



**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*

The meeting will be via ZOOM Webinar

<https://us02web.zoom.us/j/82566554458?pwd=SWI3VURxRVNVaUZ1ZXJ1eC9uRFIJUT09>

FRIDAY, NOVEMBER 6, 2020

9:00 AM

In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the Guidance for Gatherings issued by the California Department of Public Health commissioners will participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order. Members of the public are encouraged to attend the meeting remotely. Persons who wish to address the commission on an item to be considered at this meeting are asked to submit comments in writing to the commission at ribarra@goventura.org by 4:30PM, Thursday, November 5, 2020. Due to the current circumstances if you would like to participate in a verbal public comment on any item on the agenda during the meeting, please email your public comment to ribarra@goventura.org or via telephone at 805-642-1591 ext. 101. Any public comment received will be read into the record during the public comment portion of this meeting. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Commission meeting, please contact VCTC staff (805) 642-1591 ext. 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that 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 –** *Under the Brown Act, the Board should not take action on or discuss matters raised during Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*

5. **CALTRANS REPORT** - *This item provides the opportunity for the Caltrans representative to give update and status reports on current projects.*
6. **COMMISSIONERS/EXECUTIVE DIRECTOR REPORT** - *This item provides the opportunity for the commissioners and the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.*
7. **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 2/3 vote of the Commission. If there are less than 2/3 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.*
8. **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.*

8A. [APPROVE MINUTES FROM OCTOBER 2, 2020 VCTC MEETING- PG.5](#)

Recommended Action:

- Approve the summary minutes of OCTOBER 2, 2020.

Responsible Staff: Roxanna Ibarra

8B. [MONTHLY BUDGET REPORT FOR AUGUST- PG.9](#)

Recommended Action:

- Receive and file the monthly budget report for AUGUST 2020

Responsible Staff: Sally DeGeorge

8C. [INSURANCE COVERAGE EXTENSION - PG.17](#)

Recommended Action:

- Approve extending existing insurance coverage as described in this item through December 31, 2020 and paying the associated prorated premiums to allow additional time to obtain insurance coverage.

Responsible Staff: Sally DeGeorge

8D. [JOINT RESOLUTION 2020-05 AMENDING CONFLICT OF INTEREST CODE TO AMEND AND EXPAND THE LIST OF POSITIONS REQUIRED TO FILE DISCLOSURES PG. 23](#)

Recommended Action:

- Approve the attached joint resolution 2020-05 adopting an amended Conflict of Interest Code for the VCTC Agencies.

Responsible Staff: Roxanna Ibarra

FORMAL ITEMS FOR DISCUSSION:

9. [WILDLIFE CORRIDORS AND CONSERVATION IN SOUTHERN CALIFORNIA- PG. 31](#)

Recommended Action:

- Receive a presentation from Dr. Seth Riley, Wildlife Ecologist with the National Park Service, on wildlife corridors and conservation efforts in Southern California.

Responsible Staff: Amanda Fagan

10. [TRANSPORATION EMERGENCY PREPAREDNESS PLAN DRAFT- PG. 33](#)

Recommended Action:

- *Receive and file this update.*

Responsible Staff: Claire Grasty

11. [US 101 COMMUNITIES CONNECTED MULTIMODAL CORRIDOR STUDY FINAL DRAFT- PG. 35](#)

Recommendation:

- *Receive a presentation on the Final Draft of US 101 Communities Connected (US-101 Multimodal Corridor Study).*

Responsible Staff: Caitlin Brooks

12. VCTC GENERAL COUNSEL'S REPORT

13. AGENCY REPORTS

14. ADJOURN to 9:00 a.m. Friday December 4, 2020



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Item #8A

**VENTURA COUNTY TRANSPORTATION COMMISSION
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CONGESTION MANAGEMENT AGENCY**

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**MEETING MINUTES OF OCTOBER 2, 2020 VCTC COMMISSION MEETING
AT 9:00AM VIA ZOOM**

CALL TO ORDER:

Chair Bill-de la Peña called the regular meeting of the Ventura County Transportation Commission to order at 9:00 A.M. VIA-ZOOM.

ROLL CALL/MEMBERS PRESENT:

Claudia Bill-de la Peña, City of Thousand Oaks, Chair
Robert Huber, County of Ventura, Vice-Chair
Tony Trembley, City of Camarillo
Ken Simons, City of Moorpark
Bryan MacDonald, City of Oxnard
Cheryl Heitmann, City of San Buenaventura
Jenny Crosswhite, City of Santa Paula
Mike Judge, City of Simi Valley
John Zaragoza, County of Ventura
Brian Humphrey, Citizen Rep., Cities
Will Berg, City of Port Hueneme
Linda Parks, County of Ventura
Jim White, Citizen Rep., County
John Bulinski, Caltrans District 7

ABSENT:

Lynn Edmonds, City of Fillmore
Randy Haney, City of Ojai
Steve Bennett, County of Ventura
Kelly Long, County of Ventura

PLEDGE OF ALLEGIANCE was led by Chair Bill-de la Peña.

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED ON THIS AGENDA: There were none.

5. CALTRANS REPORT- CALTRANS Commissioner Bulinski gave the update report regarding Caltrans projects, the report was distributed via-email to the Commissioners. Commissioner Bulinski thanked the VCTC Commission and Executive Director for the support and collaboration he received from the VCTC Commission in working on continued efforts on mobility in Ventura County.

6. COMMISSIONERS/EXECUTIVE DIRECTOR REPORT- Commissioner Judge reported that during the SCAG meeting it was reported that change in the way the state lets counties and municipalities adjust their speed limits will be pushed at the legislative level. Commissioner Parks stated that at the SCAG meeting a resolution for Clean Air Day was signed and made October 7, 2020 Clean Air Day. Commissioner Crosswhite stated she attended the virtual Mobility 21 Summit, she stated it was a good summit with great discussion on Equity and Transportation.

Executive Director Darren Kettle thanked Commissioner Bulinski's for his years of service to the VCTC Commission and the wonderful partnership between Commissioner Bulinski and Caltrans District 7.

Mr. Kettle had a few items to report:

- VCTC's move to Camarillo starting Monday October 5, 2020.
- Service continues to run at 30% of its normal service.
- VCTC is part of the Seal of Safety with APTA

7. ADDITIONS/REVISIONS- None

8. CONSENT CALENDAR- Vice-Chair Huber made a motion to approve items 8A thru 8I on the Consent Calendar as recommended. The motion was seconded by **Commissioner Zaragoza** and passed unanimously.

8A. APPROVE SUMMARY MEETING MINUTES FROM OCTOBER 2, 2020 VCTC MEETING

- *Approve the summary minutes from the OCTOBER 2, 2020 Commission meeting.*

8B. MONTHLY BUDGET REPORT JULY

- *Receive and file the monthly budget report for the month JULY 2020.*

8C. MONTHLY BUDGET REPORT FOR AUGUST

- *Receive and file the monthly budget report for the month AUGUST 2020.*

8D. FISCAL YEAR 2020/2021 CARRY-OVER BUDGET AMENDMENTS

- *Amend the VCTC Fiscal Year 2020/2021 budget revenues and expenditures as stated in Attachment-Carry -Over Budget Amendments from the Fiscal Year 2019/2020 to 2020/2021*

8E. AUTHORIZATION FOR DESTRUCTION OF RECORDS

- *Approve the destruction of itemized records.*

8F. 2021 VCTC REGULAR MEETING SCHEDULE

- *Adopt the schedule of regular monthly VCTC meeting dates for CY 2021*

8G. AMENDMENT TO FY 2018/2019 STATE OF GOOD REPAIR

- *Approve change in scope for FY 2018/2019 State of Good Repair (SGR) Southern California Regional Rail Authority (SCCRA) Arroyo Simi Crossing Scour Protection Project to encompass repairs to four bridges rather than one.*

8H. VCTC INTERCITY TRANSIT SERVICES PROGRAM FISCAL YEAR 2020/2021 BUDGET AMENDMENT

- *Approve Amendment to Fiscal Year 2020-2021 VCTC Intercity Transit Services budget Task as follows:*

- *by adding \$373,258 of carryover FTA CARES revenue to the FTA CARES revenues line -item and \$125,000 to the Bus and Equipment expenditures line-item and \$125,000 to the Contract Services line-item, and by reducing \$123,258 from the Local Fee-Farebox revenues line-item;*
- *by creating a new revenue line item, "Other-Fuel Credits" in the amount of \$108,098 and creating a new expenditures line-item, "Scheduling Software", in the amount of \$50,000 and by reducing the STA Fund Transfer revenues line item by \$52,098, and correspondingly adjust the STA Fund by reducing the STA Fund Transfer revenues line item by \$52,098., and correspondingly adjust the STA Fund by reducing the STA Fund Transfer out; and,*
- *by creating a new revenues line-item, "Other-Insurance Proceeds" in the amount of \$3,790 and adding \$3,790 to Bus and Equipment expenditures line-item.*

8I. AGREEMENT WITH INNOVATIVE TDM SOLUTIONS (ITS) FOR RIDESHARE

- *Authorize a fifteen (15) month extension of a sole sources, contract with Innovative TDM Solutions (ITS) not to exceed \$95,757 for rideshare database management services. Because this is a sole sources procurement, a 2/3 Commission vote is required for approval.*

9. LEGISLATIVE UPDATE AND PROPOSITION ON BILLS

- *Receive and File update on legislation regarding federal and state transportation issues.*

Item 9 was received and filed by the Commission.

10. SANTA PAULA BRANCH LINE REQUEST FOR PROPOSAL

- *Authorize release of a Request for Proposals for Santa Paula Branch line Railroad Right of Way lease and operations.*

Commissioner MacDonald moved staff recommendation. The motion was seconded by **Vice-Chair Huber** and passed unanimously.

11. VCTC GENERAL COUNSEL'S REPORT- None.

12. AGENCY REPORTS- None.

13. Adjourn- The meeting was adjourned to **9:00a.m. Friday November 6, 2020.**



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Item #8B

November 6, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for September 2020

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 seven 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 are approved by the Executive Director. Staff monitors the revenues and expenditures of the Commission on an on-going basis.

The September 30, 2020 budget report indicates that the revenues were approximately 9.45% of the adopted budget while expenditures were approximately 9.17% 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.

It should be noted that the Fiscal Year 2019/2020 is in the process of being finalized and has not yet been audited. The fund balances and accruals are considered estimates until Fiscal Year 2019/2020 is closed, and the audit is final. Because of the lengthy and time-consuming year-end closing process, the invoicing for July reimbursements have not been processed. These revenues will be reflected in the September financials.

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 Government 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 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 SEPTEMBER 30, 2020**

Assets and Deferred Outflows

Cash and Investments	\$ 35,260,691
Receivables/Due from other funds	4,312,301
Prepays and Deposits	147,166
Capital Assets, undepreciated	25,971,001
Capital Assets, depreciated, net	35,191,932
Deferred Outflows	879,100
Total Assets and Deferred Outflows	<u>\$ 101,762,191</u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 3,221,021
Deferred Revenue	2,842,196
Deposits	67,059
Accrued Vacation	183,710
Pension Liability	2,143,432
OPEB Liability	352,734
Deferred Inflows	291,147
Total Liabilities and Deferred Inflows:	<u>\$ 9,101,299</u>

Net Position:

Invested in Capital Assets	\$ 60,892,975
Fund Balance	31,767,917
Total Net Position	<u>\$ 92,660,892</u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2020**

	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	\$ 1,184,389	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	1,148,184	\$ 286,838	\$ 2,619,411	\$ 29,805,991	(27,186,580)	8.79
State Revenues	132,279	3,222,617	0	74,679	0	0	142,941	0	3,572,516	42,908,226	(39,335,710)	8.33
Local Revenues	56,525	0	0	0	0	231,970	386,425	100,000	774,920	1,877,813	(1,102,893)	41.27
Other Revenues	194	0	0	0	0	0	102,098	0	102,292	0	102,292	0.00
Interest	0	0	0	0	0	0	0	0	0	235,000	(235,000)	0.00
Total Revenues	1,373,387	3,222,617	0	74,679	0	231,970	1,779,648	386,838	7,069,139	74,827,030	(67,757,891)	9.45
Expenditures												
Administration												
Personnel Expenditures	703,852	0	0	0	0	0	49,635	5,137	758,624	3,648,200	(2,889,576)	20.79
Legal Services	1,168	0	0	0	0	0	0	0	1,168	40,000	(38,832)	2.92
Professional Services	19,702	0	0	0	0	0	0	0	19,702	139,500	(119,798)	14.12
Office Leases	49,082	0	0	0	0	0	0	0	49,082	134,800	(85,718)	36.41
Office Expenditures	80,992	0	0	0	0	0	27,240	2,819	111,051	440,200	(329,149)	25.23
Total Administration	854,796	0	0	0	0	0	76,875	7,956	939,627	4,402,700	(3,463,073)	21.34
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	3,964	0	0	0	0	0	0	0	3,964	593,200	(589,236)	0.67
Senior-Disabled Transportation	74,996	0	0	0	0	0	0	0	74,996	393,100	(318,104)	19.08
VCTC Intercity Bus Services	0	0	0	0	0	0	1,218,177	0	1,218,177	11,360,000	(10,141,823)	10.72
Valley Express Bus Services	0	0	0	0	0	0	0	278,885	278,885	1,906,800	(1,627,915)	14.63
Transit Grant Administration	27,535	0	0	0	0	0	0	0	27,535	14,323,900	(14,296,365)	0.19
Total Transit and Transportation	106,495	0	0	0	0	0	1,218,177	278,885	1,603,557	28,577,000	(26,973,443)	5.61
Highway Program												
Motorist Aid Services	0	0	0	104,477	0	0	0	0	104,477	1,422,000	(1,317,523)	7.35
Highway Program Management	631,932	0	0	0	0	0	0	0	631,932	4,307,900	(3,675,968)	14.67
Total Highway	631,932	0	0	104,477	0	0	0	0	736,409	5,729,900	(4,993,491)	12.85

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2020**

	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	1,071,876	0	0	0	0	0	0	0	1,071,876	12,294,855	(11,222,979)	8.72
LOSSAN and Coastal Rail	2,500	0	0	0	0	0	0	0	2,500	12,300	(9,800)	20.33
Santa Paula Branch Line	0	0	0	0	0	147,068	0	0	147,068	806,000	(658,932)	18.25
Total Rail	1,074,376	0	0	0	0	147,068	0	0	1,221,444	13,113,155	(11,891,711)	9.31
Commuter Assistance Program												
Reg Transit Information Center	376	0	0	0	0	0	0	0	376	43,800	(43,424)	0.86
Rideshare Programs	67,526	0	0	0	0	0	0	0	67,526	297,800	(230,274)	22.67
Total Commuter Assistance	67,902	0	0	0	0	0	0	0	67,902	341,600	(273,698)	19.88
Planning and Programming												
TDA Administration	0	2,129,037	0	0	0	0	0	0	2,129,037	23,710,778	(21,581,741)	8.98
Transportation Programming	159	0	0	0	0	0	0	0	159	21,300	(21,141)	0.75
Regional Transportation Planning	38,219	0	0	0	0	0	0	0	38,219	715,600	(677,381)	5.34
Airport Land Use Commission	0	0	0	0	0	0	0	0	0	18,500	(18,500)	0.00
Regional Transit Planning	29,601	0	0	0	0	0	0	0	29,601	1,348,311	(1,318,710)	2.20
Total Planning and Programming	67,979	2,129,037	0	0	0	0	0	0	2,197,016	25,814,489	(23,617,473)	8.51
General Government												
Community Outreach	46,815	0	0	0	0	0	0	0	46,815	211,200	(164,385)	22.17
State and Federal Relations	38,163	0	0	0	0	0	0	0	38,163	114,200	(76,037)	33.42
Management and Administration	379,754	0	0	0	0	0	0	0	379,754	552,000	(172,246)	68.80
Total General Government	464,732	0	0	0	0	0	0	0	464,732	877,400	(412,668)	52.97
Total Expenditures	3,268,212	2,129,037	0	104,477	0	147,068	1,295,052	286,841	7,230,687	78,856,244	(71,625,557)	9.17
Revenues over (under) expenditures	(1,894,825)	1,093,580	0	(29,798)	0	84,902	484,596	99,997	(161,548)	(4,029,214)	3,867,666	4.01

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2020**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	% Year
	Fund Actual	Actual	Actual	Actual	Actual	Actual Intercity	Actual Express	Actual	Totals	Actual	Actual	
Other Financing Sources												
Transfers Into GF From LTF	1,262,432	0	0	0	0	0	0	0	1,262,432	5,054,303	(3,791,871)	24.98
Transfers Into GF From STA	996,386	0	0	0	0	0	0	0	996,386	8,213,137	(7,216,751)	12.13
Transfers Into GF From SAFE	17,774	0	0	0	0	0	0	0	17,774	49,100	(31,326)	36.20
Transfers Into GF From SPBL	33,042	0	0	0	0	0	0	0	33,042	127,300	(94,258)	25.96
Transfers Into SPBL From LTF	0	0	0	0	0	32,969	0	0	32,969	127,300	(94,331)	25.90
Transfers Into SPBL From STA	0	0	0	0	0	0	0	0	0	467,000	(467,000)	0.00
Transfers Into VI From STA	0	0	0	0	0	0	1,000,000	0	1,000,000	1,847,256	(847,256)	54.13
Transfers Out of LTF Into GF	0	(1,262,432)	0	0	0	0	0	0	(1,262,432)	(5,054,303)	3,791,871	24.98
Transfers Out of LTF Into SPBL	0	(32,969)	0	0	0	0	0	0	(32,969)	(127,300)	94,331	25.90
Transfers Out of STA Into GF	0	0	(996,386)	0	0	0	0	0	(996,386)	(3,325,675)	2,329,289	29.96
Transfers Out of STA Into SPBL	0	0	0	0	0	0	0	0	0	(467,000)	467,000	0.00
Transfers Out of STA Into VI	0	0	(1,000,000)	0	0	0	0	0	(1,000,000)	(1,847,256)	847,256	54.13
Transfers Out of SAFE Into GF	0	0	0	(17,774)	0	0	0	0	(17,774)	(49,100)	31,326	36.20
Transfers Out of SPBL Into GF	0	0	0	0	0	(33,042)	0	0	(33,042)	(127,300)	94,258	25.96
Transfers Out of SGR into GF	0	0	0	0	0	0	0	0	0	(4,887,462)	4,887,462	0.00
Total Other Financing Sources	2,309,634	(1,295,401)	(1,996,386)	(17,774)	0	(73)	1,000,000	0	0	0	0	0.00
Net Change in Fund Balances	414,809	(201,821)	(1,996,386)	(47,572)	0	84,829	1,484,596	99,997	(161,548)	(4,029,214)	3,867,666	4.01
Beginning Fund Balance w/o cap	2,598,747	9,649,449	13,224,224	4,625,197	3,898,381	25,370	19	0	34,021,387	33,572,663	448,724	101.34
Long-term Pension/OPEB/Vacati	(1,925,453)	0	0	0	0	0	(166,469)	0	(2,091,922)	0	(2,091,922)	0.00
Ending Fund Balance	\$ 1,088,103	\$ 9,447,628	\$ 11,227,838	\$ 4,577,625	\$ 3,898,381	\$ 110,199	\$ 1,318,146	\$ 99,997	\$ 31,767,917	\$ 29,543,449	\$ 2,224,468	107.53

*Government Accounting Standards Board (GASB) Statements 68 and GASB 75 require full accrual of pension and OPEB liabilities, 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 SEPTEMBER 30, 2020**

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	\$0.00	EAC only	\$1,529,914.61
LAIF	State Pool	N/A	0.00	0.00%	5,982,081.42
County of Ventura	Treasury Pool	N/A	0.00	0.00%	27,637,995.73
Total			\$ 0.00		\$35,149,991.76

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. Small portion of interest earned in the Wells Fargo accounts is for unearned revenues and the interest is not recognized until the revenues are recognized.

The Commission's pooled checking account is not earning interest, instead earns "earnings credits" against fees because of the low interest rate environment. 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. 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. Amounts shown above are not adjusted for fair market value.

Wells Fargo Bank, County of Ventura and LAIF statements are the source for provided information.

Information for the first quarter interest will be contained within the October 2020 report.



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Item #8C

November 6, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: INSURANCE COVERAGE EXTENSION

RECOMMENDATION:

- Approve extending existing insurance coverage as described in this item through December 31, 2020 and paying the associated prorated premiums to allow additional time to obtain insurance coverage.

BACKGROUND:

The Ventura County Transportation Commission (VCTC) reviews its insurance coverage annually using an insurance broker to obtain a balanced insurance package that is comprehensive and affordable. Despite VCTC's small size, its complex operation requires a broad range of insurances. Over the normal course of business, VCTC is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; and natural disasters. VCTC protects itself against such losses by a balanced program of risk retention, risk transfer and the purchase of commercial insurance. Capital projects and rail properties are protected through a combination of commercial insurance, insurance required by VCTC consultants and a self-insurance fund established by the Southern California Regional Rail Authority (SCRRA). VCTC's worker's compensation insurance is covered through the State Compensation Insurance Fund.

In September 2012, VCTC engaged Alliant Insurance Services, Inc. to be its insurance broker. Since then Alliant has assisted VCTC in obtaining insurance through several providers. In November 2017, after another Request for Proposal (RFP) process, VCTC contracted with Alliant for an additional five years. Alliant continues to expertly assist staff by seeking out suitable insurance providers, researching appropriate coverage limits, provides recommendations for activity appropriate coverage, and provides on-going assistance with day-to-day insurance issues. Staff, working with Alliant, has been seeking new coverage as VCTC's current policies expire November 20, 2020.

DISCUSSION:

Unfortunately, public agencies are facing a very challenging insurance market this renewal period, and VCTC is no exception. U.S. Wildfires, Storms, Civil Disorders and 'Social Inflation' (see Attachment A, Up Next: Hyper Social Inflation) have created intense pressure on insurers in North America, causing insured losses in the billions. COVID -19 has added new types of losses that insurers must contend with and it has created additional uncertainty which adds to insurers hesitancy to provide new coverages.

In May 2020, Alliant and VCTC staff initiated the insurance renewal process for the property insurance for the July 2020 renewal and in August 2020 initiated the renewal process for the Crime, Liability, and Public Officials and Employment Practices insurances for the November 2020 renewal. Below is a summary of insurance coverages and their current statuses. General Liability and Excess Liability insurances are of particular concern.

- Property – The current policy is with the Alliant Special Property Insurance Program and Alliant recommended continuing with the current provider with a premium of \$10,125. The increase of \$1,436 (23%) was due to commercial property carriers experiencing multiple years of large losses from severe storms and wildfires as well as VCTC's increased property values. There were no significant changes to the policy. This insurance was renewed in July 2020.
- Crime – The current policy is with National Union Fire Insurance Company with a premium of \$3,946, the same cost as last year. There are no significant changes to the policy. Alliant recommends renewing with the current provider.
- Public Officials Liability (POL), Public Entity Liability (PEL) and Employment Practices Liability (EPL) – The current policy is with Indian Harbor Insurance Company with a premium of \$91,442, this is an increase of \$15,562 (20%). There are no significant changes to the policy and retention requirements remain flat. The increase is due to an increase to VCTC's budget, an increase in employee count and the hardening insurance market along with COVID driven uncertainty. Additional carriers were marketed this year due to the increased premiums, but several insurance providers declined coverage and Alliant recommends renewing with the current provider.
- General Liability – The current provider is Indian Harbor Insurance Company (XL Catlin). The incumbent, Indian Harbor/HL Catlin, is exiting the public entity liability insurance market and will not be renewing VCTC's insurance. As a result, Alliant marketed VCTC's insurance needs to 22 additional carriers seeking alternatives for renewal. So far, 18 have declined and others have not responded. The feedback Alliant is receiving is that most of the "primary" General Liability markets have either pulled out of the public entity space or are not writing accounts related to transit. However, Alliant continues to explore alternatives and follow-up with the non-responsive providers. VCTC is covered through SCRRA for Metrolink and through MV Public Transportation and RATP-Dev for bus operations.
- Excess Liability – The current providers are Indian Harbor Insurance Company (XL Catlin) and Arch Specialty Company. Indian Harbor/HL Catlin is exiting the public entity liability insurance market and will not be renewing VCTC's insurance. Arch Specialty is reducing their capacity on the excess liability to \$5 million and depending on the terms of the General Liability, they may or may not provide renewal terms. As a result, Alliant marketed VCTC's insurance needs to 18 additional carriers. So far, 11 have declined and others have not responded. Feedback for Excess Liability is similar to the feedback for General Liability. Alliant continues to explore alternatives and follow-up with the non-responsive providers. VCTC is covered through SCRRA for Metrolink and through MV Public Transportation and RATP-Dev for bus operations.

As the above list points out, the General Liability and Excess Liability policies do not have insurance providers available to VCTC. At staff's direction, Alliant has taken two additional steps. First, to seek extensions of the current policies to allow additional time to find coverage. Second, to explore the possibility of VCTC joining a joint powers insurance authority.

Alliant was able to obtain concurrence from the current insurance providers to extend coverage through December 31, 2020 to allow VCTC additional time to obtain liability coverage for pro-rated premiums of approximately \$26,600 plus additional fees and taxes as follows:

- Crime – National Union Fire Insurance Company will extend for an additional 42 days through January 1, 2021 for an additional estimated premium of \$454 plus applicable taxes and fees.
- Public Officials Liability (POL), Public Entity Liability (PEL) and Employment Practices Liability (EPL) – Indian Harbor Insurance Company will extend for an additional 42 days through January 1, 2021 for an additional estimated premium of \$8,427 plus applicable taxes and fees.
- General Liability – Indian Harbor Insurance Company (XL Catlin) will extend for an additional 41 days through December 31, 2020 for an additional estimated premium of \$10,225 plus applicable taxes and fees.
- Excess Liability – Indian Harbor Insurance Company (XL Catlin) and Arch Specialty Company will extend for an additional 41 days through December 31, 2020 for additional estimated premiums of \$4,127 and \$3,361 plus applicable taxes and fees.

At the same time, Alliant has identified a viable option to VCTC's current insurance carriers. Special Districts Risk Management Authority (SDRMA), a joint powers insurance authority, can provide all the coverages VCTC currently purchases plus cyber liability insurance. In addition, SDRMA provides risk control resources and training, including an online subscription to "Target Solutions". While this is a valuable service, it places greater responsibilities on VCTC to develop expertise in these areas of risk that was previously handled by VCTC's insurance broker.

SDRMA has a little over 500 members in the group with 9 members within the Transit and Transportation sector including Alameda County Transportation Commission. The SDRMA board would need to approve VCTC as a member but could bind coverage for 60 days until their board meets to approve VCTC as a new member. The cost of the coverage offered by SDRMA at \$369,409 represents a significant increase (\$76,409) over VCTC's current budget of \$293,000 for insurance premiums. It would also require a commitment from VCTC to insure with SDRMA for a three-year term with only the premium for the first year defined.

Based on the above information, staff recommends the Commission extend coverage as described above through December 2020 to allow additional time to seek general and excess liability coverage in hopes of obtaining comparable coverage at a reasonable premium. Staff will bring a recommendation back to the Commission at the December meeting for further discussion and consideration.

Mr. Seth Cole from Alliant Insurance Services, Inc. will be attending the meeting via Zoom to answer questions if needed.

Up next: hyper social inflation?

Social inflation in the time of COVID—Is the pandemic distracting casualty insurers from the bigger threat?

By Mia Finsness, Managing Executive, Global Casualty Underwriting and Claims



If 2019 was the year of social inflation, then 2020 is undoubtedly the year of COVID-19. Since March, all industry focus has been on the pandemic and the effect it will have on profitability across the insurance industry. Fortunately, we can now say eight months into the pandemic that it does not appear that COVID will be a material event for casualty insurers. What should be more concerning is the possibility that the insurance industry's laser focus on COVID is distracting us from the larger, more menacing threat of social inflation.

In a best-case scenario, COVID has provided a momentary pause from social inflation, and the social inflation trends we saw pre-COVID will continue in the same vein as courts reopen. However, the more likely and troublesome scenario is that COVID will exacerbate the previous iteration of social inflation, leading to a new period of "hyper" social inflation.

Social inflation: a recap

Social inflation is a term used to describe the rising costs of US liability claims as a result of societal trends. The term was first coined in the 1980s during the asbestos litigation crisis. The current iteration is attributable to new factors, including:

- **Rising costs and stagnating wages:** Costs are outpacing inflation and the average household income is falling behind inflation. The median annual household income according to the US Census Bureau was \$61,937 in 2018.
- **Skyrocketing health care costs:** US health care spending grew 4.6% in 2018, reaching \$3.6 trillion, or \$11,172 per person, which is the highest of the OECD countries.
- **Pervasive media influence:** Billion-dollar media headlines are the new normal. Data from jury focus groups indicates that potential jurors now perceive such numbers to be "Monopoly money."
- **Legal advertising:** Plaintiffs' attorneys advertise their large wins through a variety of sources and are setting floors for future cases.

- **Changes in the tort landscape:** Damages caps in many states are being successfully overturned.
- **Reptilian trial tactics:** A new school of instruction for plaintiffs' attorneys teaches them how to trigger the reptilian part of jurors' brains that makes them want to punish commercial defendants and award large verdicts.
- **Litigation funding:** Traditional investors are now investing in civil litigation—a \$9.5 billion industry—as an alternative to the traditional stock market.
- **Polarized political climate:** The media's focus on polarizing topics like the opioid crisis, mass shootings, and sexual abuse scandals has galvanized grassroots movements in favor of victims and against large corporations.

Social inflation is a uniquely American phenomenon because the United States is the only country in the world that routinely uses jury trials for civil cases. Jurors have unconscious biases derived from the culmination of their life experiences. Their constant exposure outside the courtroom to the media's spotlight on growing inequality in particular breeds resentment and a feeling of powerlessness. As jurors in civil cases involving large, corporate defendants, they have an opportunity to engage in an alternative means of wealth redistribution in the form of colossal verdicts that are seemingly uncorrelated with the injuries suffered.

“... jurors' constant exposure outside the courtroom to the media's spotlight on growing inequality in particular breeds resentment and a feeling of powerlessness.”



The following are just a few examples of nuclear verdicts from 2019 that are indicative of the modern social inflation environment:

State	Verdict
Texas	\$80,000,000 Trucking accident injuring one person.
Washington	\$123,000,000 Duck boat accident killing and injuring many.
Georgia	\$280,000,000 Trucking accident killing five people.
Alabama	\$151,791,000 Automobile accident injuring one person.
California	\$2,055,200,000 Pesticide product allegedly harmed two people.
New York	\$55,900,000 Medical accident during surgery injuring one person.
Maryland	\$229,600,000 Medical accident during a delivery injuring one person.
Pennsylvania	\$8,000,000,000 Pharmaceutical product led to unwanted side effects in many persons.
Georgia	\$125,000,000 Living conditions in an apartment building complex resulted in one death.
New York	\$110,200,000 Construction site accident killing one person.

Social inflation post-COVID: a prediction

Unfortunately, the pandemic is likely to exacerbate social inflation. Current social and political issues such as police brutality and riots will increase the potential for larger, more socially inflated verdicts, just as polarizing topics like sexual abuse, mass shootings, and opioids contributed to social inflation before COVID.

In addition, the COVID economy will significantly impact jurors going forward. Fifty-nine million people filed jobless claims between March 2020 and September 2020. Unemployment intensifies the pain of rising costs of necessities such as housing, health care, and education. Indeed, the costs of health care in particular have been laid bare by COVID. In 2018, over 157 million Americans received health insurance through their work. During the pandemic, many of the unemployed lost their health insurance.¹ Not having health insurance amplifies the cost of health care when it's needed and has the potential to bankrupt American households, which have median incomes of \$61,937 a year.

Compounding this reality is the fact that the pandemic has fueled demand for health care services, particularly for lower income and vulnerable populations who are susceptible to COVID. In June, the *New York Post* broke down a whopping \$1.1 million, 181-page hospital bill that a COVID survivor faced.² The article drew into sharp focus the staggering costs of health care in the US and made it clear to readers that the

pandemic will hit the most vulnerable populations hardest in two ways: first through their health and then through their pocketbooks. Indeed the *Post* article, like many others in the media, contributed to the *perception* of extortionate costs among potential jurors.

Health care is a hot-button political issue in the current election cycle, and there is much publicity surrounding the claim that only in America do people declare bankruptcy from health care costs. Moreover, media speculation regarding inevitable inflation (not of the social kind) due to governmental fiscal policies will only strengthen jurors' perceptions that medical costs will continue to increase over time. Indeed, when they are sitting in the jury box, a suggestion by plaintiff's counsel that future medical costs for a baby with brain damage will be \$50 million may not seem so irrational for jurors in light of these influences.

Meanwhile, the US stock market achieved record-breaking highs over the summer. The pandemic has highlighted the disconnect between the stock market, in which only the wealthiest 10% of American households invest, and the rest of the economy. Extensive media coverage related to these events creates the perception among Americans (i.e., potential jurors) that the rich are getting richer while the poor and vulnerable suffer. If there is a chance to engage in some wealth redistribution, it's not unreasonable to believe that jurors will seize the opportunity to "right the ship" and award a large verdict.

Opening of the courts (and the floodgates)

Until recently, most courts were closed and there was an unfamiliar lull in litigation activity as a result. In August, a few civil jury trials began for the first time since the pandemic shutdown and there are already indications that social inflation will not improve post-COVID.

In one of the first trials to resume, a jury awarded \$98 million against a public social services organization for the deaths of two children.³ In addition, several large verdicts were upheld by appellate courts in August, including a \$50 million award in a police brutality case, a \$59 million award in case involving an exploding Bunsen burner and a \$33 million award in an asbestos case.⁴

And what about frequency? Prior to COVID, the consensus was that social inflation was a severity, not frequency, event. In some respects, COVID may result in that trend continuing—at least in the short term. There is evidence to support the notion, for example, that automobile accident frequency is down due to people working from home, but that severity is up due to drivers speeding on empty roads. However, it is questionable whether this trend will endure. New civil case filings in federal court were up 43% as of the end of June—compared to the same time the previous year. The filings were driven by personal injury and product liability cases, which increased nearly fourfold.⁵



Selling insurance during a pandemic

Whether COVID triggered the liability insurance hard market or merely coincided with it is open to debate. Undebatable is the fact that at a time of so much uncertainty, casualty underwriters need to react swiftly to combat social inflation and mitigate long-term exposure to insurers' balance sheets.

Crucially, we will not know for some years whether the premiums we charge today are enough for the policies we sell, because the tail on liability claims is long. It could be anywhere from two to fifteen years depending on the risk class. Fundamentally, the long-tail nature of liability claims reflects the length of time it takes civil cases to churn through the court systems, and this length of time will only increase as a result of pandemic-related court closures.

“... we will not know for some years whether the premiums we charge today are enough for the policies we sell, because the tail on liability claims is long.”

Pricing inadequacy partly explains why some insurers are experiencing social inflation-related pains today. Verdicts rendered in 2020 simply do not reflect underwriters' expectations from years ago when the policies were issued. For example, in 2019 a Maryland jury returned a verdict of \$229 million⁶ for alleged medical malpractice during delivery of an infant. Approximately \$200 million of the award was for future medical expenses, clearly evidencing the jurors' perceptions of skyrocketing medical costs. Notably, the alleged malpractice occurred in October 2014—five years before the jury would ultimately render its verdict. Did insurers in 2014 price for the possibility of such an enormous verdict? The answer is surely “no,” and the industry today needs to start thinking about the cases going to trial tomorrow and the factors that may influence their outcomes.

Many things can happen between an accident that occurs today and a trial that occurs in 2028 that will impact claim valuation. There are too many unknowns to accurately predict what liability claims will be worth in eight years' time, which makes it hard to adequately price policies today. Underwriters who survive this next period of social inflation will be those who not only aggressively push for rate increases, but also meticulously manage their overall portfolios by scaling back limits, diversifying attachment points and risk classes, and tightening up terms and conditions by adding exclusions that mitigate certain “inflammatory” types of exposures like sexual molestation or assault and battery.

“... the industry today needs to start thinking about the cases going to trial tomorrow and the factors that may influence their outcomes.”

Conclusion: Batten down the hatches

As we continue to live with COVID and celebrate the long-awaited return of a hard market, we must keep our eye on the ball and remain vigilant at assessing and addressing the looming threat of a post-COVID superstorm of social inflation. Absent any significant changes in the US tort system, or any meaningful economic and social reform, it is likely that hyper social inflation will become a new reality. We must adapt to the times as an industry and be prepared to face it head on.



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¹ “Employer-Based Health Care, Meet Massive Unemployment,” Jeneen Interlandi, *New York Times* (June 29, 2020).

² “Breaking down ‘miracle’ coronavirus survivor’s \$1.1M hospital bill,” Nicole Lyn Pesce, *New York Post* (June 17, 2020).

³ *Judith Cox et al. v. Washington, Dept. of Social and Health Servs.*

⁴ *Black v. Hicks et al.; Yvonne Yanes et al. v. The City of New York; Ann Finch v. Covil Corp.*

⁵ “Federal Caseload Rises 30%, Fueled By Product Liability Suits,” Dorothy Atkins, *Law360* (August 19, 2020).

⁶ *Zubida Byrom et al. v. Johns Hopkins Bayview Medical Center Inc.*





Item #8D

November 6, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ROXANNA IBARRA, CLERK OF THE BOARD

**SUBJECT: JOINT RESOLUTION OF 2020-05 AMENDING CONFLICT OF INTEREST CODE
TO AMEND AND EXPAND THE LIST OF POSITIONS REQUIRED TO FILE
DISCLOSURES FOR VCTC AGENCIES**

RECOMMENDATION:

- Approve the attached joint resolution approving and amending the Conflict of Interest Code for the VCTC Agencies.

DISCUSSION:

Under the Political Reform Act, public entities are required to periodically update their Conflict of Interest Codes. The existing designated positions in the Conflict of Interest Code have been revised to be in sync with the current position allocations. Pursuant to this update for 2020, one (1) additional position (Program Manager, Government & Community Relations) is being added to the list of positions required to file disclosures. Furthermore, three (3) position titles have been updated to reflect their current designation (Director of Planning & Policy, Program Manager, Transportation Planning and Program Manager, Programming).

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

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

EXHIBIT A- DESIGNATED POSITIONS AND FILING OFFICERS

EXHIBIT B- LIST OF CATEGORIES

ATTACHMENT A – REDLINE VERSION OF DESIGNATED AND FILING OFFICERS

**2020 CONFLICT OF INTEREST CODE FOR
VENTURA COUNTY TRANSPORTATION COMMISSION
VENTURA COUNTY LOCAL TRANSPORTATION AUTHORITY
VENTURA COUNTY AIRPORT LAND USE COMMISSION
VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONGESTION MANAGEMENT AGENCY FOR VENTURA COUNTY AND VENTURA COUNTY
CONGESTION MANAGEMENT AGENCY
(hereafter collectively referred to as, "VCTC AGENCIES")**

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

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **VCTC AGENCIES**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **VCTC AGENCIES**.

Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

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

APPROVED AND ADOPTED this 6th day of November 2020:

By: _____
Print Name: _____
Title: _____

EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER (Designate County Clerk of Board (COB) or Local Agency's Clerk (AC))
17	Commissioners	1	COB
1	Clerk of the Board	1	COB
1	Executive Director	1	COB
1	Finance Director	1	COB
1	Director of Planning & Policy	1	COB
1	Director of Programming	1	COB
1	Director of Transit	1	COB
1	Program Manager, Government & Community Relations	1	COB
1	Program Manager, Programming	1	COB
1	Program Manager, Regional Transit Planning	1	COB
1	Program Manager, Transit Contracts	1	COB
1	Program Manager, Transportation Planning	1	COB
1 (Consultant)¹	General Counsel	1	COB

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

EXHIBIT B – DISCLOSURE CATEGORIES

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

Category 1 – BROADEST DISCLOSURE

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

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

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

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

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

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

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

Category 4 – PROCUREMENT

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

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

Category 5 – REGULATION AND PERMITTING

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

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

Category 6 – FUNDING

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

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

RESOLUTION NO. 2020-05

A JOINT RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION, THE VENTURA COUNTY LOCAL TRANSPORTATION AUTHORITY, THE VENTURA COUNTY AIRPORT LAND USE COMMISSION, THE VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES, THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY FOR VENTURA COUNTY, AND THE VENTURA COUNTY CONGESTION MANAGEMENT AGENCY APPROVING THE CONFLICT OF INTEREST CODE FOR SAID ORGANIZATIONS

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

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

WHEREAS the VCTC Agencies wish to continue to operate with a Conflict of Interest Code which incorporates the standard Conflict of Interest Code approved by the Fair Political Practices Commission;

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

- I. The Conflict of Interest Code attached to this Resolution and incorporated herein as Exhibit 1 is hereby adopted.
- II. The disclosure category definitions attached to this Resolution and incorporated herein as Exhibit 2 are hereby adopted.
- III. The Chair of the VCTC Agencies is hereby authorized to execute this Resolution adopting the Conflict of Interest Code incorporated herein.
- IV. The Executive Director of the VCTC Agencies shall certify the adoption of this Resolution and shall be the designated person to receive and file statements of economic interests for VCTC. Upon receipt of such statements, the Executive Director is directed to retain a copy for a period of not less than 10 years and forward the originals to the County Clerk.
- V. The Secretary of the VCTC Agencies is authorized to forward a copy of the adopted Conflict of Interest Code to the Board of Supervisors.

PASSED APPROVED AND ADOPTED this 6th day of November 2020.

CLAUDIA BILL-de la Peña
Chairperson

ATTEST:

DARREN KETTLE
Executive Director

APPROVED AS TO FORM:

STEVE MATTAS,
General Counsel

ATTACHMENT A- DESIGNATED POSITIONS AND FILING OFFICERS-~~REDLINE~~

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

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER
17	Commissioners	1	COB
1	Executive Director	1	COB
1	Finance Director	1	COB
1	Director of Programming	1	COB
1	Director of Planning and Policy Technology	1	COB
1	Director of Transit	1	COB
1	Clerk of the Board/ Public Information Officer	1	COB
1	Program Manager, Government and Community Relations	1	COB
1	Program Manager, Transportation Planning TDM	1	COB
1	Program Manager, Transit Contracts	1	COB
1	Program Manager, Regional Transit Planning	1	COB
1	Program Manager, Highway Capital Programming	1	COB
1 (Consultant) ²	General Counsel	1	COB

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



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Item #9

November 6, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & POLICY

SUBJECT: WILDLIFE CORRIDORS AND CONSERVATION IN SOUTHERN CALIFORNIA

RECOMMENDATION:

- Receive a presentation from Dr. Seth Riley, Wildlife Ecologist with the National Park Service, on wildlife corridors and conservation efforts in Southern California.

BACKGROUND:

Dr. Seth Riley will provide an overview of wildlife corridors and conservation efforts in Southern California. Dr. Riley is a Wildlife Ecologist with the National Park Service, Wildlife Branch Chief at the Santa Monica Mountains National Recreation Area, and Adjunct Associate Professor in the Department of Ecology and Evolutionary Biology at the University of California Los Angeles (UCLA). Dr. Riley is widely published on the relationship between urban development, habitat fragmentation, and predator survival. Recent publications include a January 2020 article in the *Journal of Biological Conservation* entitled "Survival and competing mortality risks of mountain lions in a major metropolitan area," and a March 2020 article in *Landscape Ecology* entitled "Carnivore population structure across an urbanization gradient: a regional genetic analysis of bobcats in southern California."

VCTC recognizes significant public interest in the relationship between transportation projects along the U.S. 101 corridor and wildlife crossing in the Santa Monica Mountains. For example, VCTC received a substantial number of public comments regarding wildlife crossings during public outreach for the 101 Communities Connected multimodal corridor study. The U.S. 101 High Occupancy Vehicle (HOV) / Express Bus lanes project (also known as Our Future 101) is conducting analysis of wildlife crossings and potential impacts to wildlife as part of its preliminary design and environmental analysis. The forthcoming update to the countywide Comprehensive Transportation Plan will also include further study on multi-benefit highway and multimodal transportation projects that foster connectivity for wildlife within and between natural habitats.



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Item #10

November 6, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, PROGRAM MANAGER

SUBJECT: TRANSPORTATION EMERGENCY PREPAREDNESS PLAN DRAFT

RECOMMENDATION:

- Receive and file this update.

BACKGROUND:

After the Thomas Fire and the Montecito Debris Flow, VCTC, in partnership with the Santa Barbara County Association of Governments (SBCAG) and in coordination with the Gold Coast Transit District (GCTD) and the Santa Barbara Metropolitan Transit District (MTD), applied for a grant through Caltrans' Adaptation Planning Grant (APG) Program to fund a Transportation Emergency Preparedness Plan (TEPP), that would help our agencies to be better prepared in an emergency. This grant was awarded to VCTC in May 2018, and after a selection process in June 2019 VCTC selected Claris Strategy as its consultant to lead the project.

The goals of the TEPP are to:

- Outline roles and responsibilities of different agencies and specific personnel
- Work with existing plans so as to not duplicate efforts and to maximize the work that has already been done
- Outline communication procedures, including communication within organizations, with counterpart agencies (between SBCAG and VCTC, with transit operators, with emergency service offices) and external communications to the public and transit riders
- Cover different types of emergencies such as fires, mudslides, flooding, mass shootings, gas leaks, dam failure, tsunamis and sea level rise
- Develop an approach to training and drills for appropriate personnel
- Create a blueprint for evacuation of communities and transit assets
- Create procedures for the canceling, adding or modifying of transit service, as well as a plan for resumption of transit service and recovery
- Identify resources to support ongoing implementation

As part of the effort on this project, a Technical Memorandum was created in addition to the TEPP. The Technical Memorandum reviewed the current emergency preparedness regarding transit and transportation in Ventura and Santa Barbara Counties and determined a list of findings and

recommendations. The findings include research and lessons learned as a part of this project, as well as areas for improvement and the recommendations outline steps and tasks to improve emergency preparedness. Please see pages 6 and 18 of the Technical Memorandum for the comprehensive list of findings and recommendations.

DISCUSSION:

After an extensive review and development process, the TEPP draft has been completed and is attached, as is the technical memorandum, which includes findings and recommendations. An initial draft of the TEPP was distributed to VCTC, SBCAG, the transit operators in both counties and the Offices of Emergency Services/Management in both counties. Additionally, comments and edits were included in the subsequent draft that was submitted to the Advisory Committee that included the cities, transportation officials, emergency managers, utility companies, schools among others. The draft TEPP is also available for public review on the TEPP website at <http://tepp-vctc.org/>. Any comments received from the Commission, SBCAG Board or public will be reflected in the final draft. The final draft of the TEPP and Technical Memorandum will be brought to the Commission for acceptance either in December or January, depending on the comments received from the Commission and the SBCAG Board.



Item # 11

November 6, 2020

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: CAITLIN BROOKS, PROGRAM MANAGER - TRANSPORTATION PLANNING
SUBJECT: US 101 COMMUNITIES CONNECTED MULTIMODAL CORRIDOR STUDY FINAL DRAFT STUDY

RECOMMENDATION:

- Receive a presentation on the Final Draft of US 101 Communities Connected Multimodal Corridor Study

BACKGROUND:

In July 2019, with funding from Caltrans and in coordination with the Southern California Association of Governments (SCAG), VCTC kicked off 101 Communities Connected, a plan to improve mobility for everyone who travels the US-101 Corridor. The project has entered the final stage, and we are soliciting feedback from the Commission on the Final Draft Study. 101 Communities Connected provides consensus-based recommendations for multimodal mobility enhancements to benefit the communities along US-101 in Ventura County. The study area includes the US Highway 101 and the area generally within three (3) miles on either side of the freeway. The primary focus is to pinpoint planned transportation improvement projects that relieve congestion and improve mobility across all modes for travelers within the corridor.

Completion of 101 Communities Connected multimodal corridor study makes Ventura County eligible to compete for state funding to implement Study recommendations, including funds from the SB 1 Solutions for Congested Corridors Program (SCCP). 101 Communities Connected seeks to foster a resilient, sustainable, and efficient transportation future for Ventura County to meet the many and diverse needs of the communities served by US Highway 101. This multimodal corridor study analyzes demographic and economic data, considers existing and future land use, and inventories planned transportation infrastructure projects throughout the US-101 corridor. It provides a roadmap for collaboration across jurisdictions and development of funding priorities for future investments in infrastructure throughout the corridor to improve connectivity, reduce vehicle miles travelled, and better serve the residents, businesses, and visitors of Ventura County.

101 Communities Connected is separate from Our Future 101, which is also known as the US 101 High Occupancy Vehicle (HOV)/Express Bus Lanes project. Our Future 101 analyzes infrastructure improvements and alternatives on the 101 freeway, including potentially adding HOV/Express Bus and

auxiliary lanes. Our Future 101 is included in the 101 Communities Connected Study as one of the identified Planned Projects and Programs. Preliminary engineering and environmental analysis are currently underway for Our Future 101, separate from 101 Communities Connected.

US-101 Communities Connected identifies a comprehensive list of proposed transportation improvement projects and evaluates those projects and programs in a multimodal context using the Caltrans Corridor Planning Guidebook and the California Transportation Commission's (CTC) Comprehensive Multimodal Corridor Plan (CMCP) guidelines. The study provides an overview of existing and future conditions, public input, documentation of projects and programs, and multimodal evaluation of the projects, funding availability, and how to move forward with implementing the projects and programs. The draft study is included as Attachment A and is organized as follows:

- **Existing and Future Conditions Review** – Preparing a multimodal corridor Plan requires a keen understanding of existing and future land use patterns, travel markets and patterns, and the underlying multimodal transportation infrastructure in the study area. This analysis considers how existing and future users of transportation infrastructure and services will affect operation, maintenance, availability, and conditions of multimodal infrastructure. (Pages 6-41).
- **Identify Planned Projects and Programs** – A number of sources are reviewed to identify planned projects within the study area including, but not limited to, local agency Capital Improvement Programs (CIPs), the Federal Transportation Improvement Program (FTIP), 2020 SCAG Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), and Short-Range Transit Plans (SRTP), as well as coordination with local agencies to ensure an all-encompassing list. (Pages 42-48).
- **Engage Public and Policy Makers** – Public outreach and participation are key parts of the US-101 Communities Connected Study. Comprehensive public involvement is crucial to the success of the project. Through interactive community workshops, digital engagement and targeted outreach, focused on disadvantaged communities, the outreach program accomplished the following goals:
 - Help to educate the public about the US-101 Communities Connected study, including its purpose and the important role it will play in Ventura County's transportation future.
 - Solicit input from the public and stakeholders, including special needs populations and disadvantaged communities, on transportation needs and priorities in the US-101 Corridor. (Pages 49-52).
- **Evaluation Framework** – A project evaluation framework is developed to determine how each project would perform relative to the goals and guiding principles of the project; and how it would benefit the overall corridor performance. The Study introduces the Communities Connected Index (CCI) as a tool to evaluate projects. (Pages 53-66).
- **Funding Sources** - Funding for transportation improvements in California is available through a series of Federal, State, and local sources. Eligibility for each funding source differs by mode, scope, matching fund requirements and project phase. The Study summarizes relevant funding sources available for projects in the US-101 Communities Connected study area. (Pages 67-69).
- **Moving Forward** - A roadmap for future improvements necessary to meet the corridor plan goals. The study identifies and prioritizes a list of planned infrastructure improvements that have potential to enhance mobility for everyone who travels the U.S. 101 corridor, including drivers, bicyclists, pedestrians, and transit riders. (Pages 70-77).

VCTC received numerous comments from TTAC, TRANSCOM, and the general public that were incorporated into the Final Draft. Staff requests your review and feedback of the Final Draft Study. Staff is still working with the Study consultant to further refine the report, but anticipates returning to the Commission at the December 2020 meeting for final adoption.



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