



**VENTURA COUNTY TRANSPORTATION COMMISSION**  
Transportation Technical Advisory Committee (TTAC)

**AGENDA**

**Wednesday, November 17, 2021**  
**1:00 P.M.**

The meeting will be via ZOOM Webinar

Please click the link below to access the webinar:

<https://us02web.zoom.us/j/86148565484?pwd=TjdSRjErOUhUZW9GdUU3MUsvaHRYUT09>

Call-in Option:

Dial: US 1-669-900-6833

Webinar I.D. 861 4856 5484

Passcode: 12345

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct their meetings completely telephonically or by other electronic means. On June 11, 2021, the Governor subsequently issued Executive Order N-08-21 maintaining the suspension of certain provisions of the Brown Act to continue to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means through September 30, 2021. As such, VCTC will continue to conduct its meetings by teleconference, its commissioners will participate in the meeting from individual remote locations, and no physical location will be open to the public for the Commission meeting.

Members of the public are encouraged to attend the meeting remotely. Members of the public who wish to address the commission on an item to be considered at this meeting are asked to please use the raise hand feature in Zoom (or \*9 if you are calling into the Zoom meeting) at the time the Chairperson requests public comments. The Clerk will then advise you when it is your turn to speak. Verbal public comments are limited to three minutes.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in this meeting, please call 805.642.1591 x111 at least 48 hours before the meeting to help staff in assuring those reasonable accommodations are made to provide accessibility.

- ITEM 1      CALL TO ORDER**
- ITEM 2      INTRODUCTIONS & ANNOUNCEMENTS**
- ITEM 3      PUBLIC COMMENTS**
- ITEM 4      AGENDA ADJUSTMENTS**

**ITEM 5      APPROVAL OF MINUTES – Action**

- *Waive the reading and approve the minutes of the September 15, 2021 meeting.*

**ITEM 6      CALTRANS LOCAL ASSISTANCE UPDATE – Receive and File**

**ITEM 7      POLICY TO PROGRAM FUNDS TO LOCAL STREETS AND ROADS ON A ONE-TIME BASIS - Action**

**ITEM 8      REVISION TO CAMARILLO CMAQ PROGRAM – Action**

**ITEM 9      VEHICLE MILES TRAVELED ADAPTIVE MITIGATION PROGRAM – Receive and File**

**ITEM 10     FEDERAL HIGHWAY ADMINISTRATION COMMENT REGARDING SUBALLOCATION OF FUNDING TO INDIVIDUAL COUNTIES – Receive and File**

**ITEM 11     STATUS OF SB 1 COMPETITIVE PROGRAMS – Receive and File**

**ITEM 12     ACTIVE TRANSPORTATION PROGRAM (ATP) UPDATE – Receive and File**

**ITEM 13     REVISION OF COMMITTEE OPERATING RULES – Action**

**ITEM 14     FUTURE AGENDA ITEMS**

- Periodic Highway Construction Updates
- Regional Transportation Funding & Planning
- Federal Infrastructure Program Legislation
- Metrolink SCORE Project (Simi Double-Track Project)
- Status of Ventura County CRRSA Apportionment
- Ventura County Air Quality Management Plan

**ITEM 15     ADJOURNMENT**



**MEETING MINUTES OF SEPTEMBER 15, 2021  
VCTC TRANSPORTATION TECHNICAL ADVISORY COMMITTEE  
AT 1:00 P.M. VIA ZOOM**

**MEMBERS PRESENT:** Justin Link, City of Simi Valley (Chair)  
Nader Heydari, City of Thousand Oaks (Vice Chair)  
Ken Matsuoka, City of Camarillo  
Shaun Kroes, City of Moorpark  
Alma Quezada, City of Ojai  
Mike Tohidian, City of Thousand Oaks  
Jeff Hereford, City of Ventura  
Leticia Austin, Port of Hueneme

**EX OFFICIO:** Robert Wong, Caltrans  
Ben Cacatian, Ventura County Air Pollution Control District

**MEMBERS ABSENT:** City of Fillmore  
City of Oxnard  
City of Port Hueneme  
City of Santa Paula  
County of Ventura

**VCTC STAFF PRESENT:** Mark Watkins, Interim Executive Director  
Peter De Haan, Programming Director  
Heather Miller, Program Manager  
Amanda Fagan, Planning and Policy Director  
Caitlin Brooks, Program Manager / Transportation Planning

- ITEM 1      CALL TO ORDER**  
Chair Link called the meeting to order at 1:15 p.m. via ZOOM.
- ITEM 2      INTRODUCTIONS AND ANNOUNCEMENTS - None.**
- ITEM 3      PUBLIC COMMENTS - None.**
- ITEM 4      AGENDA ADJUSTMENTS**  
Items 5 and 6 taken once the Committee achieves a quorum.

**ITEM 5 APPROVAL OF MINUTES**

The Committee requested that the minutes be amended from David Kim to Daniel Kim.

**ACTION:**

**Heydari moved, seconded by Matsuoka, that the Committee approve the May 19, 2021 minutes, as amended. The motion passed unanimously.**

**ITEM 6 APPROVAL OF MINUTES**

**ACTION:**

**Heydari moved, seconded by Matsuoka, that the Committee approve the August 18, 2021 minutes. The motion passed unanimously.**

**ITEM 7 CALTRANS LOCAL ASSISTANCE UPDATE**

Robert Wonger, Caltrans District 9, updated the Committee on upcoming project funding deadlines and staff recruitments. Mr. De Haan, clarified that each agency has either six months or twelve months to award a project, depending on when the funds were allocated before or at the June 2021 CTC meeting.

**ITEM 8 VENTURA COUNTY REGIONAL IMPROVEMENT PROGRAM – SUBMITTAL FOR 2022 STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)**

Ms. Heather Miller, VCTC, recommended that the Committee approve the 2022 State Transportation Improvement Program submittal to the California Transportation Commission.

**ACTION**

**Kroes moved, Heydari seconded, that the Committee approve the 2022 State Transportation Improvement Program (STIP) submittal to the California Transportation Commission (CTC). The motion passed unanimously.**

**ITEM 9 ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2021/22 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS**

Ms. Miller recommended that the Committee approved the recommended allocation of Fiscal Year 2021/2022 Transportation Development Act (TDA) Article 3 Bike Path Maintenance Fund totaling \$166,403.

**ACTION:**

**Matsuoka moved, seconded by Hereford, to approve the the Committee approved the allocation of Fiscal Year 2021/2022 Transportation Development Act (TDA) Article 3 Bike Path Maintenance Fund totaling \$166,403. The motion passed unanimously.**

**ITEM 10 VENTURA COUNTY FREIGHT CORRIDORS STUDY (Draft Study)**

Ms. Caitlin Brooks, VCTC, presented the Ventura County Freight Corridors Study (Draft Study) including the project background, Recommended Areas of Focus, and deadlines for providing feedback.

The Committee discussed 1) the connection to or inclusion of the Highway 101 HOV widening project; 2) the Del Norte interchange (Sakioka Farms Development); 3) freight truck weight enforcement stations; and 4) rail corridor safety (freight and passenger rail).

**ITEM 11 STATUS OF FEDERAL SURFACE TRANSPORTATION PROGRAM (STP) AND CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROJECTS**

Mr. De Haan reviewed the status of Federal Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) Projects including timelines, projected future and potential lapsing funds, as well as Clean California local grant program.

**ITEM 12 FUTURE AGENDA ITEMS**

- Congestion Management Program – New VMT Standard (October/November)

- Air Quality Management Plan (November)
- Periodic Highway Construction Updates
- Regional Transportation Funding & Planning
- Ventura County Citizens for Traffic Relief
- Review Committee Quorum Rules

**ITEM 13**      **Chair Link adjourned the meeting at 2:31 p.m.**



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Item 7

November 17, 2021

**MEMO TO:     TRANSPORTATION TECHNICAL ADVISORY COMMITTEE**

**FROM:         PETER DE HAAN, PROGRAMMING DIRECTOR**

**SUBJECT:      POLICY TO PROGRAM FUNDS TO LOCAL STREETS AND ROADS ON A  
                  ONE-TIME BASIS**

**RECOMMENDATION:**

- Recommend the Commission approve a policy to program funds on a one-time basis to local streets and roads with projects to be recommended by TTAC, in amounts consisting of \$7,739,750 in unprogrammed COVID Relief and Recovery Supplemental Appropriation (CRRSA) Act funds and \$3,175,917 in unprogrammed Highway Infrastructure Program (HIP) funds, for a total of \$10,915,667.

**BACKGROUND:**

Last year the federal government approved the CRRSA Act which provided a one-time emergency appropriation of highway funds to states. California has since adopted policies to apportion these funds to counties, with some of the funds apportioned by the California Transportation Commission through shares in the State Transportation Improvement Program (STIP) and some distributed by Caltrans Local Assistance apportionments. VCTC has been apportioned \$3,972,460 in CRRSA Local Assistance funds, and has been assigned \$3,965,568 in CRRSA County Shares in the STIP. The CRRSA Local Assistance funds can be used for virtually any transportation purpose including capital and operations. The CRRSA STIP funds can be used for transportation capital projects, with 5% of the amount, or \$198,278 for Ventura County, available for Planning, Programming, and Monitoring (PPM). At the September meeting, TTAC approved VCTC using the allowed \$198,278 of STIP CRRSA for PPM, leaving \$3,767,290 in CRRSA STIP funds for transportation capital projects. Thus, there remains a \$7,739,750 unprogrammed CRRSA fund balance. All the CRRSA funds must be obligated by September 2024, or they will be lost. VCTC has no policy to date regarding the use of these unprogrammed funds.

Since FY 2017/18, Congress has supplemented the authorized funds with additional monies using the name "Highway Infrastructure Program," or HIP. California has apportioned these funds following the same distribution method as the Regional Surface Transportation Program (STP), and VCTC has applied to these funds its policy of the U.S. 101 project being the top priority for STP money. However, VCTC did have some older STP projects on the books and some of these did in fact use HIP money. These funds have various lapse dates based on the years of appropriation, and VCTC attempted to loan these funds to other counties as it did with its other Regional STP funds, but has found that due to various federal restrictions the loaning of

HIP is more difficult. VCTC currently has an unobligated balance of \$4,154,123 of HIP, with \$978,206 slated to be loaned to the Sacramento Area Council of Governments under an agreement approved a few months ago, and another \$1,574,805 scheduled to lapse if not obligated by September of 2022.

## **DISCUSSION:**

Although SB 1, approved in 2017, has significantly improved the local streets and roads funding outlook, it has not completely filled the need which VCTC previously recognized in developing the expenditure plan for Measure AA in 2016. Meanwhile, VCTC has a relatively short time frame to obligate federal highway funds that were provided in recent years above and beyond the amounts anticipated at the time that the U.S. 101 project was identified as the funding priority through the Comprehensive Transportation Plan. Therefore, it appears to be prudent at this time to make a one-time set aside of these one-time federal CRRSA and HIP funds, for use by local jurisdictions for street and road priorities, especially maintenance. In the past, these funds were distributed with local shares recognizing county road miles, but since SB 1 funds were distributed based on the existing fuel tax formula which is heavily weighted to unincorporated area road miles, the Ventura County unincorporated area is the only agency in the county receiving more SB 1 funds than it was slated to get through Measure AA. Therefore, the draft fund distribution shown below would simply provide for local shares based on a straight population basis, with the exception that there would be a \$300,000 floor for each agency.

Assuming the Commission approves the proposed policy to set aside these funds for local streets, each local jurisdiction will need to provide to VCTC staff by December 7<sup>th</sup> a proposed list of projects for which it wants to use these funds, including an anticipated date for obligating each project. VCTC staff will then recommend at the December 15<sup>th</sup> TTAC meeting a program to distribute the CRRSA and HIP funds to the proposed projects. Each project will be designated to receive either CRRSA Local Assistance, CRRSA STIP, or HIP funds, depending on the type, size and timing of proposed project.

DISTRIBUTION OF CRSSAA LOCAL ASSISTANCE FUNDS	
	Share Distribution
Camarillo	885,324
Fillmore	300,000
Moorpark	456,976
Ojai	300,000
Oxnard	2,599,469
Port Hueneme	300,000
San Buenaventura	1,338,820
Santa Paula	389,790
Simi Valley	1,580,802
Thousand Oaks	1,592,969
Unincorporated	1,171,517
Total	10,915,667
Population shares with \$300,000 floor	





Item 8

November 17, 2021

**MEMO TO:     TRANSPORTATION TECHNICAL ADVISORY COMMITTEE**  
**FROM:         PETER DE HAAN, PROGRAMMING DIRECTOR**  
**SUBJECT:      REVISION TO CAMARILLO CMAQ PROGRAM**

**RECOMMENDATION:**

- Recommend reprogramming \$400,000 in CMAQ funds from the Springville Road Bike Path Design project in Camarillo to the Pleasant Valley Road Bike Lanes project.

**BACKGROUND:**

In 2015, as part of the CMAQ call for projects, VCTC programmed \$2,213,250 for bike lanes on Pleasant Valley from Las Posas to Lewis Road. In 2018, the Commission approved an increase of \$400,000 for this project. Later, in 2020, TTAC and the Commission approved an increase of \$635,783 for this project, using funds that the City was no longer going to use for a bike lanes project on Las Posas Road. Then, in the 2021 CMAQ programming round, VCTC approved an additional \$1 million for the project. Meanwhile, VCTC programmed and Camarillo obligated \$400,000 for design of a bike path in the Springville area, but now this project is expected to be funded by a developer so the \$400,000 is not needed for the project and will be deobligated. Due to increased costs the Pleasant Valley Road project can use the \$400,000 that had been obligated for the Springville project.

**DISCUSSION:**

Since the Commission commits CMAQ funds to specific projects, if an agency drops or places on indefinite hold a previously-programmed project, the general practice is to make that project's funds available for a future call for projects. On the other hand, if a completed project has an unexpended balance, if requested by the project sponsor staff will recommend shifting the balance to another project that was also selected by VCTC through its competitive process. In this case, Camarillo has not dropped the Springville Road project, but has found a way to implement the project with other funds. Therefore, it would be appropriate for Camarillo to be allowed to utilize the unneeded CMAQ funds for another approved project. Staff recommends that TTAC approve Camarillo's request to transfer the \$400,000 deobligated from Springville to the Pleasant Valley Road project, bringing the total CMAQ funding to \$4,649,033.



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Item 9

November 17, 2021

**MEMO TO: TRANSPORTATION TECHNICAL ADVISORY COMMITTEE**

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

**SUBJECT: VEHICLE MILES TRAVELED ADAPTIVE MITIGATION PROGRAM**

**RECOMMENDATION:**

- Receive a presentation on the Vehicle Miles Traveled (VMT) Adaptive Mitigation Program (AMP) and provide feedback on Program Framework.

**BACKGROUND:**

The Ventura Council of Governments (VCOG), in partnership with the Ventura County Transportation Commission (VCTC), is developing a Vehicle Miles Traveled (VMT) transportation impact mitigation program to streamline CEQA processes for housing development. This Program is part of a suite of VCOG programs to assist the Cities and County of Ventura in developing housing under the Southern California Association of Governments (SCAG) Regional Early Action Planning (REAP) Subregional Partnership Program.

In 2013, the California State Legislature passed, and the Governor signed into law, Senate Bill (SB) 743. The intent of SB 743 is to balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions. As a result, traffic congestion and vehicle delay can no longer be considered a significant impact on the environment within California Environmental Quality Act (CEQA) transportation analysis. SB 743 shifts away from using Level of Service (LOS) to measure transportation impacts under CEQA, to using Vehicle Miles Travelled (VMT) as a measure of significance.

The County of Ventura, incorporated cities, and other CEQA lead agencies in the County have established, or will establish, their own respective VMT Thresholds of Significance. Though SB 743 does not include a statutory role for regional transportation planning agencies such as VCTC, the Commission's efforts to coordinate transportation planning across the region, ownership of the Ventura County Transportation Model (VCTM), and multiple requests from local agency staff for VCTC assistance suggested a role for VCTC to support SB 743 implementation. This support has included an update to the VCTM to provide data to assist jurisdictions to establish baseline VMT and information sharing.

In the latter half of 2020, the Ventura Council of Governments (VCOG) proposed and received approval from the Southern California Association of Governments (SCAG) for a Regional Early Action Planning (REAP) Grant. The REAP Program is funded by the State of California Department of Housing and Community Development. Project 5 of the VCOG REAP grant includes development of a "Vehicle Miles

Travelled Adaptive Mitigation Program". The intent of the VMT Adaptive Mitigation Program (AMP) is to foster housing development, especially affordable housing, by streamlining the CEQA review process with regards to VMT impacts and would include a range of VMT mitigation measures from which a project's CEQA lead agency may choose. The Program will be available to jurisdictions on a voluntary basis.

Given VCTC's role in countywide transportation planning, VCOG proposed a partnership with VCTC to jointly develop the Program, which will support local agencies to implement SB 743.

With assistance from VCTC, VCOG issued a Request for Proposals and selected a consultant to undertake the VMT AMP development effort. Iteris serves as the prime consultant, with support from Rincon and DTA.

## **DISCUSSION:**

The VMT Program is a "CEQA Streamlining" program that will be a resource and option for CEQA lead agencies to provide a legally defensible set of strategies to avoid or mitigate potential VMT transportation impacts. This would reduce the need to prepare an Environmental Impact Report (EIR) by providing options for VMT-reduction project features and mechanisms for VMT reduction mitigation to address transportation impacts. Each lead agency would continue to set its own VMT thresholds of significance and CEQA approval processes.

As initially envisioned, the program would provide the substantial evidence analysis of VMT reduction strategies whether directly integrated within a proposed project or as mitigation options. As part of the Program, countywide analysis of infill development and low-VMT areas would indicate areas where housing development would have less than significant VMT transportation impacts. The program would also provide a managed set of specific pre-analyzed mitigation projects to provide a fee option (\$ per VMT reduced) which could be used when the proponent or lead agency are unable to identify adequate mitigation. The Program, administered by VCTC, would provide the mitigation monitoring of the fee option mitigations rather than the CEQA lead agency. The fee program could potentially be used to address VMT impacts of non-residential projects.

Program components include CEQA streamlining to avoid impacts (i.e. technical analysis of VMT reduction strategy effectiveness, and analysis of low-VMT areas where development is likely to be less than significant), and a CEQA mitigation in-lieu fee option, which includes a managed program of VMT reduction projects and a template for mitigation of non-housing projects.

A Project Development Team (PDT) has been established to provide feedback from the cities and County on program framework, nexus report, draft program, and deployment of the final adopted program. The project team will collect data from program partners on CEQA guidelines, VMT thresholds of significance, General Plan Housing Elements and allocations, transportation projects for inclusion in the program, and upcoming projects that include CEQA clearance.

Once developed, VCTC staff will present the program to the Commission for consideration of approval to administer the Program to be incorporated as a permanent VCTC program, with input from TTAC.



Item 10

November 17, 2021

**MEMO TO:     TRANSPORTATION TECHNICAL ADVISORY COMMITTEE  
                  TRANSIT OPERATORS COMMITTEE**

**FROM:         PETER DE HAAN, PROGRAMMING DIRECTOR**

**SUBJECT:      FEDERAL HIGHWAY ADMINISTRATION COMMENT REGARDING  
                  SUBALLOCATION OF FUNDING TO INDIVIDUAL COUNTIES**

**RECOMMENDATION:**

- Review and file.

**BACKGROUND:**

Federal law provides that the Southern California Association of Governments (SCAG), as the Metropolitan Planning Organization (MPO) for this region, must approve the Transportation Improvement Program which designates the projects programmed for federal funding. State law passed initially in the 1970s specifically addresses the programming process in the SCAG region, by establishing six (originally four) county transportation commissions for each of the six counties. The role of county transportation commissions in developing the SCAG TIP is as follows (from PUC Section 130304):

The county transportation commission shall submit the short-range transportation improvement program prepared pursuant to subdivision (b) of Section 130303 to the multicounty designated transportation planning agency. The program shall be the county transportation commission's recommendation to the agency regarding that portion of the regional transportation improvement program with respect to short-range objectives applicable to the county under the jurisdiction of the county transportation commission. The recommended program shall be submitted to the agency in a timely fashion, and the agency shall review and adopt this portion of the regional transportation improvement program in a timely fashion, giving full explanation for any necessary revision of the county transportation commission's recommended program.

Other sections of state law provide similar provisions specifically to other multi-county MPO regions. State law also provides for the apportionment of Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality (CMAQ) funds provided to the state. Federal regulations stipulate that federal Surface Transportation Block Grant (STBG) funds, which under state law are apportioned by the state through the RSTP formula, cannot be suballocated to individual jurisdictions, meaning that VCTC cannot distribute RSTP among the local jurisdictions by formula. The SCAG Federal TIP Guidelines lay out the process followed in

compliance with both state and federal law, and in previous years the TIPs received federal approval based on that process being compliant.

The Federal Highway Administration (FHWA) recently sent Caltrans a letter raising the issue that several multi-county MPOs in California are violating federal regulations by suballocating STBG funds to individual "county transportation agencies" and also delegating CMAQ project selection responsibilities to these agencies. Caltrans was given until October 2022 to respond that these MPOs are in compliance with the federal regulations.

#### **DISCUSSION:**

Over the past month VCTC staff has been in several meetings convened by regional agencies to discuss possible approaches to responding to FHWA. FHWA staff were present at one meeting and stated that there can be no restriction to an MPO's discretion to use any STBG funds in any portion of its jurisdiction, and that the procedures must clearly show project selection at the MPO level. The staff also implied that should there be any conflict in state law, that the federal regulation has precedence. These discussions are ongoing, and Caltrans has indicated that it must have a response from each MPO with a proposed approach no later than February 2022. At this time the staffs of the various MPOs and county commissions are generally of the belief that the existing process was and remains in compliance with federal and state rules and are considering possible ways to provide a better explanation of why this is so. It should be noted that the SCAG TIP development process is already underway, following the existing process. Staff will keep the committee apprised of the situation as it evolves.



Item 11

November 17, 2021

**MEMO TO:      TRANSPORTATION TECHNICAL ADVISORY COMMITTEE  
                     TRANSIT OPERATORS COMMITTEE**

**FROM:            PETER DE HAAN, PROGRAMMING DIRECTOR**

**SUBJECT:        STATUS OF SB 1 COMPETITIVE PROGRAMS**

**RECOMMENDATION:**

- Review and file.

**BACKGROUND:**

SB 1, passed in 2017, established three competitive grant programs administered by the California Transportation Commission (CTC). Thus far there have been two funding cycles for the SB 1 competitive programs. A brief summary of the three programs is as follows:

Solutions for Congested Corridors: This program provides funds for projects that use a multi-modal approach to addressing congestion. Projects must be contained in a Multi-Modal Corridor Plan, and must be nominated by a Regional Transportation Planning Agency. Funds can be used for construction only. No match is required but it is a project prioritization criterion. In the first two cycles VCTC was unable to participate due to not having the required plan. VCTC recently completed its 101 Communities Connected Plan (posted at [www.goventura.org/work-with-vctc/publications/](http://www.goventura.org/work-with-vctc/publications/)) which meets the requirements of this program, so that VCTC has become eligible to apply. Solutions for Congested Corridors funds have only been made available in two-year increments, but recently CTC staff indicated they are considering programming funds further into the future.

Trade Corridor Enhancement: Funds from this program are provided to projects that facilitate freight movement. A 30% match is required, except for projects nominated by Caltrans. VCTC's Freight Corridor Study will help identify projects that could be nominated for these funds. Ventura County has received \$107 million in Trade Corridor Enhancement funds for the Rice Avenue Grade Separation, nominated by Caltrans.

Local Partnership: This program provides funds only to agencies with access to a special local tax for transportation. There are no Ventura County agencies that qualify.

**DISCUSSION:**

VCTC staff is participating in a series of CTC workshops to develop guidelines for the third round of SB 1 funding. The CTC expects that the guidelines will be adopted in summer of 2022, with applications due in the fall. At these workshops, CTC staff has expressed interest in changing the guidelines from prior cycles, to stipulate that SB 1 program adoptions be limited to projects that have completed environmental clearance.

In particular, with regard to the Solutions for Congested Corridors program, staff will be approaching agencies with projects in the 101 Communities Connected plan regarding the ability of projects to comply with the program's requirements. These requirements potentially include:

1. Environmental clearance by Summer, 2023.
2. Contract for implementation or construction by December, 2025.
3. Pre-construction work (right-of-way and design) funded from other sources.





Item 12

November 17, 2021

**MEMO TO:     TRANSPORTATION TECHNICAL ADVISORY COMMITTEE  
                  TRANSIT OPERATORS COMMITTEE**

**FROM:         HEATHER MILLER, PROGRAM MANAGER**

**SUBJECT:      ACTIVE TRANSPORTATION PROGRAM (ATP) UPDATE**

**RECOMMENDATION:**

- Review and file.

**BACKGROUND AND DISCUSSION:**

California Transportation Commission (CTC) staff recently held a kick-off meeting for the 2023 Active Transportation Program (Cycle 6) announcing anticipated funding for the program and important dates moving forward. Funding is expected to be similar to the Cycle 5 ATP with a total of approximately \$445 million in funding available for the four-year program:

- \$100 million each year for FY 2023/24 and FY 2024/25
- \$123 million each year for FY 2025/26 and FY 2026/27

As with previous years, ATP Cycle 6 funding will to be divided into three components:

- 50% to the state for the Statewide Competitive Program
- 40% to Metropolitan Organizations (SCAG)
- 10% to small and rural regions (does not apply to Ventura County)

**The CTC is scheduled to issue a Call for Projects on March 16-17, 2022, with a project application deadline of June 22, 2022.** CTC will recommend project selection for the Statewide component in October 2022 followed by Commission adoption in December 2022. Projects not programmed for the Statewide component will be distributed to MPOs (SCAG). Project recommendations for the MPO component will be posted in May 2023 followed by Commission adoption in June 2023.

CTC staff will next hold a “Central Workshop” on November 17<sup>th</sup> to discuss ATP Cycle 6 program guidelines. CTC staff is also offering to hold “Branch Workshops” intended for regions and held virtually. A Branch Workshop can be scheduled by VCTC staff on behalf of Ventura County agencies if such an interest exists. Additionally, CTC staff is offering virtual “site visits” to any interested parties. Site visits are project/agency specific, would also be held remotely, and available by request through months beginning November 2021 to February 2022. Agencies can register for a site visit using the online form from the [CTC's ATP web page](#) or can be coordinated by the regional agency. Additional technical assistance for ATP applicants is provided by the Active Transportation Resource Center (ATRC) also listed on the CTC's ATP web page.



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Item 13

November 17, 2021

**MEMO TO:     TRANSPORTATION TECHNICAL ADVISORY COMMITTEE**  
**FROM:         PETER DE HAAN, PROGRAMMING DIRECTOR**  
**SUBJECT:      REVISION OF COMMITTEE OPERATING RULES**

**RECOMMENDATION:**

- Recommend that the Committee revise its Operating Rules and recommend that the Commission amend its Administrative Code to reduce the quorum requirement for the Technical Advisory Committee from 8 to 6, and to move the meeting time to the third Wednesday of each month at 1:00 p.m.

**BACKGROUND:**

The original Operating Rules for the Transportation Technical Advisory Committee were approved by the Commission in 1992, when TTAC was created. The rules were amended, in 2000, when the quorum was reduced from eight to six members, and then again in 2012, when the voting membership was reduced to twelve and the quorum increased back to eight. The rationale provided for the most recent change was: "These changes will help assure that the Committee's recommendations represent a consensus of local agency technical staff." It should be noted, however, that the quorum requirement for the Transit Operators Committee (TRANSCOM), remains at six members, even though that Committee has more voting members, 14 rather than 12.

**DISCUSSION:**

Over the last several years, TTAC has demonstrated a difficulty to establish a quorum. Although most meetings have attained a quorum, VCTC staff has often had to spend significant time on multiple occasions, after the meeting start time, to contact various committee members to request attendance so that a quorum of eight can be established. With TRANSCOM, on the other hand, establishing the required quorum of six members has rarely if ever been an issue.

For TTAC, in particular, the difficulty in establishing quorum is possibly due to four of the ten cities being relatively small, with limited staff, who generally are absent from TTAC more often than they are present. This means that all of the remaining Committee members must be present to establish quorum. While VCTC staff and other TTAC members have continued to strongly encourage regular attendance of the smaller town staff, there are real limitations under which they operate, due to their need to "wear many hats." As for the concern that TTAC recommendations represent a consensus, the lack of attendance of a smaller town staff at a

TTAC meeting can also be seen as a signal that its staff do not have any major issues with a proposed recommendation. All agendas are published ahead of time, so TTAC members can choose to participate based on the items in the agenda. By reducing the TTAC quorum requirement to six, there will be a significant time savings for VCTC staff, not to mention avoidance of delays in starting the meeting, due to avoiding the additional significant work and time required to contact Committee members to achieve a quorum.

Also, this past year, to facilitate remote and in-person work time, VCTC staff after polling Committee members made a decision to change the meeting date from the third Thursday to the third Wednesday to address Committee members and VCTC staff needs. Since the meeting date and time is part of the TTAC Operating Rules, at this time there also should be an amendment to these Rules to incorporate the date change. The VCTC Administrative Code must be revised as well to include these changes.