented separately. The governmental funds are comprised of the General Fund, Local Transportation Fund (LTF), State Transit Assistance (STA) Fund, the Service Authority for Freeway Emergencies (SAFE) Fund, State of Good Repair (SGR) Fund and the Santa Paula Branch Line (SPBL) Fund. The two business-type funds are comprised of the VCTC Intercity and Valley Express funds.

The Commission adopted annual budgets for all funds. Budgetary comparison schedules to demonstrate compliance with these budgets are provided on page 89-92 and 103-108 of the ACFR as required supplementary information.

The Letter of Transmittal at the beginning of the ACFR is an introduction to the financial statements. The Management's Discussion and Analysis Report (MD&A) begins on page 7 and provides a narrative overview and analysis of the Commission's financial activities for the fiscal year. The statistical section can be found at the end of the ACFR beginning on page 109.

At June 30, 2024, the Commission's General Fund balance was \$5,830,033, of which \$784,011 as nonspendable for prepaids and deposits and \$4,205,054 was restricted for rail and transit. The remaining \$840,968 was unassigned including \$208,606 set aside for compensated absences and \$575,405 available for Commission projects and/or operations in future years.

The remaining balances for the other governmental funds were: \$18,194,0811 for the LTF Fund; \$31,497,588 for the STA Fund; \$3,975,722 for the SAFE Fund, \$7,794,251 for the SGR Fund and \$25,367 for the SPBL fund with the total governmental fund balance for Fiscal Year 2023/2024 being \$67,317,042 which was approximately \$21,032 lower than the previous year. The net position for the business-type activities was \$5,894,855 for VCTC Intercity (largely capital assets) and \$0 for Valley Express. The decrease to the VCTC Intercity fund was due to depreciation.

In Fiscal Year 2023/2024, the Single Audit included \$12,767,688 in federal funds through multiple grants. The federal funds in Fiscal Year 2023/2024 were \$78,947 lower as a normal fluctuation of federal funding depending on associated costs. The federal funds were utilized not only for VCTC projects but are also passed through projects of local agencies as sub-recipients. VCTC has both financial and compliance requirements for itself and its sub-recipients. The auditor's opinion was that "the Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2024".

Attached as separate attachments to the agenda item are the audited Annual Comprehensive Financial Statement (ACFR) that includes the independent auditor report, the Auditor's Communication with Those Charged with Governance report (AU-C 260), and the Single Audit which includes the Report on Internal Control over Financial Reporting and on Compliance and Other Matters (GAGAS). These reports are available upon request or on the Commission's website, www.goventura.org, as agenda attachments.

An auditor from Eide Bailly, LLP will be available to answer any questions the Commission may have.



Item 10D

December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: DARRIN PESCHKA, PROGRAM MANAGER, GOVERNMENT AND COMMUNITY RELATIONS
SUBJECT: EXTENSION OF STATE ADVOCACY SERVICES CONTRACT

RECOMMENDATION:

Authorize the executive director to exercise an extension of the agreement with California Advisors, LLC, for state advocacy services for a two-year period, with the cost to be \$4,500 per month plus expenses.

BACKGROUND:

In November 2018, the Ventura County Transportation Commission (VCTC) approved an agreement with California Advisors, LLC, for state advocacy services for a four-year period, with two optional two-year extensions, with the base period cost to be \$4,500 per month plus expenses. The Commission approved the first of the two-year extensions in October 2022.

DISCUSSION

VCTC staff remains pleased with the service provided by California Advisors and managing partner Delaney Hunter. Staff recommends approval of a two-year extension, ending Dec. 31, 2026, as provided in the 2018 agreement. California Advisors carries out various functions on behalf of the Commission, including communicating with members of the Legislature and their staff regarding the Commission's legislative positions, providing verbal and written reports to VCTC; keeping VCTC informed of legislative developments in a timely manner; and assisting VCTC in developing strategy on legislation and arranging meetings.



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Item 10E

December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

SUBJECT: VENTURA COUNTY REGIONAL RADIO SYSTEM MEMORANDUM OF UNDERSTANDING

RECOMMENDATION:

- Authorize the Executive Director to execute a Memorandum of Understanding (MOU) with the County of Ventura to join the Regional Radio System (RRS).
- Authorize the Executive Director to negotiate and execute reimbursement agreements with participating transit operators.

BACKGROUND:

In 2015, the Ventura County Board of Supervisors approved a letter to the Federal Communications Commission (FCC) expressing support for the County of Ventura's plan to develop a countywide 700MHz regional radio network and the County of Ventura subsequently secured 56 frequencies within the 700MHz spectrum. The network is specifically designed to provide a regionally integrated communications platform to enhance multi-agency interoperability.

The Ventura County regional radio system provides a standardized, interoperable platform for digital communication across multiple jurisdictions within the County of Ventura. VCTC has funding for all Ventura County transit operators to implement this system. By participating in this system, VCTC Intercity and Valley Express, as well as all the transit operators, will be able to enhance their operational efficiency, improve coordination with each other and emergency response entities while strengthening emergency response preparedness.

VCTC's Board approved its Transportation Emergency Preparedness Plan (TEPP) in 2021. The TEPP was developed by VCTC and the Santa Barbara County Association of Governments (SBCAG) to address the transportation challenges related to disasters that affect one or both counties. The plan outlined the following:

- Roles and Responsibilities of transit providers, emergency response agencies, government and non-governmental organizations
- Communication procedures
- Transit resources summaries

Of the many recommendations that came out of the study, one recommendation identified in the TEPP was to enhance emergency communication protocols and redundant communication

channels within transit agencies. Redundant communication modes were recommended to be considered, since historically cell systems have failed in the past during emergencies. The TEPP specifically recommends that transit agencies should develop multiple, redundant means of communication between supervisory staff/dispatch centers and field units. Another critical component of the TEPP is to enhance transit interagency communications via interagency emergency communication standard operating procedures (SOPs) and alternate communication methods that can connect to the County Offices of Emergency Management/Services (OEM/OES), VCTC and SBCAG EOCs and dispatch centers of the participating transit agencies.

DISCUSSION:

Currently, bus operators within Ventura County utilize various independent radio communication systems that have limited coverage in certain areas, aging infrastructure, and increasing maintenance costs.

The County of Ventura's RRS offers a robust, modernized solution that provides:

- **Expanded coverage:** A seamless, countywide network, including areas where the current system experiences dead zones.
- **Interoperability:** Real-time communication capabilities with other public safety and transportation agencies.
- **System reliability:** Advanced technology infrastructure managed and maintained by the County.
- **Cost efficiencies:** Shared operational and maintenance costs across participating agencies.

The RRS is a state-of-the-art digital radio system developed to support public agencies across the county, including law enforcement, fire departments, and other transit operators. The RRS has a dozen entities who have joined the RRS ranging from law enforcement, cities, schools, and transit operators.

This MOU would allow the VCTC to enter into an agreement with the County of Ventura to provide radio services, maintenance of all county radio equipment, and support services for the system. The contract's recurring cost is "subscriber based" and depends on the number of radios connected to the system per month. VCTC will not be charged an access fee until the radios are procured and registered in the County system. Costs associated with this project, cost of radio equipment, will be paid for using Senate Bill 125 funds as part of its Countywide Regional Radio Project.

VCTC has initiated engagement efforts with other bus operators to explore participation in the RRS and will utilize Attachment B to reimburse operators for costs associated with this project once the agency has taken the County's MOU to their governing boards/councils. Gold Coast Transit District (GCTD) recently tested the new radio equipment and provided positive feedback on the system. GCTD's Board of Directors approved authorization for the General Manager to sign an MOU with the County of Ventura to join the RRS. Thousand Oaks Transit is currently working with the County regarding MOU language and plan to sign the MOU directly. Simi Valley is currently working to procure new radios for the city at large, potentially through this system, and will lead their project directly as well. VCTC will work with the smaller agencies manage implementation on their systems, who may choose to enter into the MOU directly or work through VCTC, in which case, we would amend our MOU.

ATTACHMENTS

Attachment A – Memorandum of Understanding

Attachment B – Draft Operator Reimbursement Agreement



Item 10F

December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASY, DIRECTOR OF PUBLIC TRANSIT

SUBJECT: UPDATE ON RAIL SERVICE BETWEEN VENTURA AND SANTA BARBARA COUNTIES

RECOMMENDATION:

- Receive and file.

BACKGROUND:

Prior to the pandemic, LOSSAN (the Los Angeles – San Diego – San Luis Obispo Rail Corridor) operated rail service from Los Angeles and Ventura counties to Goleta in the morning, which allowed commuters to use the train to get to work. During the pandemic, this service was cut because of the drop in ridership. When service was reinstated in 2022, the trip was at a later time to meet a need that was determined to be higher.

Santa Barbara County Association of Governments (SBCAG) has expressed strong interest in reinstating morning commute service, which is a great benefit for Ventura County residents. Based on this, LOSSAN instructed SBCAG and VCTC to work with the Southern California Regional Rail Authority (SCRRA, also referred to as Metrolink) to implement the service using one of LOSSAN's available train slot (i.e., a scheduled roundtrip) on the Union Pacific Railroad (UPRR) Right-of-Way (ROW). VCTC has been working with SBCAG, SCRRA as well as LOSSAN to determine the feasibility and cost of implementing the service. The new concept is for the service to run from Moorpark to Goleta, rather than from Los Angeles Union Station. When the train originated from Union Station, it had low ridership due to the early morning departure necessary to arrive in Santa Barbara ahead of work start times. Departing from Moorpark will help contain costs, improve ridership and improve on-time performance issues.

LOSSAN has since stated its interest in running the service; however, LOSSAN does not currently have the equipment and will not for a couple of years. The project partners have been working together to determine the path forward, both short term and long term.

DISCUSSION:

SBCAG, VCTC, LOSSAN, and SCRRA have met to develop a proposed operational framework for a pilot service operated by SCRRA. The two rail operators have also met with Union Pacific Railroad regarding track access which SBCAG and VCTC need approval from. SCRRA has developed a draft service proposal to operate the pilot service beginning in Moorpark and terminating in Goleta. The train would

then operate a return trip south to LA Union Station to be recirculated as part of the regional Metrolink system.

VCTC has \$3.8 million of Senate Bill (SB) 125 funds allocated to pay for the initial pilot service and SBCAG has revenue from its local transportation sales tax available. Based on the preliminary cost proposal from SCRRA, there is not enough funding to last until Federal Transit Administration (FTA) funds become available. While it depends on when service begins, operating funds become available about two years after the service start and capital funds about eight years after, both of which are needed to pay for the service. Due to this, VCTC and SBCAG will be working with the California State Transportation Agency (CalSTA) to secure funding, likely through State Rail Assistance (SRA), to bridge the funding gap prior to FTA revenues being generated. However, updated budget projections are needed for this effort to fully capture anticipated near and long-term costs.

While initial cost proposal discussions and contract agreement negotiations with LOSSAN and UPRR have begun, SCRRA has developed a draft startup agreement between SBCAG, VCTC, and SCRRA to support funding necessary for SCRRA to proceed. These startup activities include the finalization of negotiations with all parties (VCTC/SBCAG, LOSSAN/AMTRAK, and UPRR), development of the pilot service operating agreement, legal review, and funding to support crew training, rollingstock equipment mobilization and promotion of the new service.

VCTC is working with SBCAG and SCRRA to finalize the details of the startup agreement, which will then be brought back to the Commission for approval. The agreement will also be brought to the SBCAG and SCRRA boards. SCRRA is working to finalize fixed startup costs, which SBCAG and VCTC shall share equally.

The presumed target start date for pilot service is October 2025. Following the execution of the startup agreement by SBCAG, VCTC, and SCRRA, the parties anticipate that the subsequent pilot service operating agreement will be presented to SBCAG and VCTC for consideration in early 2025.



Item 10G

December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)

**FROM: CLAIRE GRASTY, PUBLIC TRANSIT DIRECTOR
DOLORES LOPEZ, TRANSIT PLANNER**

**SUBJECT: FISCAL YEAR 2025-26 TRANSPORTATION DEVELOPMENT ACT (TDA)
UNMET TRANSIT NEEDS (UTN) DEFINITIONS AND SCHEDULE**

RECOMMENDATION:

- Review and approve the Fiscal Year 2025-2026 Unmet Transit Needs definitions and schedule.

BACKGROUND:

The State Transportation Development Act (TDA) requires that a public hearing be held to discuss public transit, take testimony on local/regional transit needs, and develop findings that ensure that all reasonable transit needs are satisfied before TDA funds can be allocated for street and road purposes. These UTN and Reasonable to Meet definitions were adopted by the Commission in 2009 and reviewed in 2023.

DISCUSSION:

The last update of Unmet Transit Needs definitions took place in 2023. During that process, VCTC hired a consultant to review its existing UTN definitions and confirmed that VCTC's thresholds are consistent with other agencies. In order to incorporate an equity component as part of the UTN evaluation process, VCTC adopted a Median Household Income (MHI) threshold to evaluate service requests in low-income areas. This method is commonly used by State funding agencies to identify disadvantaged communities. While the existing 10 and 15 comment thresholds remain unchanged, evaluating services requests from an equity-focused lens helps to prioritize improvements in disadvantaged communities. For service requests deemed "Unreasonable to Meet" due to service constraints, the responsible agency will now provide a letter of commitment to study the request and/or seek grant funding for a potential demonstration service.

December 15, 2024, marks the beginning of the Fiscal Year 2025-26 Unmet Transit Needs multilingual (English, Spanish and Mandarin) public outreach process with the online survey and the website landing page going live. Digital and print outreach will be posted on social media platforms and onboard vehicles, with community outreach events planned to engage the public directly. The required public hearing is scheduled for the February 2025 regular meeting of the Ventura County Transportation Commission.

By soliciting input through various formats, residents have several opportunities to be heard. Public comments received throughout the year and testimony received at the public hearing are reviewed against adopted Unmet Transit Needs and Reasonable to Meet definitions. The public hearing is required by the State as part of the TDA process in order to approve the UTN process (Attachment B).

The findings from the analysis will be taken back to Citizen's Transportation Advisory Committee (CTAC) / Social Services Transportation Advisory Council (SSTAC) for discussion and approval in April 2025 so appropriate action can be taken prior to staff's recommendation to the Commission in May 2025. In addition to the staff recommendation, CTAC/SSTAC also has the option of submitting a formal recommendation on or before the May 2025 Commission meeting.

Attachment A: Unmet Transit Needs Definition (Fiscal Year 2025-26)

Attachment B: Unmet Transit Needs Schedule (Fiscal Year 2025-26)

UNMET TRANSIT NEEDS PROCESS

Definitions

Unmet Transit Need

Public transportation services identified by the public with sufficient broad-based community support that have not been funded or implemented. Unmet transit needs identified in a government-approved plan must meet the definition of an unmet transit need. Sufficient broad-based community support means that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service.

Common examples include:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

Excludes:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule
- Requests for minor extended hours
- Service for groups or individuals that is not needed by or will not benefit the general public
- Comments about vehicles, facilities, driver performance and transit organizational structure
- Requests for better coordination
- Requests for reduced fares and changes to fare restrictions
- Improvements funded or scheduled for implementation in the following year
- Future transportation needs
- Duplication or replacement of existing service

“REASONABLE TO MEET”

Outcome	Definitions	Measures & Criteria
Equity	The proposed service will not cause reductions in existing transit services that have an equal or higher priority	Measures: Vehicle revenue service hours and revenue service miles. Criteria: Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
Timing	The proposed service is in response to an existing rather than future transit need	Criteria: Proposed service is in response to an existing rather than future transit need; based on public input
Feasibility	The proposed service can be provided with the existing fleet or under contract to a private provider	Measure: Vehicle spare ratio: Transit system must be able to maintain FTA's spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or leased) or can service be provided under contract to a private provider?
Feasibility	There are adequate roadways to safely accommodate transit vehicles	Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
Cost Effectiveness	The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole	Measure: Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) Criteria: Fare revenue/ operating cost cannot fall below the operator's required passenger fare ratio.
Cost Effectiveness	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	Measures and criteria described below.
Service Effectiveness	Estimated passengers per hour for the proposed service will not be less than the system-wide average after five years.	Measure: Passengers per hour. Criteria: Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 month of service, 85% at the end of 24 months of service, and 100% at the end of 60 months of service.

**The fact that an identified transit need cannot be fully met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet. Comparing unmet transit needs with the needs for streets and roads is not allowable in determining transit needs that are reasonable to meet.*

PASSENGER FARE RATIOS

It is desirable for all proposed transit services in urban areas to achieve a 20% passenger fare ratio by the end of the fifth year of operation. A passenger fare ratio of 10% is desired for special services (i.e., elderly and disabled) and rural area services*. More detailed passenger fare ration standards, which will be used to evaluate services as they are proposed and implemented, are described below. Transit service both in urban and rural areas, per state law, may obtain an “intermediate” passenger fare ratio.

Urban Service	Rural Service	Recommended Action
New Service Performance Criteria: End of Twelve Months		
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Twenty-four Months		
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Sixty Months **		
Less than 15%	Less than 7%	Provider may discontinue service
15% to 19%	7% to 9%	Provider may consider modifying and continue service
20% or more	10% or more	Provider will continue service, with modifications if needed

*Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services.

**A review will take place after 54 months to develop a preliminary determination regarding the discontinuation of proposed services

Unmet Transit Needs
Public Hearing and Process Schedule
Fiscal Year 2025-26

- September 10, 2024 CTAC/SSTAC MEETING
Review and approve Unmet Transit Needs definitions and schedule
- December 6, 2024 VCTC MEETING
Approve Unmet Transit Needs definitions and schedule
- December 15, 2024 OUTREACH
Unmet Transit Needs information and survey posted to digital and print channels
- LEGAL NOTICES FOR PUBLIC HEARING PUBLISHED
- January 2, 2025 Local, Spanish-language newspaper of record (VIDA Newspaper)
January 2, 2025 Local, English-language Newspaper of record (Ventura County Star)
- February 7, 2025 PUBLIC HEARING
VCTC meeting at 9:00 a.m.
- April 8, 2025 CITIZENS TAC / SOCIAL SERVICES TAC MEETING
Approve Unmet Transit Needs findings and staff recommendation
- April 9, 2025 TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM) MEETING
Approve Unmet Transit Needs findings and staff recommendation
- May 9, 2025 VCTC MEETING
Staff presents Unmet Transit Needs findings
Adopt Unmet Transit Needs Assessment
- June 6, 2025 VCTC MEETING
Adopt Fiscal Year 2025-26 Transportation Development Act apportionments
- June 10, 2025 SUBMITTAL
Approved Unmet Transit Needs Findings are sent to the State of review
- August 15, 2025 DEADLINE
Deadline to submit findings to the State of California for review



Item 10H

DECEMBER 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: MATT MILLER, PROGRAM MANAGER - TRANSIT SERVICES
SUBJECT: AMENDMENT TO VCTC-SBCAG MOU FOR CONTACTLESS CARD READERS ON VCTC COASTAL EXPRESS COMMUTER BUSES PROJECT

RECOMMENDATION:

- Approve amendment number one to the Memorandum of Understanding (MOU) with the Santa Barbara County Association of Governments (SBCAG) for the Contactless Card Readers on VCTC Intercity Coastal Express Commuter Buses project to increase SBCAG's contribution from \$400,000 to \$600,000.
- Approve budget amendment for the FY24-25 VCTC Regional Transit Technology budget to increase revenues in the amount of \$200,000 in SBCAG Solutions for Congested Corridors Program (SCCP) funds and increase the Professional Services line item by \$200,000.
- Approve increase to the MOU's not to exceed amount from \$500,000 to \$700,000. SBCAG contributing \$600,000 in SCCP funds and VCTC contributing \$100,000 in FTA 5339 funds.

BACKGROUND

At the November 3, 2023, Commission meeting, the Commission voted to approve the MOU with SBCAG for the Contactless Credit/Debit Card Readers on VCTC Intercity Coastal Express Commuter Buses project for a period of performance beginning upon execution of the MOU through December 31, 2027, in an amount not to exceed \$500,000 with SBCAG contributing \$400,000 in SCCP funds and VCTC contributing \$100,000 in FTA 5339 funds.

DISCUSSION

Staff worked with SBCAG to prepare an MOU for the Contactless Card Readers on VCTC Coastal Express Commuter Buses project in 2023 which was approved by the Commission in November 2023. Originally, funding being provided by SBCAG was in the amount of \$400,000 in Solutions for Congested Corridors Program (SCCP) funding and VCTC contributing \$100,000. In September, SBCAG wished to increase the funding to \$600,000 for this project due to the availability of unused funds that had been reserved for other projects that are now completed. VCTC's amount will stay the same at \$100,000 and the total amount will increase to \$700,000. This amendment was approved by SBCAG's Board of Directors on September 19, 2024. The updated MOU is included as attachment 1.



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December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: CAITLIN BROOKS- PROGRAM MANAGER TRANSPORTATION PLANNING
SUBJECT: COMMUNITY TRAFFIC CALMING & PEDESTRIAN AND BICYCLE SAFETY PROGRAM CONTRACT AWARD

RECOMMENDATION:

- *Authorize the Executive Director to finalize and execute an Agreement with NN Engineering, Inc. to prepare a Community Traffic Calming & Bicycle and Pedestrian Safety Program in an amount not to exceed \$299,870.*

BACKGROUND:

The Southern California Association of Governments (SCAG) Regional Early Action Planning (REAP) County Transportation Commissions (CTC) Partnership Program (PP) is funded through a grant to SCAG from the State of California Department of Housing and Community Development (HCD). On April 12, 2023, SCAG issued a Call for Projects and Final Guidelines for the 2023 CTC PP. Eligibility extended to the six CTCs within the six-county SCAG region to support transformative planning and implementation of the Regional Transportation Plan / Sustainable Communities Strategy (2020 Connect SoCal) Key Connection strategies. SCAG sought applications for regionally significant and scalable projects across four categories: Transit Recovery, Mobility Integration & Incentives, Shared Mobility & Mobility Hubs, and VMT Bank & Exchange Programs. Projects must have a demonstrated nexus to housing and infrastructure to support new housing and meet all defined program objectives: (1) Accelerating Infill Development that Facilitates Housing Supply, Choice and Affordability; (2) Affirmatively Furthering Fair Housing, and (3) Reducing Vehicle Miles Traveled (VMT).

On May 12, 2023, the Commission approved submittal of five grant applications and associated project prioritization. SCAG evaluated and selected applications based on merit, with an effort to allocate resources according to a county's share of the regional population. On July 6, 2023, the SCAG Regional Council approved four of the five project applications submitted by VCTC for a total grant award of \$3,777,000. There is no local match required. Among the awarded projects is \$300,000 for a Community Traffic Calming and Pedestrian and Bicycle Safety Program (CTCP). On December 1, 2023, the VCTC Board approved the Memorandum of Understanding with SCAG and amended program budgets to receive REAP funding (MOU 010-24).

On January 5, 2024, staff released a Request for Proposals (RFP) for the CTCP. However, due to uncertainty with the State budget, VCTC cancelled the RFP upon receipt of notice from SCAG to stop work on January 26, 2024. Upon restoration of funding from the State and notice from SCAG, staff re-released the RFP in September 2024, posted to the goventura.org/work-with-vctc/contracts web page, and invited 34 firms to submit a proposal for the project. VCTC received one proposal from NN Engineering, Inc. with CR Associates, Inc. as a subconsultant.

DISCUSSION:

The Community Traffic Calming & Pedestrian and Bicycle Safety Program (CTCP) will result in educational safety campaigns and project recommendations to ultimately construct safety improvements in five key locations. The CTCP will focus on traffic calming strategies that include the use of variable message signs, targeted educational campaigns, partnerships with key stakeholders, and targeted enforcement efforts. The CTCP will partner with enforcement agencies to target areas with excessive vehicle speeds and identify violation hot spots to determine if permanent infrastructure improvements such as signage and/or vertical or horizontal roadway treatments are necessary for changes to driver behavior to improve safety for all road users. The CTCP will also utilize temporary installations through the SCAG Go Human toolkit or other similar temporary improvements to analyze the feasibility and long-term implications of permanent infrastructure improvements. Tentative locations have been identified as part of the FCS and are anticipated to include SCAG environmental justice areas and disadvantaged communities. Capital investments in these locations would be expected to increase safety and provide a community benefit for residents to use active transportation.

The scope of work includes the following tasks:

1. Project Management
2. Community Traffic Calming and Bicycle Safety Technical Memorandum (3 parts).
 - 2.1. Existing Conditions and Data Collection (Memo Part 1)
 - 2.2. Existing Plans Review Summary (Memo Part 2)
 - 2.3. Collision Hotspot Map
 - 2.4. Project Location Recommendations (Memo Part 3)
3. Safety Educational Campaign and Public Outreach Strategy
 - 3.1. Project Steering Committee
 - 3.2. Temporary Infrastructure Installation Location Identification
 - 3.3. Targeted Safety Public Outreach Campaign
 - 3.4. Community Walk Audits and Bike Rodeos
 - 3.5. Temporary Infrastructure Installations
 - 3.6. Community Workshops
 - 3.7. Data Collection
 - 3.8. Project Recommendations with Preliminary Engineering and VCTC Board Approval

VCTC's adopted Procurement Policies and Procedures (Revised October 6, 2023) allows for procurement by noncompetitive proposals (sole source) when, after solicitation of several sources, competition is determined inadequate. Upon receipt of only one proposal, VCTC reached out to several firms that had previously expressed interest in the project to inquire why they had not submitted a proposal. The purpose of this inquiry was to determine whether any project or RFP requirements or process impacted proposal submittal. VCTC received a response from one firm. VCTC had also received notice prior to the proposal deadline that another firm had decided not to submit a proposal due to interest in other upcoming solicitations by VCTC and other agencies. No issues with the project or RFP requirements or process were identified from the inquiry, and VCTC staff believe that reasonable efforts were taken to facilitate a competitive selection process.

Two VCTC staff reviewed and scored the proposal received from NN Engineering, Inc. And subconsultant CR Associates, Inc. After averaging the panelist scores, and reviewing reference feedback for the proposer's experience, staff recommend proceeding with an award to NN Engineering, Inc. The proposed cost is within the grant award amount and aligned with the staff cost estimate developed for the grant application. NN Engineering and CR Associates have assembled a highly qualified team with significant relevant project experience and recent completed active transportation and safety projects within Ventura County, such as the City of Ventura's Active Transportation Plan and the Santa Paula Branch Line Rail Trail for the City of Ventura, as well as projects across the state and nation.

The Commission approved an amendment to the Regional Transportation Planning 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 was approved on September 6, 2024.

Recommendation:

Staff recommend that the Commission authorize the Executive Director to finalize and execute an Agreement with NN Engineering, Inc. for Consultant Services to prepare a Community Traffic Calming & Bicycle and Pedestrian Safety Program in an amount not to exceed \$299,870 as described above.



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December 6, 2024

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

RECOMMENDATION:

- *Receive and file a report on Santa Paula Branch Line updates for the month of November 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 and October 2024. 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 November 2024.

DISCUSSION:

November 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>.
 - On November 26, staff met with a representative of the Piru Neighborhood Council to discuss the Council's plans for invasive plant removal near the Piru Creek and the SPBL right-of-way.
- ***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 also began support for the City of Santa Paula's efforts to plan, design, and conduct community engagement for an additional approximately 1.5-mile section of the SPBL Trail within the City of Santa Paula, meeting virtually twice with the City's contractor team during November to share information rights-of-entry, community engagement, etc.
 - On November 20, staff re-released the SPBL Trail Master Plan Request for Proposals after incorporating Federal provisions required by the Surface Transportation Block Grant funding source. Proposals are due by January 10, 2025 no later than 4:00PM Pacific Standard Time. The RFP is available online at:
 - <https://www.goventura.org/work-with-vctc/contracts/>.
 - ***Storm Damage and Response***
 - Staff continued to coordinate with FEMA and CalOES regarding the Sespe Creek Overflow Railroad Bridge project.
 - With completion in October of emergency repairs to stabilize the Sespe Creek Overflow west embankment, the RailPros design team and VCTC staff shifted focus to validating bridge repair designs and cost estimates and securing permits to complete the permanent repair, projected for Summer 2025. Staff reviewed the Draft Biological and Geomorphological Reports and provided comments to RailPros and its subcontractors during November.
 - ***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.
 - Payment of annual Sierra Northern invoices remains pending resolution of several insurance policy documentation items from Sierra Northern Railway.
 - Sierra Northern Railway and Sunburst Railbikes 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 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 and its railroad engineering team continue to coordinate with the County and Entrust. As of the Agenda publication deadline, the County had not yet received a grant award decision announcement from the grantor.



December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY
SUBJECT: DISASTER RECOVERY CONSULTANT SERVICES CONTRACT AWARD

RECOMMENDATION:

- *Approve award of a contract with Thompson Consulting Services for Disaster Recovery Consultant Services in an amount not to exceed \$192,000 for a two-year period.*
- *Approve a budget amendment to increase the Santa Paula Branch Line Program Budget Consultant Services expenditures line item by \$192,000 and to increase the State Transit Assistance (STA) revenues line item by a corresponding \$192,000.*

BACKGROUND:

Portions of the Santa Paula Branch Line (SPBL) railroad were damaged by flooding during severe winter storms in January 2023, notably the Sespe Creek Overflow railroad bridge. The railroad bridge requires reconstruction to restore rail service and reconnect the Fillmore-Piru segment with the remainder of the SPBL and the mainline at East Ventura. On January 14, 2023, a federal disaster was declared for California Severe Winter Storms, Flooding, Landslides, and Mudslides (DR-4683-CA), including Ventura County, which opens eligibility for Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES) reimbursement of costs related to disaster recovery. As VCTC pursued a phased approach to design, engineering, and repairing the railroad bridge, on February 4-5, 2024, an atmospheric river storm and resulting water flows caused additional 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. On April 13, 2024, a second federal disaster was declared for several California counties affected by severe winter storms, tornadoes, flooding, landslides, and mudslides from January 31 to February 9, 2024 (DR-4769-CA). VCTC participated in an Applicant Briefing hosted by CalOES on May 1, 2024 and initiated the Request for Public Assistance (PA) process for the 2024 storms (DR-4769).

With two declared federal disasters and navigating complex regulatory and FEMA Public Assistance program issues, VCTC required support from a consultant with Disaster Recovery and FEMA Public Assistance expertise. With statutory deadlines approaching and a need to respond as quickly as possible over the Summer 2024, staff recommended, and the Executive Director concurred, quickly entering a short-term, limited amount contract with an experienced Disaster Recovery consultant through a sole source contract, while simultaneously competitively procuring a consultant to assist VCTC over the longer term with technical assistance, compliance with FEMA PA and CalOES requirements, reimbursement requests and expenditures tracking, and other recovery efforts. When competitively procured, Disaster Recovery consultant services are eligible for reimbursement from FEMA under Category Z Administrative Costs.

VCTC's Adopted Procurement Policies and Procedures Section III. Methods of Procurement, G. Sole Source Procurement, allows sole source selection "when the procurement is infeasible under small purchase procedures, sealed bids, or competitive proposals" and one several identified conditions applies. Section III.G.b. allows sole source selection when the "public exigency or emergency for the procurement will not permit a delay resulting from a competitive solicitation." Response to FEMA requests for information

and decisions about how to proceed with the Sespe Creek project were necessary, and with rapidly approaching statutory deadlines in July and August 2024 to obligate FEMA PA funding for DR-4683 and DR-4769, the public exigency provision was triggered, and a sole-source procurement was warranted. In late June 2024, VCTC Executive Director executed a 3-month contract with AG Witt, LLC, a firm with disaster recovery experience in California and across the United States, that extended through September 30, 2024. Due to extenuating circumstances (workload and staff resource challenges), the short-term contract with AG Witt was amended to extend the contract through November 30, 2024. The approved Fiscal Year 2024/2025 Santa Paula Branch Line Program Budget, Consultant Services Line Item, included sufficient funding for the short-term contract.

For longer-term disaster recovery consultant support, VCTC's Adopted Procurement Policies and Procedures Section III.B, Methods of Procurement, Small Purchase Procedures, provides criteria for purchases that are "relatively simple and informal procurement methods for securing services, supplies or other property that do not cost more than \$250,000 in the aggregate." In accordance with the procurement policy, price quotes must be obtained from three or more qualified sources and documentation is required for how the price was determined to be fair and reasonable. Staff estimates a monthly cost for consultant support of \$8,000, for a total cost of \$192,000 over a two-year period.

DISCUSSION:

At the same time, staff developed an RFP and template contract for longer-term disaster recovery support beyond the temporary, emergency contract. A disaster recovery consultant will assist VCTC with post-disaster FEMA Public Assistance cost-recovery management services for past, current, and future emergency declarations and VCTC recovery efforts under state and federal aid programs (FEMA and CalOES specifically). Staff prepared and released an RFP for disaster recovery consultant services on August 12, 2024, with proposals due no later than August 30, 2024. The RFP was sent by email to a list of nine (9) disaster recovery consultant firms and posted to the VCTC Contracts web page. Such an approach allows for an expedited, timely, and competitive selection process and meets VCTC and FEMA Public Assistance procurement requirements. As of the August 30, 2024 deadline for submittal of proposals, VCTC received four (4) proposals from firms that specialize in disaster recovery and emergency preparedness and response. Proposals were received from the following firms: AG Witt LLC, Integrated Solutions Consulting (ISC), MGT Impact Solutions (MGT), and Thompson Consulting Services.

A three-person panel consisting of two VCTC staff and an expert in emergency management and response from the County of Ventura reviewed and scored the proposals. After averaging the panelist scores and considering panelist feedback on the proposals, Thompson Consulting Services is recommended for approval. While VCTC experience with AG Witt through the temporary support contract was positive overall, the proposal from Thompson Consulting Services received higher total and average scores from the selection panel and reflects lower cost rates for services. In addition, reference checks conducted for the top two highest ranked firms (AG Witt and Thompson) reflected a stronger response for Thompson.

The RFP and template contract initially included a monthly retainer approach to disaster recovery consultant services. However, three of the four proposals included an hourly rate for work completed approach in lieu of the retainer approach. Upon further consideration, the hourly rate approach with a not-to-exceed amount is recommended for the contract with the selected consultant.

A budget amendment is requested to increase the Consultant Services expenditures line item by \$192,000 and to increase the State Transit Assistance (STA) revenues line item by a corresponding \$192,000. VCTC will seek reimbursement for administrative costs from FEMA.

Recommendation:

Staff recommend Commission approval of a contract with Thompson Consulting Services for Disaster Recovery Consultant Services in an amount not to exceed \$192,000 for a two-year period and a Budget Amendment as described above.



Item 10L

December 6, 2024

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

RECOMMENDATION:

- Approve Contract Amendment #4 with CPS HR Consulting increasing the contract amount by \$22,000 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 \$22,000.

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.

DISCUSSION:

One of the areas where CPS will assist VCTC is in employee recruitment. Sally DeGeorge, Director of Finance, has indicated her intent to retire from VCTC on February 4, 2025. At the time of her retirement, Sally will have been with VCTC thirty years and provided valuable and dedicated service in that time. The Director of Finance is a critical position at VCTC in that it oversees the budget and the management of the various funds that VCTC administers. To achieve a seamless process in the recruitment and hiring of a new Director of Finance, staff is requesting the Commission's approval to add \$22,000 to the CPS agreement for additional services to include comprehensive Executive Level recruitment assistance. This will include the development of a brochure, recruitment activities, screening candidates, setting up panels and assisting with the selection of a final candidate.

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

Therefore, the staff's recommendations are to approve contract amendment #4 and a budget amendment increasing the VCTC General Fund operations Professional and Human Resources line item by \$22,000 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. 4
TO
AGREEMENT BETWEEN
VENTURA COUNTY TRANSPORTATION COMMISSION
AND
CPS HR CONSULTING**

This Amendment No. 4 (“Fourth 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 subsequently amended three times to provide additional services and compensation (“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 ~~strikethrough~~:

“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 \$32,000 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 Fourth 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 Fourth 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:



Item 10M

December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY
SUBJECT: CALTRANS SUSTAINABLE TRANSPORTATION PLANNING GRANT APPLICATION FOR CLIMATE VULNERABILITIES ASSESSMENT AND ACTION PLAN

RECOMMENDATION:

- *Authorize the Executive Director to prepare and submit an application for a Fiscal Year 2025-26 Caltrans Sustainable Transportation Planning Grant to develop a Ventura County transportation network climate adaptation assessment and action plan.*

BACKGROUND & DISCUSSION:

Ventura County has faced many climate-related infrastructure challenges, from a washed-out railroad bridge to road closures and damage from flooding, mudslides, and wildfires. In February 2024, a landslide buried a segment of State Route 150 for several months, closing the only direct route between Ojai and Santa Paula and causing significant impacts to residents and businesses. In response, Ventura County Transportation Commission (VCTC) staff explored grant funding opportunities to prepare an assessment of climate-related transportation infrastructure challenges and develop a proactive action plan to address these challenges. In May 2024, the Commission authorized an application to the Governor's Office of Planning and Research Climate Adaptation Planning Grant program (OPR CAPG). VCTC staff leveraged the existing bench of grant writing consultants to prepare an application through a task order on an existing contract in an amount not to exceed \$8,000 to develop the scope of work and application. VCTC applied to OPR in advance of the June 3rd deadline. In July, OPR announced that the planned \$9.5 million funding for Round 2 of the Climate Adaptation Planning Grant program was canceled due to state budget constraints. Staff explored alternative grant funding sources for the project, including the Caltrans Sustainable Transportation Planning Grant program.

Even as this staff report and draft grant application were being prepared, the Mountain Fire actively threatened critical transportation infrastructure, including US 101, SR-118, SR-126, and the Camarillo, Somis, Ventura, and Santa Paula communities, which highlights the importance of this work and implementation of recommendations.

In October 2024, Caltrans released the Fiscal Year 2025-26 Sustainable Transportation Planning Grant Application Guide and Call for Applications. A total of \$37.7 million is available for transportation planning projects statewide across three project areas: Sustainable Communities, Strategic Partnerships, and Climate Adaptation Planning. Applications are due January 22, 2025, by 5 p.m. Eligible planning projects must have a transportation nexus, directly benefit the multimodal transportation system, improve public health, social equity, environmental justice, and the environment, and provide other important community benefits.

VCTC is an eligible Primary Applicant for the Caltrans Sustainable Transportation Planning Grant program as the Regional Transportation Planning Agency (RTPA) serving Ventura County. Eligible sub-applicants include nonprofit organizations 501(c)(3). The OPR Climate Adaptation Planning Grant program requires applicants to partner with at least one co-applicant to ensure that planning efforts prioritize the needs of

vulnerable and disadvantaged communities. VCTC has partnered with the Ventura County Community Foundation (VCCF) as a co-applicant, given the Foundation's success with Complete Count, Project Isabella, and other wide-reaching community engagement efforts across Ventura County. Staff recommends a continued partnership with VCCF as a sub-applicant to the Caltrans Sustainable Transportation Planning Grant. VCTC also engaged with the County of Ventura, Port of Hueneme, and others to develop the original and updated application and to ensure that multimodal transportation infrastructure and community needs are identified and addressed in a way that prioritizes the needs of vulnerable and disadvantaged communities in the preparation of the application.

The proposed Ventura County transportation network climate adaptation assessment and action plan would identify and prioritize potential highway, roadway, transit, rail, port, and active transportation projects that provide both climate change mitigation and adaptation while prioritizing vulnerable and disadvantaged communities. The plan would build on planning efforts by VCTC and partner agencies, such as VCTC and Santa Barbara County Association of Government's Transportation Emergency Preparedness Plan (TEPP), the County of Ventura's VC Resilient Coastal Adaptation Project, and the Caltrans Climate Resiliency & Transportation Safety Plan for Pacific Coast Highway and informed by OPR and Caltrans climate adaptation planning guidance.

One proposed addition to the original scope of work developed for the OPR CAPG application stems from a presentation of the TEPP to the Government & Disability Summit hosted by the County of Ventura in September. VCTC received feedback that the TEPP was heavily focused on agency response but lacked practical information for the public to understand and act upon. It was suggested that an easy-to-use abridged version of the TEPP targeted for individuals and families be developed, with a focus on persons with access and functional needs and their caregivers. The product would include a brief transportation emergency preparedness guide at the individual and family/household level that would include a one-page form with transportation information for use during emergencies.

The scope of work and cost estimate are still under development, but the estimated grant application amount is approximately \$400,000. A local match of 11.74% is required and will be included in the Fiscal Year 2025-26 VCTC Draft Budget request (approximately \$46,960), within the Regional Transportation Planning Program budget, if VCTC is successful in its application. Depending on the timing of an award relative to the budget cycle, a budget amendment will be requested from the Commission if needed to add the grant funds and local match into the Regional Transportation Planning program budget.

Draft Project Description (Limited to 5 sentences):

To address climate-related infrastructure challenges facing Ventura County, the Project will produce: (1) Countywide Multimodal Vulnerability Assessment; (2) Outreach Plan; (3) Climate Adaptation Strategy and Funding Plan; (4) Adaptation Assessment and Action Plan; and (5) Transportation Emergency Preparedness Guide at the individual and family/household level, including a one-page planning tool with local transportation information for use during emergencies. The Project will be developed with input from a Project Advisory Team, consisting of VCTC, sub-applicant Ventura County Community Foundation (VCCF), project partners including but not limited to Caltrans, County of Ventura, and The Nature Conservancy, and VCTC standing advisory committees that include all local jurisdictions and transit operators in the County. VCCF will lead engagement with vulnerable communities, and project partners will provide input at all stages. The Project applies Caltrans *Climate Change Adaptation Strategy Report* (2020) guidance, is aligned with *California Climate Adaptation Strategy* (2022) priorities to strengthen protections for climate vulnerable communities, makes decisions based on the best available climate science, partner and collaborate to leverage resources, and considers nature-based solutions to identify and address vulnerabilities associated with climate change and other natural hazards, and builds on planning efforts by VCTC and partner agencies, such as the Ventura & Santa Barbara Counties *Transportation Emergency Preparedness Plan* (TEPP), the County of Ventura's *VC Resilient Coastal Adaptation Project*, and the Caltrans *Climate Resiliency & Transportation Safety Plan for Pacific Coast Highway*.



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Item 10N

December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

SUBJECT: BUS AND RAIL RIDERSHIP AND PERFORMANCE MEASURES REPORT

RECOMMENDATION:

- Receive and File

BACKGROUND:

As a data driven and transparent organization, VCTC staff provides quarterly reports that include ridership data, performance measures, and goals for VCTC Intercity Transit as well as Metrolink and Pacific Surfliner. This report looks at the first quarter of Fiscal Year (FY) 2025, July 1, 2024 – September 30, 2024.

DISCUSSION:

Fixed Route

VCTC's Intercity quarterly ridership saw a modest rise of 3.9% compared to the same period last year, marking the 14th consecutive quarter of consistent growth in ridership. The quarter's ridership stands at 62% of pre-pandemic levels, representing the highest ridership since before the pandemic when comparing this quarter. A service change was implemented on August 26th impacting most routes with the exception of Conejo Connection. While the recent service change shows potential for further ridership growth, it has only been in effect for one month, making it too early to fully assess its long-term impact. With schedule adjustments on routes like Highway 126 and Cross County Ltd. aimed at improving connections and on-time performance, continued monitoring will be essential to understanding the full effects of these changes and continued ridership recovery.

Regarding rider composition, mobility devices have seen a significant decrease of about 61% and bicycles have seen an approximately 41% increase compared to FY23 during the same quarter. Train transfers show an increase of about 11% when comparing the same period in FY23.

Passenger revenue had a significant increase of 21.9% over the same period last year, with a more modest increase of 8% when accounting for budgeted route guarantees. The farebox recovery ratio experienced an 8.4% improvement without considering route guarantees.

Customer service goals were not met as complaints received for the period exceeded 5/50,000 riders for the quarter. Intercity received eleven (11) valid complaints this quarter, which narrowly falls short of its performance goal. Most complaints are related to on-time performance (OTP), which staff has worked to address in the August service change and will be making additional changes to improve OTP in the January service change. We also received three commendations this quarter for excellent customer service, highlighting positive feedback from our riders.

The weekday OTP varied across routes this quarter. Highway 101 (50-53) improved from 66% in July to 71% in September. Conejo Connection (55) saw an increase from 49% in July to 53% in September. East County (70-74) improved from 58% in July to 67% in September. Channel Islands (90-99) improved from 68% in July to 71% in September. However, Highway 126 (60-62) showed a slight decline, moving from 75% in July to 71% in September. Cross County Ltd (77) declined from 77% in July to 74% in September. Coastal Express (80-89) maintained high performance, improving slightly from 89% in July to 91% in September. The East County route (70-73) was completely redesigned during the August schedule change to address performance issues. The observed increase in OTP from July to September across all routes could be attributed to these updated schedules. Our performance goal is 90% for OTP. It is important to note that our APC system currently counts early arrivals at the end of the line as 'early,' which negatively impacts the OTP metrics. We are actively working on the system to identify and remove the early arrivals at end of line from the OTP calculations.

Rail

The Metrolink Ventura County rail line ridership increased by 33% in FY24 when compared to the previous year in the same quarter. Over this quarter, weekend ridership reached its highest levels, with each month showing consistent growth. This quarter, weekend ridership on the VC Line has continued its upward trend, now accounting for 11% of total ridership. Overall Metrolink ridership on the Ventura Line is at 58% of pre-pandemic ridership with gradual improvement.

Ridership on the LOSSAN Pacific Surfliner service, which operates between San Diego and San Luis Obispo, experienced an 12% increase compared to the same quarter before the pandemic. This increase reflects ridership growth at the five Ventura County stations. During the current quarter Oxnard and Ventura performed the strongest, with Oxnard up 7.8% and Ventura slightly above FY19 levels. Simi Valley and Camarillo have shown slower recoveries, being the only two stations not showing an increase. Moorpark, despite its low pre-pandemic ridership, had the highest growth, more than doubling its FY19 level. It's worth noting that recreational trips have seen a significant increase throughout this quarter.



DECEMBER 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY

SUBJECT: SESPE CREEK OVERFLOW RAILROAD BRIDGE EMERGENCY REPAIRS CONTRACT AMENDMENT

RECOMMENDATION:

- Approve Amendment No. 1 to the Agreement with Summer Construction, Inc. for Emergency Construction Services to Provide Slope Stability for the Sespe Creek Overflow Bridge Approach on the Santa Paula Branch Line.
- Authorize the Executive Director to execute Final Quantity Balancing Change Order (CCO No. 01).

BACKGROUND:

Following a competitive selection process, on September 6, 2024, VCTC entered into an agreement with Summer Construction, Inc. for emergency construction services to provide slope stability for the Sespe Creek Overflow bridge approach on the Santa Paula Branch Line in an amount not to exceed \$823,266.30. Work commenced on September 11, 2024 and was completed by October 24, 2024.

DISCUSSION:

Actual conditions in the field that were encountered during construction resulted in necessary modifications to the quantities of materials delivered and installed, which results in changes to the costs by task and in total. Changes to material quantities are as follows in Table 1, and as documented in Final Quantity Balancing Change Order (CCO No. 1), included as Attachment A:

Bid Item	Description	Unit	Contract Quantity	Quantity Installed	Quantity Difference	Unit Cost	Cost Difference
Item 3-1a	Structure Backfill	CY	360.00	378.37	18.37	\$ 150.00	\$ 2,755.50
Item 3-1b	Class 2 Base	CY	23.70	26.40	2.70	\$ 753.00	\$ 2,033.10
Item 3-1c	Class 1 Riprap	CY	118.00	52.02	-65.98	\$ 417.00	\$(27,513.66)
Item 3-1d	Class 8 RSP Fabric	SQYD	450.00	1000.00	550.00	\$ 35.00	\$ 19,250.00
Item 3-1e	Class 8 Riprap	CY	275.00	373.00	98.00	\$ 325.00	\$ 31,850.00
Item 5-1	Furnish and Deliver Pile	LF	767.90	800.00	32.1	\$ 98.00	\$ 3,145.80
Item 5-1	Drive Steel Pile	LF	767.90	800.00	32.1	\$100.00	\$ 3,210.00
Total Change Order:							\$ 34,730.74

These changes and material quantities have been reviewed and approved by the construction management team and were necessary to ensure the safety and effectiveness of the emergency repairs. The total change to the cost of the project is an increase of \$34,730.74. The Amendment also accounts for a \$40 difference between the total not-to-exceed amount specified in the original contract (\$823,266.30) and the

amount of the bid by Summer Construction (\$823,226.30), resulting from a typo in the original executed contract. [$\$823,266.30 - \$40.00 + \$34,730.74 = \$857,957.04$]

The resulting total amount not-to-exceed, as amended, will be \$857,957.04. Sufficient funding is available to cover the cost increase within the Santa Paula Branch Line Program Budget, Bridge Reconstruction category.

RECOMMENDATION:

Staff recommend that the Commission approve Amendment No. 1 to the Agreement with Summer Construction, Inc. for emergency repairs to stabilize the west embankment of the Sespe Creek Overflow railroad bridge and the associated Final Quantity Balancing Change Order (CCO No. 1).



December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: HEATHER MILLER, PROGRAM MANAGER
SUBJECT: APPROVAL OF FISCAL YEAR 2024/2025 PROGRAM OF PROJECTS AND PUBLIC HEARING

RECOMMENDATION:

- Open public hearing and receive testimony.
- Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year (FY) 2024/25 in Attachment A.

BACKGROUND:

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review transit projects proposed to be funded with federal dollars. As the designated recipient of federal transit funds, the Ventura County Transportation Commission is required to hold a public hearing and adopt a yearly Program of Projects (POP) which lists projects to be funded with federal funds in each of the four urban areas in Ventura County including the Oxnard/Ventura, Thousand Oaks/Moorpark, Simi Valley, and Camarillo urbanized areas as defined by the U.S. Census Bureau. The POP public notice was published in the Ventura County Star on December 2nd inviting public comment.

DISCUSSION:

The attached FY 2025 Program of Projects table includes the recommended projects for each of the urbanized areas in Ventura County based on anticipated FY 2025 funds, prior year carry-over funds, and federal discretionary (competitive grant) funds.

VCTC staff provided Ventura County transit operators with estimated revenues for the four urbanized areas. Under VCTC's adopted policy, the estimated amount generated under the FTA formula by each transit operator's service provides the target amount for that operator's program. For agencies providing local bus service, the programming target includes the amount generated under the formula for the jurisdiction's population, after subtracting out a share of costs for Countywide Planning activities. Countywide planning activities include VCTC Bus Planning, Fare Collection/APC Data Management, APC/AVL Equipment, Transit Planning and Programming, and the operation of the Transit Information Center. Transit operators, including the cities of Simi Valley, Moorpark Thousand Oaks and Camarillo, as well as the Gold Coast Transit District, provided proposed programs based on the amounts of funds available to them. VCTC staff incorporated these projects into the POP.

The formula for the distribution of Urbanized Area Formula Grant funds incorporates the latest available U.S. census for population statistics, as well as operating data as reported annually to

the National Transit Database (NTD) by transit operators. Notably, there have been two significant changes in the data used to calculate FY 2024/25 federal apportionments. First, the calculations are now using 2010 Census Data rather than 2000. Second, the calculation is once again using the most recently approved NTD data, rather than the 2019 data that was used for several years to moderate the impact that COVID had on transit service levels.

The POP includes FTA Section formula 5307 funds which are used for transit capital projects, operating assistance, and transportation-related planning. The POP also includes FTA Section 5339 funds that provide capital funding to replace, rehabilitate and purchase buses and related equipment, and to construct bus-related facilities.

FTA Section 5337 State of Good Repair (SGR) Metrolink generated revenue funds are used for Metrolink Preventive Maintenance and Capital Rehabilitation projects. Additionally, staff recommends approval to use \$1,384,000 in one-time FY 2025 5337 SGR funds for the Camarillo Train Station ADA Improvements project. The project addresses ADA deficiencies at the station providing safe access to train platforms for disabled individuals. The project was awarded Solutions for Congested Corridor Program (SCCP) funds within the 101 Connected Communities Corridor Rail package for construction costs but requires supplemental funding to cover the full expenses anticipated for the project. With this reduction, SCRRA (Metrolink) would still have sufficient funds for their Capital Rehabilitation project needs.

Discretionary (competitive grant) funds are also identified in the POP including second year funding for projects selected in the most recent 2024 FTA Section 5310 (Seniors and Disabled) and 5307/Jobs Access/Reverse Commute (JARC) call-for-projects approved by this Commission in November. Additionally, Congestion Mitigation and Air Quality Improvement (CMAQ) and Congestion Reduction Program (CRP) federally funded transit projects awarded through the 2024 SCAG call-for-projects and anticipated to be obligated in the coming year are included in the 2025 POP.

As a reminder, the POP is based on estimates for FY 2024/25 federal transit funding; should the adopted FY 2025 Federal transportation budget be lower than these estimates, it will be necessary to make changes to the Program of Projects.

The Transit Operators Committee (TRANSCOM) approved the FY 2025 Program of Projects on November 13, 2023.



December 6, 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
REPORT AND PUBLIC HEARING**

RECOMMENDATION:

- Conduct public hearing and receive comments on Accessible Boarding Method Report.
- Approve a Resolution Adopting the Accessibility Compliance with U.S. Department of Transportation (USDOT) Level Boarding Regulation.

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 an Accessible Boarding Method Report, also known as 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 which 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.

Section 49 of the Code of Federal Regulations (CFR) 37.42(d)(2) states the following, “The railroad operator must submit a plan to the Federal Rail Administration (FRA) and/or the Federal Transit Administration (FTA), describing its proposed means to meet the performance standard at that station. The plan must demonstrate how boarding equipment or platforms would be deployed, maintained, and operated; and how personnel would be trained and deployed to ensure that service to individuals with disabilities is provided in an integrated, safe, timely, and reliable manner.” This report has been completed and attached herein for final approval.

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. Freight railroad operations also operate through both stations and the platforms are constructed within their Right-of-Way (ROW). 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.

VCTC staff brought an item to the Commission at its October 4, 2024 meeting to provide information regarding the report and planned outreach activities. The draft plan for ADA level boarding was posted on VCTC’s and the City of Oxnard’s websites on October 3, 2024. A virtual public meeting took place on October 17, 2024. To ensure community awareness, VCTC and the City of Oxnard displayed fact sheets at both stations for several weeks and posted on social media platforms. Additionally, an email blast was sent to a wide range of stakeholders, inviting

them to attend the virtual presentation. All comments received have been responded to accordingly and the report was updated.

The report is recommended for Board approval and submission to the Federal Transit Authority (FTA) and Federal Railroad Administration (FRA) accordingly thereafter.

ATTACHMENTS

Attachment A – Final Accessible Boarding Method Report



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Item 13

December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR

SUBJECT: OXNARD HARBOR DISTRICT UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

Kristin Decas, CEO and Port Director will provide an update on the significant role the Port plays in transporting goods from the Port to the nation.



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December 6, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY

SUBJECT: VENTURA COUNTY FARMWORKER HOUSING SURVEY RESULTS

RECOMMENDATION:

- *Receive and file a presentation on the survey results conducted as part of Phases 2 and 3 of the Ventura County Farmworker Housing Study and Action Plan.*

BACKGROUND:

Implementing strategies of the adopted County of Ventura 2021-2029 Housing Element, the County of Ventura partnered with local non-profit *House Farm Workers!* to prepare an updated countywide study of the housing needs of farmworkers based on current Ventura agricultural trends and demographics. Overall, the Ventura County Farmworker Housing Study and Action Plan will be instrumental in assisting cities and the County to identify the housing needs of farmworkers in their respective jurisdictions and better align local ordinances with the intent of Government Code section 65583(a), which identifies farmworkers as having special housing needs that warrant additional consideration. The Farmworker Housing Study and Action Plan also includes data on farmworker transportation needs and behaviors.

VCTC contributed as a funding partner to the Ventura County Farmworker Housing Study, leveraging a small investment of Local Transportation Funds to gather important information from an otherwise hard to reach population within Ventura County. The following Staff Report provides background information on survey results of Phases 2 and 3 of the Housing Study. Staff will also provide a verbal presentation on the transportation-related results of the survey.

Project Background and Status:

The County's Planning Division, in partnership with local non-profit *House Farm Workers!*, commenced work on the project in Fall 2021, outlining the following five phases for this multi-year project and launched a project website:

- Phase 1: Advisory Council Formation
- Phase 2: Farmworker Housing Survey Design
- Phase 3: Survey Implementation and Results Summary Report
- Phase 4: Farmworker Housing Study and Action Plan
- Phase 5: Community engagement in implementing the Action Plan

Detailed information and completed reports are available on the County Planning Division website at <https://vcrma.org/en/vc-farmworker-housing-study> in English and Spanish.

For Phase 1 (November 2021 to October 2022), County Planning Staff and *House Farm Workers!* collaborated to convene a 40-member Advisory Council. The Advisory Council included key stakeholders and agency staff representing local cities, transportation, agriculture, nonprofit organizations, healthcare groups, agricultural employers, housing advocacy groups, affordable housing developers, and farmworkers. The County circulated a request for proposals for a consultant to conduct the survey of farmworkers, stakeholders, and employers in Ventura County (Phases 2 and 3) in February 2022. A joint consultant team was selected to complete these two phases, which included BAE Urban Economics, the

County's Farmworker Resource Program from the Human Services Agency, and Gabrielle Vignone from *House Farm Workers!* as Project Manager.

Phases 2 and 3 (November 2022 to August 2024) included consultant selection and development of a survey methodology, a communications plan for surveying the County's farmworkers and agricultural employers, and farmworker and employer surveys (including translations). Selected consultant BAE conducted one-on-one interviews with key stakeholders and an online survey of the County's agricultural employers, while staff from the Farmworker Resource Program administered a lengthy, six-month countywide survey of the farmworkers in the county. Phases 2 and 3 were funded by the Local Early Action Planning (LEAP) grant funds and proportional contributions from all ten Ventura County cities, and the County's General Fund. Overall, Phase 3 included implementation of 40 employer surveys, 417 farmworker surveys, and 11 stakeholder interviews.

In addition, a farmworker focus group outreach meeting was conducted in October 2023 with additional funding received from the Ventura County Transportation Commission (VCTC). This focus group meeting gathered responses on additional questions related to housing, transportation and social services from 34 farmworkers from diverse areas throughout the County. VCTC hosted a Focus Group dedicated to the interrelation of transportation and housing. The Focus Group enabled VCTC to gather important data on mode of travel, vehicle access, cost of housing and transportation, safety, and public transit usage. Feedback gathered from Farmworkers during the Focus Group will be combined with the transportation-related data gathered through the County-led Farmworker Housing Survey to inform planning, services, outreach and engagement by VCTC and other transportation agencies and transit operators in Ventura County. Key transportation challenges identified included cost, safety, and limited awareness of who to turn to for help with transportation issues.

BAE prepared a summary report highlighting the major findings of the survey efforts as well as a presentation which will be distributed to all cities for presentation at their city councils, the Advisory Council and other stakeholders for collective use for community education and outreach efforts. Additionally, the Executive Summary section of the summary report was translated into Spanish, along with the presentation.

Next Steps – Phases 4 and 5:

The County's Planning Division and *House Farm Workers!* jointly applied for, and were awarded, \$499,991 in grant funding through Southern California Association of Government's Sustainable Communities Program – Civic Engagement, Equity, and Environmental Justice (SCP CEEEJ) grant, funded through the California Regional Early Action Planning Grant Program of 2021 (REAP 2.0). The grant includes funding solely for a consultant team and tasks completed by the co-applicant (*House Farm Workers!*). The Governor's proposed budget cuts in January 2024 delayed the initiation of these phases; however, the budget has recently been re-instated.

Phases 4 and 5 are anticipated to be initiated by Fall 2024 and completed by early 2026. These phases include the development of a **Countywide Farmworker Housing Study** and an **Action Plan**, which will be completed by the consultant team along with the co-applicant *House Farm Workers!*. These tasks are anticipated to be completed by conducting a robust community engagement, including coordination with all cities in the County and community partners; farmworker/youth community engagement; and a countywide event to discuss the draft Action Plan with all jurisdictions, stakeholders, farmworkers, and interested parties. In addition, this task includes meetings conducted throughout the project with the 40-member Advisory Council to initiate implementation of the Action Plan.

ATTACHMENTS: Ventura County Farmworker Housing Study Executive Summary