



**VENTURA COUNTY TRANSPORTATION COMMISSION
LOCAL TRANSPORTATION AUTHORITY
AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY**
www.goventura.org

AGENDA*

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

**IN-PERSON
CAMARILLO CITY HALL
COUNCIL CHAMBERS
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, NOVEMBER 4, 2022
9:00 A.M.**

**This meeting will be conducted pursuant to the teleconference procedure
authorized in Government Code section 54953.**

**Teleconference location:
980 Enchanted Way, Suite 203
Simi Valley, CA 93065**

****The public will have the opportunity to address the legislative body directly at the main
meeting location and at this remote meeting location.***

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

4. **PUBLIC COMMENTS** – *Each individual speaker is limited to speak three (3) continuous minutes. The Commission may, either at the direction of the Chair or by majority vote of the Commission, waive this three-minute time limitation. Depending on the number of items on the agenda and the number of speakers, the Chair may, at his/her discretion, reduce the time of each speaker to two (2) continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes. Also, the Commission may terminate public comments if such comments become repetitious. Speakers may not yield their time to others without the consent of the Chair. Any written documents to be distributed or presented to the Commission shall be submitted to the Clerk of the Board. This policy applies to Public Comments and comments on Agenda Items. Under the Brown Act, the Board should not take action on or discuss matters raised during Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*
5. **CALTRANS REPORT** - *This item provides the opportunity for the Caltrans representative to give updates and status reports on current projects.*
6. **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 two-thirds vote of the Commission. If there are less than two-thirds of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*
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 OF THE OCTOBER 7, 2022, MEETING- PG.5**
Recommended Action:
 - Approve the summary minutes of October 7, 2022.**Responsible Staff: Roxanna Ibarra**
- 8B. **MONTHLY BUDGET REPORT- PG.11**
Recommended Action:
 - Receive and file the monthly budget report for September 2022.**Responsible Staff: Sally DeGeorge**
- 8C. **SENATE BILL (SB) 1 SOLUTIONS FOR CONGESTED CORRIDORS PROGRAM GRANT JOINT APPLICATION WITH CALTRANS- PG.19**
Recommended Action:
 - Support Caltrans grant application for \$89,897,000 in SB 1 funds through the Solutions for Congested Corridor Program (SCCP), to be used for projects identified in the US 101 Communities Connected Plan, including improvements to the Metrolink and LOSSAN rail line and stations, and related station access improvements.**Responsible Staff: Peter DeHaan**
- 8D. **BUDGET AMENDMENT TO THE REGIONAL TRANSIT PLANNING PROGRAM-PG.23**
Recommended Action:
 - Approve a budget amendment for the Regional Transit Planning Program Budget by increasing the LCTOP funds by \$530,800 for the Youth Ride Free Program.
 - Approve a budget amendment for the Regional Transit Planning Program Budget to increase the expenditures by \$560,800 adding a new line item, Youth Ride Free, in the amount of \$530,800 and increasing the Consultant line item by \$30,000 for the Transit

Integration and Efficiency Study. The additional revenues for the TIES study were approved at the July Commission meeting.

- *Approve a budget amendment to the State of Good Repair budget to increase the transfer-out funds by the amount of \$11,164 into the General Fund.*

Responsible Staff: Claire Grasty

8E. VCTC MEETING CALENDAR 2023- PG.25

Recommended Action:

- *Adopt the following schedule of regular monthly VCTC meeting dates for Calendar Year 2023*

Responsible Staff: Roxanna Ibarra

8F. VETERANS RIDE FREE- PG.27

Recommended Action:

- *Receive and file.*

Responsible Staff: Dolores Lopez

8G. MOTION TO RE-AUTHORIZE REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE VENTURA COUNTY TRANSPORTATION COMMISSION, INCLUDING ALL ASSOCIATED AGENCIES, AUTHORITIES, AND COMMITTEES, DUE TO THE IMMINENT RISKS TO THE HEALTH AND SAFETY OF ATTENDEES AND MAKING RELATED FINDINGS PURSUANT TO AB 361- PG.29

Recommended Action:

- *It is recommended that the Ventura County Transportation Commission ("Commission"), on behalf of itself and in the role as the Local Transportation Authority, ALUC, Service Authority for Freeway Emergencies, Consolidated Transportation Service Agency and CMA, make a motion, pursuant to the authority set forth in AB 361 (Government Code Section 54953[e][1], to reauthorize remote teleconference meetings of all legislative bodies of the Commission, including all associated agencies, authorities and committees, due to imminent risk to the health and safety of attendees if the meetings are held in person.*

Responsible Staff: Steve Mattas

8H. REQUEST FOR PROPOSALS: DESIGN AND PROJECT MANAGEMENT SERVICES FOR THE CAMARILLO METROLINK STATION- PG.31

Recommended Action:

- *Authorize Executive Director to finalize and issue Request for Proposals for the design for ADA improvements for the Camarillo train station.*

Responsible Staff: Claire Grasty

8I. APPROVAL OF REQUEST FOR PROPOSALS FOR STATE REQUIRED TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE AUDITS FOR VENTURA COUNTY TDA CLAIMANTS- PG. 33

Recommended Action:

- *Approve the Request for Proposals for State Required Transportation Development Act (TDA) triennial performance audits for distribution to appropriate consulting firms.*

Responsible Staff: Claire Grasty

DISCUSSION CALENDAR:

9. REQUEST FOR PROPOSAL FOR FREEWAY SERVICE PATROL BEAT 4 (101-3)- PG.35

Recommended Action:

- *Approve Release of Request for Proposals for Freeway Service Patrol Tow Contractor for Beat 4 (101-3), covering US-101 from Rice Avenue to California Street.*

Responsible Staff: Andrew Kent

10. **OXNARD HARBOR DISTRICT UPDATE- PG.39**

Recommended Action:

- *Receive a presentation and update from the Oxnard Harbor District.*

Responsible Staff: Kristin Decas

11. **VCTC GENERAL COUNSEL'S REPORT:**

12. **AGENCY REPORTS:**

Southern California Association of Governments (SCAG)

Primary: Commissioner Mike Judge

Southern California Regional Rail Authority (Metrolink-SCRRRA)

Primary: Vice-Chair Tony Trembley

Alternate: Daniel Chavez

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

Primary: Commissioner Bryan MacDonald

Alternate: Commissioner Jim White

Coastal Rail Coordinating Council

Primary: Commissioner Bryan MacDonald

Alternate: Commissioner Richard Rollins

California Association of Councils of Governments

Primary:

California Vanpool Authority (CalVans)

Primary: Commissioner Jim White

Alternate: Commissioner Lynn Edmonds

13. **ADJOURN to 9:00 a.m. Friday, December 2, 2022.**



Item #8A

November 4, 2022

**MEETING MINUTES OF OCTOBER 7, 2022, VCTC COMMISSION MEETING
AT 9:00 A.M.**

CALL TO ORDER:

Chair Trembley called the regular meeting of the Ventura County Transportation Commission to order at 9:00 a.m. at the City of Camarillo, City Hall Chambers, 601 Carmen Drive, CA 93010. And via teleconference location 980 Enchanted Way, Suite 203, Simi Valley, CA 93065.

PLEDGE OF ALLEGIANCE was led by Vice-Chair MacDonald.

ROLL CALL/MEMBERS PRESENT:

Tony Trembley, City of Camarillo
Bryan MacDonald, City of Oxnard
Claudia Bill-de la Peña, City of Thousand Oaks
Lynn Edmonds, City of Fillmore
Chris Enegren, City of Moorpark
Mike Judge, City of Simi Valley
Robert Huber, County of Ventura, (**Via Teleconference**)
Matt LaVere, County of Ventura
Kelly Long, County of Ventura
Vianey Lopez, County of Ventura
Linda Parks, County of Ventura
Richard Rollins, City of Port Hueneme
Andy Sobel, City of Santa Paula
Jim White, Citizen Rep., County
Gloria Roberts, Acting Caltrans District 7 Director

ABSENT:

Daniel Chavez, Citizen Rep., Cities
Mike Johnson, City of Ventura
William Weirick, City of Ojai

4. **PUBLIC COMMENTS** – There was a public comment from Dani Anderson, who introduced herself as the new Disability Access Manager for the County of Ventura to the commission.
5. **CALTRANS REPORT** – Acting Caltrans District Director 7, Gloria Roberts, gave the October monthly project report updates to the commission.

6. COMMISSIONERS/EXECUTIVE DIRECTOR REPORT – Executive Director Martin Erickson welcomed County Board of Supervisors member Vianey Lopez to the Ventura County Transportation Commission.

Mr. Erickson gave his executive director report. Mr. Erickson stated several commissioners had inquired about on-going Caltrans projects in both Ventura County and neighboring counties. Mr. Erickson stated he would be sharing a link provided by Caltrans which has an interactive map of transportation projects throughout California and shows all projects that are going on in the County. Mr. Erickson also stated VCTC along with Caltrans will be holding the Arroyo Simi Bridge Suicide Prevention Task Force quarterly meeting on October 27th.

He announced Gold Coast Transit District would be hosting the Ventura County Clean Air Summit & Expo on Wednesday, October 12th at Gold Coast's operations and maintenance facility. Mr. Erickson stated Rideshare week was happening October 3rd through October 7th and encouraged everyone to participate. He has been participating by biking and riding public transportation once a week. Mr. Erickson reported he along with VCTC staff participated at the Port of Hueneme Banana Festival on Saturday, 24, 2022. Mr. Erickson reported VCTC will be holding a few pop-up events planned for community engagement and public feedback regarding the Comprehensive Transportation Plan (CTP) update on October 14th at the Simi Valley Town Center Farmer's Market and October 15th at Ojai Day. Mr. Erickson stated VCTC planning department will participate in the Housing Opportunities Made Easier (HOME) Conference on October 13th.

Lastly, Mr. Erickson reported the administrative committee met to discuss options to honor the life and legacy of Commissioner Carmen Ramirez on September 14th. Mr. Erickson shared the sad news of the passing of Valley Express bus driver Harvey Graham on September 17th. Mr. Erickson shared bus driver Harvey Graham was well-liked and took pride in his work, he had an excellent safety record which earned him many awards including MV Transit's Katherine McClary operator of the year award in 2020. Mr. Erickson stated Harvey Graham will be dearly missed by his passengers, co-workers and family. Mr. Erickson stated the October 7, 2022, VCTC meeting would be adjourning in memory of Valley Express bus driver Harvey Graham.

7. ADDITIONS/REVISIONS –None.

8. CONSENT CALENDAR –

Commissioner Long moved to approve consent calendar items 8A thru 8K. The motion was seconded by **Commissioner Bill-de la Peña** and passed unanimously.

8A. APPROVE MINUTES OF THE SEPTEMBER 2, 2022, MEETING

Recommendation:

- Approve the summary minutes of SEPTEMBER 2, 2022.

8B. MONTHLY BUDGET REPORT

Recommendation:

- Receive and file the monthly budget report for July 2022.

8C. MONTHLY BUDGET REPORT

Recommendation:

- Receive and file the monthly budget report for August 2022.

8D. FISCAL YEAR 2022/2023 CARRY-OVER BUDGET AMENDMENTS

Recommendation:

- Amend the VCTC Fiscal Year 2022/2023 budget revenues and expenditures as stated in Attachment-Carry-Over Budget Amendments from Fiscal Year 2021/2022 to 2022/2023.

8E. MOTION TO RE-AUTHORIZE REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE VENTURA COUNTY TRANSPORTATION COMMISSION, INCLUDING ALL ASSOCIATED AGENCIES, AUTHORITIES, AND COMMITTEES, DUE TO THE IMMINENT RISKS TO THE HEALTH AND SAFETY OF ATTENDEES AND MAKING RELATED FINDINGS PURSUANT TO AB 361

Recommendation:

- It is recommended that the Ventura County Transportation Commission ("Commission"), on behalf of itself and in the role as the Local Transportation Authority, ALUC, Service Authority for Freeway Emergencies, Consolidated Transportation Service Agency and CMA, make a motion, pursuant to the authority set forth in AB 361 (Government Code Section 54953[e][1], to reauthorize remote teleconference meetings of all legislative bodies of the Commission, including all associated agencies, authorities and committees, due to imminent risk to the health and safety of attendees if the meetings are held in person.

8F. EXTENSION OF STATE ADVOCACY SERVICES CONTRACT

Recommendation:

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

8G. RESULTS OF THE REQUEST FOR QUALIFICATIONS FOR GRANT WRITING AND TRANSIT MANAGEMENT SUPPORT SERVICES

Recommendation:

- Receive and file a report on the results of the Request for Qualifications (RFQ) for Grant Writing and Transit Management Support Services.

8H. DESTRUCTION OF DOCUMENTS

Recommendation:

- Approve the destruction of itemized records.

8I. AWARD OF CONTRACT TO CPS HUMAN RESOURCES CONSULTING SERVICES

Recommendation:

- Authorize the Executive Director to sign an Agreement for Human Resources Consulting Services with CPS HR Consulting.
- Amend the Fiscal Year 2022/2023 VCTC operating budget by increasing the Professional and Human Resources line item by \$25,000.

8J. ADOPT A RESOLUTION APPROVING THE 2022 LOCAL BIENNIAL NOTICE FOR THE VENTURA COUNTY TRANSPORTATION COMMISSION'S CONFLICT OF INTEREST CODE

Recommendation:

- Adopt a resolution approving and authorizing the Chair of the Ventura County Transportation to execute the 2022 Local Agency Biennial Notice regarding the Ventura County Transportation Commission's Conflict of Interest Code.

8K. TRANSIT ASSET MANAGEMENT (TAM PLAN)

Recommendation:

- Approve update to the Ventura County Group TAM Plan.

DISCUSSION CALENDAR:

9. LEGISLATIVE UPDATE-

Recommendation:

- Receive and file.

Darrin Peschka gave a PowerPoint presentation to the commission regarding the legislative update.

10. SELECTION OF SECTION 5310/JOB ACCESS REVERSE COMMUTE (JARC) PROJECTS

Recommendation:

- Approve programming \$2,166,400 in Federal Transit Administration (FTA) Section 5310 Large Urbanized Area funds (Seniors and Disabled) and \$833,785 in FTA Section 5307 Jobs Access/Reverse Commute (JARC) funds for a total of \$3,000,185 for projects as listed in Attachment A.

Geiska Velasquez gave a PowerPoint presentation to the commission on the Selection of Section 5310/Jobs Access Reverse Commute (JARC) Projects.

Vice-Chair MacDonald moved to approve item 10-Selection of Section 5310/Jobs Access Reverse Commute (JARC) Projects. The motion was seconded by **Commissioner Bill-de la Peña** and passed unanimously.

11. APPROVAL OF FISCAL YEAR 2022/2023 PROGRAM OF PROJECTS AND PUBLIC HEARING -

Recommendation:

- Open public hearing and receive testimony.
- Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year (FY) 2022/2023 in Attachment A.

Chair Trembley opened the public hearing for the approval of Fiscal Year 2022/2023 Program of Projects at 9:44 a.m. Heather Miller reported on Fiscal Year 2022/2023 Program of Projects and its process. There were no public comments. Chair Trembley closed the public hearing at 9:50 a.m.

Commissioner Bill-de la Peña made a motion to approve Fiscal Year 2022/2023 Program of Projects. The motion was seconded by **Commissioner LaVere** and passed unanimously.

12. VCTC GENERAL COUNSEL'S REPORT: None.

13. AGENCY REPORTS:

Southern California Association of Governments (SCAG Regional Council)

Primary: Commissioner Mike Judge

Commissioner Judge reported SCAG Regional Council met and an item that was discussed was the request SCAG had made regarding the Comprehensive Plan on the state's plan for electrification of vehicles, buses and long-haul trucks. Commissioner Judge stated SCAG received a PowerPoint presentation on hydrogen fuel cells but still haven't seen a plan for the state of California. Commissioner Judge also reported SCAG had passed a water resolution, Commissioner Judge stated he would be sharing the water resolution with the rest of the commission.

Southern California Regional Rail Authority (Metrolink-SCRRA)

Primary: Vice-Chair Tony Trembley

Alternate: Daniel Chavez

Chair Trembley stated Metrolink met in person on September 23 in Los Angeles. He stated Metrolink is continuing to try to bring the trajectory up in terms of ridership recovery and at the same time offer good service levels. Chair Trembley stated one of the items discussed was the FY 2022 budget, which closed on June 30th. There was an 18-million-dollar shortfall and a lot of decreased expenses. The revenue shortfall exceeded expenses by about 2.6 million, but Metrolink does not intend to recover the shortfall from the VCTC FY 2022. Chair Trembley stated the 10-day pass pilot program had been approved by the board.

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

Primary: Commissioner Bryan MacDonald

Alternate: Commissioner Jim White

Vice-Chair MacDonald reported LOSSAN continues to meet virtually. Vice-Chair MacDonald stated LOSSAN continues to work on ways to increase ridership, and they are bringing equipment online. He reported LOSSAN continues to face challenges with the closing of the San Clemente bridge, but they continue to work on ways to invest money on coach trains and increase runs.

Coastal Rail Coordinating Council

Primary: Commissioner Bryan MacDonald

Alternate: Commissioner Richard Rollins

None.

California Association of Councils of Governments

Primary: Commissioner Carmen Ramirez

None.

California Vanpool Authority (CalVans)

Primary: Commissioner Jim White

Alternate: Commissioner Lynn Edmonds

Commissioner White reported CalVans will be receiving up to 40 new vehicles this month which will help people get out of cars and into vans to go out into the community.

14. Chair Trembley welcomed aboard commissioner Vianey Lopez. Chair Trembley read an excerpt from the obituary of Valley Express bus driver Harvey Graham to the commission.

Chair Trembley adjourned the meeting in memory of Valley Express bus driver Harvey Graham.

The next Ventura County Transportation Commission meeting will be Friday, November 4, 2022, at 9:00 a.m.



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Item #8B

November 4, 2022

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 2022.

DISCUSSION:

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

The September 30, 2022, budget report indicates that the revenues were approximately 8.90% of the adopted budget while expenditures were approximately 7.65% 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 2021/2022 is in the process of being finalized and has not yet been audited. The fund balances and accruals are considered estimates until Fiscal Year 2021/2022 is closed, and the audit is final.

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 accrued lease liability and associated interest presented on the Balance Sheet. These accounts represent the accrual information for leases that qualify with the implementation of the Government Accounting Standards Board (GASB) Statement 87. This information is based on an amortization schedule and is adjusted annually at the end of the fiscal year. Currently the only lease that qualifies is the office lease.

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, 2022**

Assets and Deferred Outflows

Cash and Investments	\$ 62,616,884
Receivables/Due from other funds	4,318,330
Prepays and Deposits	308,491
Capital Assets, undepreciated	25,885,133
Capital Assets, depreciated, net	30,352,253
Deferred Outflows	1,439,047
Net Pension asset	224,441
Net OPEB asset	121,324
Total Assets and Deferred Outflows	<u>\$ 125,265,903</u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 2,200,177
Deferred Revenue	5,076,353
Deposits	67,059
Accrued Vacation	180,339
Accrued Lease liability and interest	646,310
Deferred Inflows	958,345
Total Liabilities and Deferred Inflows:	<u>\$ 9,128,583</u>

Net Position:

Invested in Capital Assets	\$ 56,237,387
Fund Balance	59,899,933
Total Net Position	<u>\$ 116,137,320</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, 2022**

	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	\$ 567,660	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	859,143	\$ 175,991	\$ 1,602,794	\$ 21,572,041	(19,969,247)	7.43
State Revenues	139,210	3,572,153	0	214,654	0	0	0	0	3,926,017	57,876,884	(53,950,867)	6.78
Local Revenues	57,233	0	0	0	0	272,813	695,242	822,368	1,847,656	3,307,391	(1,459,735)	55.86
Other Revenues	976	0	0	0	0	0	0	0	976	0	976	0.00
Interest	0	0	0	0	0	0	0	0	0	90,000	(90,000)	0.00
Total Revenues	765,079	3,572,153	0	214,654	0	272,813	1,554,385	998,359	7,377,443	82,846,316	(75,468,873)	8.90
Expenditures												
Administration												
Personnel Expenditures	651,420	0	0	0	0	0	22,234	14,003	687,657	3,899,100	(3,211,443)	17.64
Legal Services	2,298	0	0	0	0	0	0	0	2,298	42,000	(39,702)	5.47
Professional Services	13,932	0	0	0	0	0	0	0	13,932	144,500	(130,568)	9.64
Office Leases	50,223	0	0	0	0	0	0	0	50,223	206,000	(155,777)	24.38
Office Expenditures	528,223	0	0	0	0	0	14,797	9,319	552,339	702,500	(150,161)	78.62
Total Administration	1,246,096	0	0	0	0	0	37,031	23,322	1,306,449	4,994,100	(3,687,651)	26.16
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	67,747	0	0	0	0	0	0	0	67,747	580,800	(513,053)	11.66
SD-Accessible Mobility Service	79,891	0	0	0	0	0	0	0	79,891	446,600	(366,709)	17.89
VCTC Intercity Bus Services	0	0	0	0	0	0	1,536,060	0	1,536,060	12,533,200	(10,997,140)	12.26
Valley Express Bus Services	0	0	0	0	0	0	0	336,759	336,759	2,194,400	(1,857,641)	15.35
Transit Grant Administration	11,127	0	0	0	0	0	0	0	11,127	8,538,790	(8,527,663)	0.13
Total Transit and Transportation	158,765	0	0	0	0	0	1,536,060	336,759	2,031,584	24,293,790	(22,262,206)	8.36
Highway Program												
Motorist Aid Services	0	0	0	321,366	0	0	0	0	321,366	2,099,500	(1,778,134)	15.31
Highway Program Management	40,897	0	0	0	0	0	0	0	40,897	4,950,700	(4,909,803)	0.83
Total Highway	40,897	0	0	321,366	0	0	0	0	362,263	7,050,200	(6,687,937)	5.14

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, 2022**

	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	272,623	0	0	0	0	0	0	0	272,623	20,493,989	(20,221,366)	1.33
LOSSAN and Coastal Rail	2,500	0	0	0	0	0	0	0	2,500	8,800	(6,300)	28.41
Santa Paula Branch Line	0	0	0	0	0	4,616	0	0	4,616	501,500	(496,884)	0.92
Total Rail	275,123	0	0	0	0	4,616	0	0	279,739	21,004,289	(20,724,550)	1.33
Commuter Assistance Program												
Reg Transit Information Center	17,354	0	0	0	0	0	0	0	17,354	37,300	(19,946)	46.53
Rideshare Programs	35,902	0	0	0	0	0	0	0	35,902	292,900	(256,998)	12.26
Total Commuter Assistance	53,256	0	0	0	0	0	0	0	53,256	330,200	(276,944)	16.13
Planning and Programming												
TDA Administration	0	2,725,154	16,140	0	0	0	0	0	2,741,294	43,026,111	(40,284,817)	6.37
Transportation Programming	1,258	0	0	0	0	0	0	0	1,258	23,400	(22,142)	5.38
Regional Transportation Planning	76,371	0	0	0	0	0	0	0	76,371	1,094,900	(1,018,529)	6.98
Airport Land Use Commission	0	0	0	0	0	0	0	0	0	18,000	(18,000)	0.00
Regional Transit Planning	67,903	0	0	0	0	0	0	0	67,903	1,543,500	(1,475,597)	4.40
Total Planning and Programming	145,532	2,725,154	16,140	0	0	0	0	0	2,886,826	45,705,911	(42,819,085)	6.32
General Government												
Community Outreach	58,461	0	0	0	0	0	0	0	58,461	215,000	(156,539)	27.19
State and Federal Relations	14,165	0	0	0	0	0	0	0	14,165	112,900	(98,735)	12.55
Management and Administration	1,025,439	0	0	0	0	0	0	0	1,025,439	1,166,000	(140,561)	87.95
Total General Government	1,098,065	0	0	0	0	0	0	0	1,098,065	1,493,900	(395,835)	73.50
Total Expenditures	3,017,734	2,725,154	16,140	321,366	0	4,616	1,573,091	360,081	8,018,182	104,872,390	(96,854,208)	7.65

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, 2022

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	
	Fund Actual	Actual	Actual	Actual	Actual	Actual Intercity Actual	Express Actual	Actual	Totals	Actual	Actual	% Year
Revenues over (under) expenditures	(2,252,655)	846,999	(16,140)	(106,712)	0	268,197	(18,706)	638,278	(640,739)	(22,026,074)	21,385,335	2.91
Other Financing Sources												
Transfers Into GF From LTF	5,938,507	0	0	0	0	0	0	0	5,938,507	10,826,840	(4,888,333)	54.85
Transfers Into GF From STA	40,823	0	0	0	0	0	0	0	40,823	4,233,651	(4,192,828)	0.96
Transfers In GF From SGR	242,867	0	0	0	0	0	0	0	242,867	7,944,132	(7,701,265)	3.06
Transfers Into GF From SAFE	12,537	0	0	0	0	0	0	0	12,537	53,400	(40,863)	23.48
Transfers Into GF From SPBL	18,313	0	0	0	0	0	0	0	18,313	86,800	(68,487)	21.10
Transfers Into SPBL From LTF	0	0	0	0	0	18,313	0	0	18,313	86,800	(68,487)	21.10
Transfers Into SPBL From STA	0	0	0	0	0	4,479	0	0	4,479	116,500	(112,021)	3.84
Transfers Into VI From STA	0	0	0	0	0	0	2,500,000	0	2,500,000	5,281,794	(2,781,794)	47.33
Transfers Out of LTF Into GF	0	(5,938,507)	0	0	0	0	0	0	(5,938,507)	(10,913,640)	4,975,133	54.41
Transfers Out of LTF Into SPBL	0	(18,313)	0	0	0	0	0	0	(18,313)	(86,800)	68,487	21.10
Transfers Out of STA Into GF	0	0	(40,823)	0	0	0	0	0	(40,823)	(4,233,651)	4,192,828	0.96
Transfers Out of STA Into SPBL	0	0	(4,479)	0	0	0	0	0	(4,479)	(116,500)	112,021	3.84
Transfers Out of STA Into VI	0	0	(2,500,000)	0	0	0	0	0	(2,500,000)	(5,281,794)	2,781,794	47.33
Transfers Out of SAFE Into GF	0	0	0	(12,537)	0	0	0	0	(12,537)	(53,400)	40,863	23.48
Transfers Out of SPBL Into GF	0	0	0	0	0	(18,313)	0	0	(18,313)	0	(18,313)	0.00
Transfers Out of SGR Into GF	0	0	0	0	(242,867)	0	0	0	(242,867)	(7,944,132)	7,701,265	3.06
Total Other Financing Sources	6,253,047	(5,956,820)	(2,545,302)	(12,537)	(242,867)	4,479	2,500,000	0	0	0	0	0.00
Net Change in Fund Balances	4,000,392	(5,109,821)	(2,561,442)	(119,249)	(242,867)	272,676	2,481,294	638,278	(640,739)	(22,026,074)	21,385,335	2.91
Beginning Fund Balance w/o capital assets	2,905,670	25,839,173	21,383,214	4,030,185	6,359,701	25,367	(2,456)	0	60,540,854	33,572,663	26,968,191	180.33
Long-term Pension/OPEB/Vacation/Lease Adjustment*	(25,892)	0	0	0	0	0	25,710	0	(182)	0	(182)	0.00
Ending Fund Balance	\$ 6,880,170	\$ 20,729,352	\$ 18,821,772	\$ 3,910,936	\$ 6,116,834	\$ 298,043	\$ 2,504,548	\$ 638,278	\$ 59,899,933	\$ 11,546,589	\$ 48,353,344	518.77

*Government Accounting Standards Board (GASB) Statements 68, GASB 75 and GASB 87 require full accrual of pension, OPEB and Lease 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, 2022**

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	EAC only	EAC only	\$ 4,282,913.26
LAIF	State Pool	N/A	\$0.00	0.00%	10,110,525.94
County of Ventura	Treasury Pool	N/A	0.00	0.00%	49,017,033.46
VCCF Bike Fund	Investment	N/A	Annually	annually	15,933.66
Total			\$ 0.00		\$63,426,406.32

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

The Commission's pooled checking account is not earning interest, instead earns "earnings credits" applied 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. A small portion of interest earned in the LAIF account is for unearned revenues and the interest is not recognized until the corresponding expenses are recognized.

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

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



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Item #8C

November 4, 2022

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
**SUBJECT: SENATE BILL (SB) 1 SOLUTIONS FOR CONGESTED CORRIDORS
PROGRAM GRANT JOINT APPLICATION WITH CALTRANS**

RECOMMENDATION:

- Support Caltrans grant application for \$89,897,000 in SB 1 funds through the Solutions for Congested Corridors Program (SCCP), to be used for projects identified in the US 101 Communities Connected Plan, including improvements to the Metrolink and LOSSAN rail line and stations, and related station access improvements.

BACKGROUND:

As was reported to the Commission last month by Commissioner Gloria Roberts, Caltrans is working with VCTC staff to prepare for submittal to the California Transportation Commission a competitive grant application for SB 1 SCCP funds. VCTC laid the groundwork for this request by completing a Multimodal Corridor Plan, entitled US 101 Communities Connected, in December 2020. Half of all of Ventura County's population and jobs are concentrated in the US 101 corridor. Workers from within and outside Ventura County travel the corridor to reach jobs in Ventura, Oxnard, Camarillo and Thousand Oaks, using the US 101 and passenger rail systems linking the four cities. The corridor is also a critical connector for people traveling for business and pleasure along the Central Coast and throughout all California, and provides the primary alternative to Interstate 5 connecting the Los Angeles region with Northern California, an especially important source of resilience in the statewide transportation network.

The improvements identified in VCTC's 101 Communities Connected multimodal corridor study will reduce congestion and foster a resilient, sustainable, and efficient transportation network to meet the many diverse needs of communities along the US 101 corridor. The study included comprehensive public outreach to stakeholders, including in-person and virtual community workshops, a social media campaign, email communication and an online survey.

The SCCP funds are available only for projects that are included in a Multimodal Corridor Plan such as 101 Communities Connected. Over the past several months, staff has worked with Caltrans to identify a suite of projects from US 101 Communities Connected that can be submitted during the current SCCP application cycle, given the program's requirement that

submitted projects must be able to start construction by 2025. Based on staff's review of the status of various projects, it appears that a feasible SCCP grant proposal can include improvements to the Ventura County rail line used by Metrolink and the LOSSAN Pacific Surfliner, accompanied by related projects to improve stations and station access, all of which can be implemented within the required time frame. Other projects in the US 101 Communities Connected Plan, including improvements to US 101 itself, will not be ready to start construction by 2025, and therefore must move further along in project development before they can be considered for SCCP funding. However, the 101 Communities Connected Plan establishes a nexus between the projects, ensuring that the projects proposed for funding at this time will complement the other projects in the plan to be implemented later.

DISCUSSION

The following summarizes the projects anticipated for inclusion in the Caltrans SCCP funding request:

Oxnard to Camarillo Double Tracking: The largest amount of funds in the SCCP application would go towards extending to 3.2 miles the proposed double-tracking of the Ventura County rail line between the Oxnard and Camarillo Stations. The SCCP funds will be added to \$20 million of state Interregional Transportation Improvement Program funds previously set aside for double-tracking, to provide a continuous double-track segment from the Leesdale Siding near Camarillo to the Oxnard station. This extended double-tracking will facilitate a faster schedule for Surfliner and Metrolink trains while improving system reliability and providing capacity to implement the Metrolink SCORE program and planned LOSSAN service expansion. This project will be implemented by the LOSSAN Agency.

Santa Paula Bike/Pedestrian Trail: The SCCP package of projects will provide state SB 1 funds for construction of 3.9 miles of a new multi-use bicycle and pedestrian path on the VCTC-owned Santa Paula Branch Line to provide a safer route from the East Ventura Station to residential areas located east of the station. Although the City of Ventura submitted this project for funding through the state's Active Transportation Program (ATP), based on the CTC staff recommendation the project did not score high enough to receive full funding from ATP. This project will be implemented by the City of Ventura.

Electric Vehicle Charging Stations: The SCCP application includes six additional electric vehicle charging stations to be installed at the Camarillo, East Ventura, and Oxnard Stations, to accommodate the anticipated increased demand for car charging for station patrons. There are currently two chargers each at Camarillo and East Ventura, and one at Oxnard. This project will be implemented by the station cities.

Camarillo Station Pedestrian Undercrossing: The proposal includes funds to cover the identified cost increase for the Camarillo Train Station Undercrossing, which would improve access between the two parking lots and improve train operations by utilizing both existing platforms, thus increasing rail system reliability and capacity. This project has previously received funds from the state's Transit Capital and Intercity Rail Program. This project will be implemented by Camarillo.

Rice Avenue Grade Separation: As the Commission will recall, the Rice Avenue Grade separation over the Ventura County Rail Line is funded primarily from SB 1 Trade Corridor funds. The SCCP proposal includes funds for increased construction cost due to unanticipated inflation. This project will improve safety, reduce congestion for trucks and vehicles including those accessing the Port of Hueneme, and increase rail service reliability. This project will be implemented by the City of Oxnard in conjunction with the County of Ventura.

As currently drafted, the SCCP grant application identifies \$129,663,000 in matching funds for the requested \$89,987,000 in SB 1 SCCP funds. These matching funds include money previously committed or set aside for the Double-Tracking, Camarillo Undercrossing, and Rice Avenue Grade Separation projects. The application also anticipates that the Santa Paula Branch Line Trail will receive partial funding from the Active Transportation Program.



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Item #8D

November 4, 2022

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT

SUBJECT: BUDGET AMENDMENT TO THE REGIONAL TRANSIT PLANNING PROGRAM

RECOMMENDATION:

- Approve a budget amendment for the Regional Transit Planning Program Budget by increasing the LCTOP funds by \$530,800 for the Youth Ride Free Program.
- Approve a budget amendment for the Regional Transit Planning Program Budget to increase the expenditures by \$560,800 adding a new line item, Youth Ride Free, in the amount of \$530,800 and increasing the Consultant line item by \$30,000 for the Transit Integration and Efficiency Study. The additional revenues for the TIES study were approved at the July Commission meeting.
- Approve a budget amendment to the State of Good Repair budget to increase the transfer-out funds by the amount of \$11,164 into the General Fund.

DISCUSSION:

On August 11, 2022, Caltrans approved VCTC's Low Carbon Transit Operations Program (LCTOP) allocation request for funding for the Youth Ride Free program. As such, staff needs to amend the LCTOP funds into the Regional Transit Planning budget to support the program. Funding is expected to last two years. Therefore, staff is amending half of the funding into the FY 2022-23 budget and the other half will be included in the FY 2023-24 budget.

Staff began doing outreach for the program in August and it officially began September 1. The program allows youth 18 and younger to ride the bus for free, anytime, anywhere on any bus operator in Ventura County.

At the July 2022 Commission meeting the Commission approved extending the contract with Fehr & Peers for the Transit Integration and Efficiency Study (TIES) and increasing it by \$30,000 to carry out the work needed to complete the project. As part of this, the Commission approved amending the Regional Transit Planning budget to incorporate an additional \$30,000 of State Transit Assistance (STA) revenues. Staff now needs to increase the Consultant Services line item in the Regional Transit Planning budget to expend these funds and is requesting approval to do so.

Therefore, it is staff's recommendation to amend the Regional Transit Planning Program Budget by increasing the LCTOP funds by \$530,800 for the Youth Ride Free Program and adding a new line item, Youth Ride Free, in the amount of \$530,800 and increasing the Consultant line item by \$30,000 for the Transit Integration and Efficiency Study.



Item #8E

November 4, 2022

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ROXANNA IBARRA, CLERK OF THE COMMISSION

SUBJECT: 2023 VCTC REGULAR MEETING SCHEDULE

RECOMMENDATION:

- Adopt the following schedule of regular monthly VCTC meeting dates for Calendar Year 2023

BACKGROUND:

It is recommended the following meeting date schedule be adopted for 2023. The September meeting will be held on the second Friday of the month as the first Friday falls on or near a holiday weekend.

VCTC REGULAR MEETING SCHEDULE 2023

January 6

February 3

March 3

April 7

May 5

June 2

July 7

August – DARK

September 8 (*Moved to the second Friday of the month due to the September 4th Labor Day Holiday*)

October 6

November 3

December 1



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Item #8F

November 4, 2022

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT

SUBJECT: VETERANS DAY PUBLIC TRANSIT FREE FARE PROMOTION

RECOMMENDATION:

- Receive and file.

BACKGROUND:

Beginning November 2016, VCTC launched the “Veterans Ride Free” fare promotion in coordination with each of the Ventura County public transit operators. Those eligible can ride public transit buses for free on Nov. 11, Veterans Day. The promotion has run consecutively since that time with the exception of November 2020, when operators were not charging fares because of the Covid-19 pandemic.

VCTC, and local transit agencies are once again participating in the Veterans Ride Free fare promotion to support our local veterans and military. This year the promotion is also being extended to active duty military personnel. The participating transit operators include:

- Camarillo Area Transit
- Gold Coast Transit District
- Ojai Trolley
- Simi Valley Transit
- Thousand Oaks Transit
- Moorpark Transit
- Valley Express
- VCTC

To board, patrons will simply show their valid ID to the bus driver. Accepted forms of ID include but are not limited to: US Military ID, CAC, VA Card, Veteran’s designation on California Driver’s license, DD214, and Retired Military ID.



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Item #8G

November 4, 2022

TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: STEVE MATTAS, GENERAL COUNSEL

SUBJECT: MOTION TO RE-AUTHORIZE REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE VENTURA COUNTY TRANSPORTATION COMMISSION, INCLUDING ALL ASSOCIATED AGENCIES, AUTHORITIES, AND COMMITTEES, DUE TO THE IMMINENT RISKS TO THE HEALTH AND SAFETY OF ATTENDEES AND MAKING RELATED FINDINGS PURSUANT TO AB 361

RECOMMENDATION:

It is recommended that the Ventura County Transportation Commission ("Commission"), on behalf of itself and in the role as the Local Transportation Authority, ALUC, Service Authority for Freeway Emergencies, Consolidated Transportation Service Agency and CMA, make a motion, pursuant to the authority set forth in AB 361 (Government Code Section 54953[e][1]), to re-authorize remote teleconference meetings of all legislative bodies of the Commission, including all associated agencies, authorities, and committees, due to imminent risks to the health and safety of attendees if the meetings are held in person.

BACKGROUND:

On September 24, 2021 the Commission approved a motion to continue conducting Commission meetings, and all associated agency, authority, and committee meetings, remotely due to imminent risks to the health or safety of attendees if the meetings are held in person. The Commission made findings that the requisite conditions exist for the legislative bodies of the Commission to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953.

Pursuant to Government Code Section 54953(e)(3), in order for all legislative bodies to continue meeting remotely, the Board must declare every 30 days that:

1. The legislative body has reconsidered the circumstances of the state of emergency; and
2. Either the state of emergency continues to directly impact the ability of the members to meet safely in person, or State or local officials continue to impose or recommend measures to promote social distancing.

Emergency conditions persist in Ventura County and throughout the state. The Governor's State of Emergency, declared on March 4, 2020, is ongoing. The local proclamation of emergency, made by the Ventura County Board of Supervisors on March 17, 2020, ratifying the Ventura County Health Officer's declaration of a local health emergency due to COVID-19, continues to exist until its termination is proclaimed by the Ventura County Board of Supervisors.

Due to the continued threat of COVID-19, the Commission continues to implement multiple layers of protection against COVID-19, including physical distancing, for the safety of employees and members of the public. The ongoing state of emergency related to COVID-19, as declared by the Governor and the Ventura County Board of Supervisors, continues to directly impact the ability of members of the legislative bodies of the Commission to meet safely in person, due to imminent risks to the health and safety of attendees if the meetings are held in person.

RECOMMENDATION

It is recommended that the Commission, on behalf of itself and in the role as the Local Transportation Authority, ALUC, Service Authority for Freeway Emergencies, Consolidated Transportation Service Agency and CMA, make a motion, pursuant to the authority set forth in AB 361 (Government Code Section 54953[e][1]), to re-authorize remote teleconference meetings of all legislative bodies of the Commission, including all associated agencies, authorities, and committees, due to imminent risks to the health and safety of attendees if the meetings are held in person.



Item #8H

November 4, 2022

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT
SUBJECT: DESIGN FOR CAMARILLO TRAIN STATION ADA IMPROVEMENTS REQUEST FOR PROPOSALS

RECOMMENDATION:

- Authorize Executive Director to finalize and issue Request for Proposals for the design for ADA improvements for the Camarillo train station.

BACKGROUND:

In May 2018, the US Department of Justice notified VCTC they were conducting an investigation and compliance review of the Camarillo train station, as well as the Moorpark and Simi Valley stations, under Title II of the Americans with Disabilities Act (ADA). To staff's knowledge, these investigations are conducted on DOJ's own volition and not in response to any complaint or allegation of violations at VCTC-owned stations. In March 2021, the DOJ determined that certain parts of the Camarillo station are not in compliance with certain ADA requirements. This includes elevation changes, slopes, ramps, and directional signs.

DISCUSSION:

As a result, the DOJ and VCTC entered into a settlement agreement which included certain stipulations to resolve the issues. Specifically, VCTC was required hire an independent licensed architect (ILA) to survey and identify any portion of the Camarillo station that must be remediated to meet ADA requirements. This survey was conducted by Psomas and submitted to VCTC in late 2021 and identified a number of issues to be addressed by VCTC in the following areas:

- Signage
- Accessible routes
- Parking spaces
- Slopes
- Handrails
- Telephones
- Headroom
- Warning surfaces

Since the completion of the survey, VCTC has:

- Worked with the ILA to better understand the issues and how to remedy them

- Worked with LOSSAN, Metrolink and the City of Camarillo to work to address the signage issues
- Worked with the DOJ to extend the settlement deadline from March 15, 2024 to March 15, 2027 due to the scale of the items needing to be remedied.
- Developed a Request for Proposals (RFP) for design and project management

The design and project management support will include reviewing the report and items that need to be addressed as described in the Psomas report, conducting a site visit and report to make sure that any areas of the station that are out of compliance with California Title 24 CBC codes in addition to the ADA are also remedied, design and engineering of the improvements and project management throughout construction to ensure the improvements are constructed correctly. VCTC plans to release the RFP at the end of November.



Item #81

November 4, 2022

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT
**SUBJECT: APPROVAL OF REQUEST FOR PROPOSALS FOR STATE REQUIRED
TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE
AUDITS FOR VENTURA COUNTY TDA CLAIMANTS**

RECOMMENDATION:

- Approve the Request for Proposals (RFP) for State required Transportation Development Act (TDA) triennial performance audits for distribution to appropriate consulting firms.

BACKGROUND:

Every three years, the State requires that VCTC, in its role as the County Transportation Commission and Regional Transportation Planning Agency (RTPA), undergo a performance audit to certify that agencies claiming Local Transportation Funds (LTF) are fully complying with the TDA legislative intent and regulations.

The consultant will be required to perform the transit performance audit of all operators that are allocated funding under the TDA (this includes Article 4 claimants, as well as Article 8 claimants, and VCTC as the RTPA). There are municipal transit operators in the County that do not utilize Article 4 funds but do operate transit systems or contribute to a cooperative transit agreement using Article 8 or other funds. While these operators are not statutorily required to report TDA performance audit findings to the State, it is within VCTC's purview as the RTPA to observe or monitor the performance of all its TDA claimants operating transit service irrespective of the funding source.

Operators that receive funding under Article 4 of the TDA are required to have a performance audit. Between fiscal years (FY) 2019-20 and 2021-22, this includes:

- Gold Coast Transit District (GCTD)
- Thousand Oaks Transit
- Simi Valley Transit

To enable a comprehensive and objective review that serves the benefit of both the RTPA and the transit provider, performance audits should be conducted of all operators that are allocated funding under the TDA¹. This would include:

- VCTC Intercity
- County of Ventura
- Camarillo Area Transit
- Moorpark City Transit
- Ojai Trolley
- City of Fillmore
- City of Santa Paula

The last performance audits were completed in June 2020 and covered FYs 2016-17 to 2018-19. The upcoming audit will look at FYs 2019-20 to 2021-22. A schedule for the audits is included in the RFP and it is expected the performance audits will be completed for Commission review at the June 2023 meeting.

Public Utilities Code (PUC) Section 99246(d) states that the performance audit of an operator providing public transportation services shall include, but not be limited to, a verification of the performance indicators defined in PUC Section 99247. These performance indicators include:

- Operating cost per passenger
- Operating cost per vehicle service hour
- Passengers per vehicle service hour
- Passengers per vehicle service mile
- Vehicle service hours per employee

Funding for the performance audit is included in the FY 2022-23 VCTC budget utilizing TDA Local Transportation Funds (LTF) to complete the performance audit.

¹ Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities (Caltrans, 2008)



Item #9

November 4, 2022

MEMO TO: VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
FROM: ANDREW KENT, PLANNING ANALYST
SUBJECT: REQUEST FOR PROPOSALS FOR FREEWAY SERVICE PATROL BEAT 4 (101-3)

RECOMMENDATION:

- Approve Release of Request for Proposals for Freeway Service Patrol Tow Contractor for Beat 4 (101-3), covering US-101 from Rice Avenue to California Street.

BACKGROUND:

Freeway Service Patrol (FSP) provides roving tow trucks on portions of the highway system during peak traffic periods for rapid clearing of disabled vehicles and motorist assistance. FSP is implemented through a partnership between the Ventura County Service Authority for Freeway Emergencies (SAFE), the California Highway Patrol (CHP), and Caltrans. The goals of the program are to provide congestion relief, reduce the incidence of secondary collisions, mitigate delay related vehicle emissions, and assist motorists stranded in dangerous situations on busy highways. FSP assistance is free to motorists at the point of service and is funded through a \$1 annual vehicle registration fee and Caltrans funding allocations.

In September 2020, the Ventura County SAFE board awarded contracts for FSP Beats 101-1, 101-2 and 118 to Platinum Tow & Transport. The three (3) FSP Beats became operational in the summer of 2021. Since launching, two (2) Ventura County FSP tow trucks have been patrolling per Beat Monday through Friday from 6am to 9am and 3pm to 7pm, providing disabled motorists with services such as changing flat tires, jump starting dead batteries, refilling radiators, and providing a gallon of gas. If FSP cannot restart a vehicle within 10 minutes, the disabled vehicle is towed to a safe location off the highway.

Existing FSP Patrol Beats:

1. (101-1) HWY 101 from Los Angeles County Line to Camarillo Springs Rd
2. (101-2) HWY 101 from Camarillo Springs Rd to Rice Ave
3. (118) HWY 118 From Los Angeles County Line to SR 23

Staff has identified available funds to expand the FSP program and proposes procurement of contractor services for Beat 4 (101-3) which will provide service from Rice Avenue to California Street on US-101. The Fiscal Year 2022/23 Motorist Aid Program budget includes funding to expand the program as proposed.

DISCUSSION:

The FSP feasibility study conducted in 2018 identified six (6) potential FSP patrol Beats in Ventura County that would meet the Benefit-Cost (B/C) guidelines from Caltrans when implemented. VC SAFE proceeded to implement the three (3) recommended FSP Beats with the greatest projected B/C ratio and planned to implement the remaining three (3) as funds became available, prioritizing implementation by B/C ratio. FSP Beat 101-3 from Rice Avenue to California Street has the highest B/C ratio of the remaining proposed Beats from the initial feasibility study.

With additional funds available, the FSP program can be expanded by adding additional patrol Beats, extending service hours of existing Beats, or by providing weekend service.

Due to the COVID-19 pandemic, changes to travel patterns and congestion have affected the operating B/C performance of the program. Vehicle Miles Travelled (VMT) have rebounded to about 95% of pre-COVID levels, however, delays have remained down 20% or more. The Ventura County FSP assist rate was .92 assists per truck hour in FY20-21, which was greater than expected by the initial feasibility study. However, with reduced delays, the B/C performance is below the initial projections. Reduced delays have led to an increase of vehicle collisions and severity due to higher speeds.

To date, FSP service has proven to be very successful with the public. Staff have received only one complaint from the public: a perceived need for geographic equity. Under current conditions, Beat 101-3 is expected to have a B/C ratio of 2, which is lower than Caltrans guidance recommends, however, this would be expected to increase significantly with the anticipated return of highway delays. Staff believes that implementation of Beat 101-3 will produce the greatest benefits of the available options and it is in the best interest of the program to distribute resources equitably throughout the County. The California Highway Patrol Ventura Area has also expressed support for the expanded service on the Oxnard – Ventura section of the US101.

Staff is working with the Berkeley Institute of Transportation Studies to evaluate the possibility of weekend service in the future and evaluate service modifications to optimize the program's performance.



Staff has prepared a postcard mailer and accompanying social media announcements to inform as many local tow contractors about the RFP opportunity as possible. Having a competitive procurement will be important with the escalation of gas prices and insurance costs.

Tow contractors will propose to provide individual service for Beat 101-3. A tow contractor may have a contract for one or more patrol beats. Contractors must commit to patrolling with two (2) dedicated trucks per beat and maintain one (1) backup truck per beat. Contractors must comply with technology requirements for monitoring truck activity and data collection. Contractors must comply with FSP Standard Operating Procedures (SOP), submit to inspections, complete driver background checks, and fulfill all requirements of the Scope of Work (SOW).

A proposal evaluation committee with representatives from each of the partner agencies will score contractor proposals and make recommendations for SAFE Board approval. Evaluation will consider the value the contractor provides and the contractor's ability to fulfill the SOW and maintain compliance with the SOP. The selected tow contractor will undergo a site inspection, and drivers will complete CHP required training.

Staff recommends the SAFE Board release the RFP for FSP tow contractor service for Beat 101-3. Staff will return to the SAFE Board for approval to award a contract following completion of the RFP and selection process. The selection process timeline is as follows:

	2022		2023						
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
RFP Issue Date	4-Nov								
Preproposal Conference	14-Nov								
Questions Submittal Deadline	23-Nov								
VCTC Responses to Questions Issued		2-Dec							
Proposal Due Date			6-Jan						
Tentative Site Interview			16 to 20-Jan						
VCTC Approval and Contract Award				3-Feb					
Contractor Preparation									
CHP Certified Drivers/Trucks Inspected								5-Jun	
Service Shall Commence On									3-Jul

Staff recommends Commission approval to release the Request for Proposals for Freeway Service Patrol Tow Contractor for Beat 4 (101-3), covering US-101 from Rice Avenue to California Street.



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Item #10

November 4, 2022

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR

SUBJECT: OXNARD HARBOR DISTRICT UPDATE

RECOMMENDATION:

- Receive and file.

BACKGROUND:

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



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