



**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, APRIL 7, 2023
9:00 A.M.**

**The public will have the opportunity to address the legislative body directly at the main 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 speaking to three (3) continuous minutes. The Commission may, either at the direction of the Chair or by majority vote of the Commission, waive this three-minute time limitation. Depending on the number of items on the agenda and the number of speakers, the Chair may, at his/her discretion, reduce the time of each speaker to two (2) continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes. Also, the Commission may terminate public comments if such comments become repetitious. Speakers may not yield their time to others without the consent of the Chair. Any written documents to be distributed or presented to the Commission shall be submitted to the Clerk of the Commission. This policy*

applies to Public Comments and comments on Agenda Items. Under the Brown Act, the Board should not take action on or discuss matters raised during the Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.

5. **CALTRANS REPORT** - *This item provides the opportunity for the Caltrans representative to give updates and status reports on current projects.*
6. **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 FEBRUARY 3, 2023, MEETING -PG.7](#)**
Recommended Action:
 - *Approve the summary minutes of February 3, 2023.***Responsible Staff: Roxanna Ibarra**
 - 8B. **[APPROVE MINUTES OF MARCH 3, 2023, MEETING-PG.13](#)**
Recommended Action:
 - *Approve the summary minutes of March 3, 2023, VCTC Meeting and Strategic Planning Session.***Responsible Staff: Roxanna Ibarra**
 - 8C. **[MONTHLY BUDGET REPORT -PG.17](#)**
Recommended Action:
 - *Receive and file the monthly budget report for January 2023.***Responsible Staff: Sally DeGeorge**
 - 8D. **[MONTHLY BUDGET REPORT-PG.25](#)**
Recommended Action:
 - *Receive and file the monthly budget report for February 2023.***Responsible Staff: Sally DeGeorge**
 - 8E. **[INVESTMENT POLICY UPDATE -PG.33](#)**
Recommended Action:
 - *Adopt the Investment Policy as shown in the Attachment.***Responsible Staff: Sally DeGeorge**
 - 8F. **[MOTORIST AID CALLBOX ANNUAL REPORT -PG.35](#)**
Recommended Action:
 - *Receive and file the Motorist Aid Emergency Callbox Annual Report.***Responsible Staff: Amanda Fagan**

8G. [SANTA PAULA BRANCH LINE RIGHT OF ENTRY PERMIT TEMPLATE-PG.37](#)

Recommended Action:

- Approve a Right-of-Entry permit template and fee structure for use on the Santa Paula Branch Line railroad right-of-way.

Responsible Staff: Amanda Fagan

8H. [BIG DATA LICENSE AND ANALYTICS DASHBOARD-PG.39](#)

Recommended Action:

- Ratify the release of a Request for Proposals (RFP) for a Big Data License and Transportation Analytics Dashboard (See Attachment).

Responsible Staff: Andrew Kent

8I. [SANTA PAULA BRANCH LINE STORM DAMAGE UPDATE, BUDGET AMENDMENT, AND RELEASE OF REQUEST FOR PROPOSALS FOR DESIGN AND ENVIRONMENTAL COMPLIANCE-PG.41](#)

Recommended Action:

- Approve the release of the Request for Proposals for Design, Engineering, and Project Management Support Services to Reconstruct a Portion of the Sespe Creek Overflow Railroad Bridge.
- Authorize the Executive Director to execute for and on behalf of the Ventura County Transportation Commission as the Authorized Agent to the State of California Governor's Office of Emergency Services.
- Approve an amendment to the VCTC Santa Paula Branch Line Budget to increase expenditures by \$300,000 in the Consultant Services and \$20,000 in the Legal Services categories and to increase the State Transit Assistance (STA) Transfer-in revenues by \$320,000.
- Approve an amendment to amend the VCTC State Transit Assistance budget by increasing the Transfers-out to SPBL by \$320,000.

Responsible Staff: Amanda Fagan

8J. [REVISED DISADVANTAGED BUSINESS ENTERPRISE \(DBE\) PROGRAM-PG.43](#)

Recommended Action:

- Approve the revised Disadvantaged Business Enterprise (DBE) Program (attached).

Responsible Staff: Peter De Haan

8K. [CONTRACT WITH GENFARE FOR SUPPORT SERVICES FOR FARE SYSTEMS-PG.45](#)

Recommended Action:

- Authorize Executive Director to negotiate all remaining terms of the contract for the purchase of a three-year Genfare software support agreement in a form and substance approved by VCTC legal counsel.
- Execute the three-year contract with Genfare in the amount not to exceed \$45,320.33

Responsible Staff: Claire Grasty

8L. [COMMUTER ASSISTANCE PROGRAM \(CAP\) MANAGEMENT SERVICES CONTRACT-PG.47](#)

Recommended Action:

- Authorize the Executive Director to execute the three-year two-month contract with Innovative TDM Solutions for the Commuter Assistance Program (CAP) Management Services in an amount not to exceed \$384,984.50.

Responsible Staff: Claire Grasty & Dolores Lopez

8M. [VALLEY EXPRESS COMMUNITY OUTREACH REQUEST FOR PROPOSALS-PG.49](#)

Recommended Action:

- Approve VCTC issue Request for Proposals (RFP) for Community Outreach services for Valley Express Transit.

Responsible Staff: Matt Miller

8N. [BUS AND RAIL RIDERSHIP AND PERFORMANCE MEASURES REPORT-PG.51](#)

Recommended Action:

- *Receive and file.*

Responsible Staff: Aubrey Smith & Dolores Lopez

8O. [LEGISLATIVE UPDATE-PG.57](#)

Recommended Action:

- *Receive and file.*

Responsible Staff: Darrin Peschka

DISCUSSION CALENDAR:

9. [FISCAL YEAR 2023-2024 DRAFT BUDGET HEARING -PG.77](#)

Recommended Action:

- *Conduct a Public Hearing to receive testimony on the Fiscal Year 2023/2024 Draft Budget.*
- *Receive the Fiscal Year 2023/2024 Draft Budget and Salary Schedule (See Draft Budget Attachment).*

Responsible Staff: Martin Erickson and Sally DeGeorge

10. [VCTC STRATEGIC PLAN, FISCAL YEAR 2023-24 THROUGH 2027-2028-PG.81](#)

Recommended Action:

- *Approve the VCTC Strategic Plan for FY 2023-24 through FY 2027-28*
- *Approve the updated VCTC mission statement: "To create a more connected, resilient, equitable and user-friendly transportation system for Ventura County".*

Responsible Staff: Martin Erickson

11. [OUTREACH PROGRAM UPDATE-PG.83](#)

Recommended Action:

- *Receive and file.*

Responsible Staff: Darrin Peschka

12. [DESIGN AND PROJECT MANAGEMENT SERVICES SUPPORT FOR CAMARILLO RAIL STATION AMERICANS WITH DISABILITIES ACT \(ADA\) IMPROVEMENTS AGREEMENT-PG.85](#)

Recommended Action:

- *Recommend that the Commission award and execute a contract with Rail Pros, Inc. in amount not to exceed \$1,245,340.*

Responsible Staff: Claire Grasty and Aubrey Smith

13. **CLOSED SESSION-**

1. **Closed Session: Public Employee Performance Evaluation**
(Pursuant to Government Code Section 54957)
Title: Executive Director

2. **Closed Session: Conference with Labor Negotiators**
(Pursuant to Government Code Section 54957.6)
Agency Designated Representatives: Bryan MacDonald and Steve Mattas
Unrepresented Employee: Executive Director

14. **GENERAL COUNSEL REPORTS-**

15. AGENCY REPORTS:

Southern California Association of Governments (SCAG)

Primary: Commissioner Mike Judge

Southern California Regional Rail Authority (Metrolink-SCRRRA)

Primary: Commissioner Tony Trembley

Alternate: Daniel Chavez

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

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jim White

Coastal Rail Coordinating Council

Primary: Chair Bryan MacDonald

Alternate: Commissioner Mike Johnson

California Association of Councils of Governments

Primary: Commissioner Mike Johnson

California Vanpool Authority (CalVans)

Primary: Commissioner Jim White

Alternate: Commissioner Jeff Gorell

16. ADJOURN to 9:00 a.m. Friday, May 12, 2023.



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Item #8A

April 7, 2023

**MEETING MINUTES OF FEBRUARY 3, 2023, VCTC COMMISSION MEETING
AT 9:00 A.M.**

CALL TO ORDER:

Chair MacDonald called the regular meeting of the Ventura County Transportation Commission to order at 9:01 a.m. at the City of Camarillo, City Hall Chambers, 601 Carmen Drive, Camarillo, CA 93010.

PLEDGE OF ALLEGIANCE was led by Commissioner Johnson.

ROLL CALL/MEMBERS PRESENT:

Bryan MacDonald, City of Oxnard
Matt LaVere, County of Ventura
Daniel Chavez, Citizen Rep., Cities
Carrie Broggie, City of Fillmore
Bob Engler, City of Thousand Oaks
Chris Enegren, City of Moorpark
Suza Francina, City of Ojai
Jeff Gorell, County of Ventura
Mike Johnson, City of Ventura
Mike Judge, City of Simi Valley
Vianey Lopez, County of Ventura
Janice Parvin, County of Ventura
Tony Trembley, City of Camarillo
Jim White, Citizen Rep., County
Gloria Roberts, Acting Caltrans District 7 Director

ABSENT:

Jenny Crosswhite, City of Santa Paula
Kelly Long, County of Ventura
Martha McQueen-Legohn, City of Port Hueneme

4. PUBLIC COMMENTS –

Dani Anderson, Disability Access Manager for Ventura County, reintroduced herself to the commission as a resource to others for disability access.

5. SELECTION OF CHAIR AND VICE-CHAIR TO THE VENTURA COUNTY TRANSPORTATION COMMISSION FOR CY 2023- Selection of Chair and Vice-Chair for Calendar Year 2023

A motion was made by **Commissioner Chavez** to nominate vice-chair Bryan MacDonald as chair of the Ventura County Transportation Commission. **Commissioner LaVere** seconded the motion. The motion passed unanimously.

A motion was made by **Commissioner Trembley** to nominate Commissioner LaVere as Vice-Chair of the Ventura County Transportation Commission. The nomination was seconded by **Commissioner Chavez**, and the motion passed unanimously.

6. CALTRANS REPORT – Acting Caltrans District 7 Director, Gloria Roberts, gave the February monthly project report updates to the commission.

7. COMMISSIONERS/EXECUTIVE DIRECTOR REPORT –

Executive Director Martin Erickson welcomed new incoming Chair MacDonald and Vice-Chair LaVere. He thanked immediate past Chair Trembley for his leadership and guidance as past Chair.

Mr. Erickson gave his executive director report to the commission as follows:

- During the January atmospheric river storms, **VCTC staff provided support to the Ventura County Office of Emergency Services (OES), including at the Emergency Operations Center (EOC)**. This allowed VCTC to provide support to the VCTC Intercity Services and Valley Express services, which both had significant service cuts due to the road closures, while also providing support to the OES for any additional transportation needs they had. RATP Dev, the VCTC Intercity Services contract operator, worked hard to provide service returning from Santa Barbara as soon as Highway 101 was open to support passengers who had been stranded the day before. This process was made easier due to how well the OES has structured the EOC and because of the guidance the **Transportation Emergency Preparedness Plan (TEPP)** provided.
- On the early morning of January 10th, an approximately 120-foot section of the **Santa Paula Branch Line (SPBL) railroad bridge that crosses Sespe Creek west of Fillmore washed out** due to fast moving water and debris. Several additional areas on the SPBL experienced mud/landslides and debris collected beneath bridges and in culverts. The Sierra Northern Railway (SNR) team, which operates the SPBL, is working to assess the conditions and clear mud and debris from the SPBL and its 37 bridges. SNR and its railroad engineering contractor (Koppers) are working to plan for and design a structure to replace the washed-out bridge section. The estimated cost to repair the bridge is \$1.5 million. VCTC staff have been working with the OES to explore Federal Emergency Management Agency (FEMA) assistance for repairs to the bridge and other areas of the railroad. SNR estimates beginning repairs to the Sespe bridge in mid-March with completion by late April. Prior to the bridge wash-out, SNR relocated one locomotive from the rail yard in Fillmore to the SNR location in Santa Paula, so there is an operational locomotive on either side of the bridge. SNR continues to operate freight, filming, research and development trains and rail car storage on the SPBL, including new freight service to local businesses in the Santa Clara River valley, and is preparing for the launch of railbikes in early March. Railbikes will depart from and return to the Santa Paula Depot, with round-trip service eastward toward Fillmore, turning around prior to the Sespe Creek.
- **California State Transportation Agency (CalSTA) awarded Metrolink \$106.9 million** to complete three critical infrastructure projects, including the Simi Valley Double Track Project. Of the \$106.9 million awarded, \$36 million will go toward the Simi Valley project.
- Currently underway with is the **Federal Transit Administration Triennial Review of VCTC and its subrecipients**. This Review examines the compliance with federal requirements of VCTC as well as its subrecipients. As anticipated, this work is requiring significant effort over the coming months from our staff as well as from the staffs of the cities and agencies receiving FTA pass-through funds through VCTC.
- VCTC and Caltrans District 7 convened the **Arroyo Simi Bridge Suicide Prevention Task Force** for a quarterly meeting on January 26th. Caltrans provided updates on the \$10 million approved in December 2022 by the California Transportation Commission for environmental review, design and construction of a barrier fence and an updated project schedule. Sandri Kramer from the Suicide Prevention Center at Didi Hirsch Mental Health Services also provided updates on the development of suicide awareness and de-escalation trainings for first responders and for the broader community.
- VCTC will provide extra **Freeway Service Patrol (FSP)** service to reduce traffic congestion and improve traffic safety conditions during the Point Mugu Air Show, scheduled for March 18-19, 2023. Staff is working with Naval Base Ventura County and California Highway Patrol to identify key locations and times when FSP service would be most beneficial during peak attendance periods. The existing FSP contracts include funding provisions to allow for extra service beyond regular operating periods and locations for freeway construction and special events. The 2023 Air Show will include performances from

both the Blue Angels and Thunderbirds Demonstration Teams, and projected attendance exceeds 100,000 visitors.

- November 2022, Caltrans executed an award to VCTC for a Sustainable Transportation Planning Grant to conduct the **Conejo Pass Wildlife Tracking Study** through a partnership with the National Park Service. The purpose of the project is to study wildlife movement throughout the Conejo Pass Area, commonly known as the Conejo Grade, on U.S. 101. The project is necessary to evaluate current wildlife connectivity and make recommendations for maintaining and improving connectivity throughout this critical region. VCTC and NPS have begun preparations and coordination to begin the Study this Spring.
- Representatives of the **Southern California Association of Governments (SCAG) Partnerships for Innovative Deployment team** will be in attendance at this month's Commission meeting. The team is supporting VCTC staff in the development of concepts for applications to the Regional Early Action Planning (REAP) County Transportation Commissions (CTC) Partnership Program. VCTC staff wishes to express our appreciation to SCAG for their excellent guidance and support.

8. GENERAL COUNSEL TO PROVIDE AN UPDATE TO THE COMMISSION REGARDING AB 2449-

General Counsel Steve Mattas gave an update to the commission regarding AB 2449.

9. ADDITIONS/REVISIONS – None

10. CONSENT CALENDAR –

Commissioner Judge moved to approve consent calendar items 10A through 10I. The motion was seconded by **Commissioner Chavez** and passed unanimously.

10A. APPROVE MINUTES OF JANUARY 6, 2023, MEETING

Recommendation:

- Approve the summary minutes of January 6, 2023.

10B. MONTHLY BUDGET REPORT

Recommendation:

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

10C. TRANSPORTATION DEVELOPMENT ACT (TDA) LOCAL TRANSPORTATION FUND (LTF) DRAFT APPORTIONMENT FOR FISCAL YEAR 2023/2024

Recommendation:

- Approve the Local Transportation Fund Draft Apportionment for Fiscal Year 2023/2024, apportioning \$53.6 million as shown in Attachment A.

10D. CONTRACT AMENDMENT FOR ACTUARY SERVICES FOR OTHER POST-EMPLOYMENT BENEFITS (OPEB) AND PENSION-

Recommendation:

- Approve contract amendment No.1 with Bartel Associates, LLC to exercise the two-year extension options and to change the company name to Foster & Foster Consulting Actuaries, Inc

10E. ACTIVE TRANSPORTATION PROGRAM (ATP) CYCLE 6 METROPOLITAN PLANNING ORGANIZATION (MPO) REGIONAL COMPONENT-PRIORITIZED LIST OF PROJECTS-

Recommendation:

- Approve the regional point assignments and the Prioritized List of Projects (Attachment A), allowing the Ventura County Transportation Commission (VCTC) to advance projects for funding in the MPO Component of the Cycle 6 Active Transportation Program (ATP).
- Authorize the Executive Director to submit the Prioritized List of Projects to the Southern California Association of Governments (SCAG) and approve any future technical changes or substitutions if funds are made available through project cancellations or savings (subject to CTC approval).

10F. REBUILDING AMERICAN INFRASTRUCTURE WITH SUSTAINABILITY AND EQUITY (RAISE) GRANT PROGRAM-

Recommendation:

- Approve submission of a grant application requesting \$20 million from the RAISE Program for final design for the US 101 Auxiliary Lanes project.

10G. REQUEST FOR PROPOSAL FOR FREEWAY SERVICE PATROL BEAT 4 (101-3) UPDATE AND RE-RELEASE-

Recommendation:

- Approve re-release of the Beat 4 Freeway Service Patrol (FSP) Request for Proposals (RFP) with an updated schedule for service implementation.

10H. 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.

10I. REVISED CALENDAR YEAR 2023 VCTC REGULAR MEETING SCHEDULE-

Recommendation:

- Revise and adopt the CY 2023 VCTC Regular Meeting Schedule.

DISCUSSION CALENDAR:

11. FISCAL YEAR 2023/2024 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING -

Recommendation:

- Hold a public hearing and receive testimony of Unmet Transit Needs.

Claire Grasty gave a PowerPoint presentation on the Unmet Transit Needs public hearing to the commission.

Chair MacDonald opened the Unmet Transit Needs public hearing and read into the record the Unmet Transit Needs process. Roxanna Ibarra read into the record the Spanish version of the Unmet Transit Needs process. There were no public comments during the Unmet Transit Needs Public Hearing. Chair MacDonald closed the public hearing at 9:46 a.m.

12. LEGISLATIVE UPDATE

Recommendation:

- Receive and file.

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

13. COMMISSIONER APPOINTMENTS TO EXTERNAL ENTITIES-

Recommendation:

- **Make appointments as follows:**
 1. Appoint alternate member to the California Vanpool Authority (CalVans)
 2. Single appointment to the California Association of Councils of Governments.
 3. Appoint an alternate member to the Coastal Rail Coordinating Council.

The commission approved by acclamation appointing Commissioner Mike Johnson as the alternate member for the California Vanpool Authority (CalVans).

The commission approved by acclamation appointing Commissioner Mike Johnson as the primary member for the California Association of Councils of Governments (CALCOG).

The commission approved by acclamation appointing Commissioner Jeff Gorell as the alternate member to the California Coastal Rail Coordinating Council.

14. VENTURA COUNTY COMPREHENSIVE TRANSPORTATION PLAN

Recommendation:

- Accept the Ventura County Comprehensive Transportation Plan (CTP) and provide direction to staff to amend the plan to incorporate comments from the public and advisory committees for full adoption at a future date.

Ms. Caitlin Brooks gave a PowerPoint presentation regarding the Ventura County Comprehensive Transportation Plan.

Commissioner Johnson moved to approve the Ventura County Comprehensive Transportation Plan. The motion was seconded by **Commissioner Trembley**, and the motion passed unanimously.

15. DRAFT TRANSIT INTEGRATION AND EFFICIENCY STUDY (TIES)

Recommendation:

- Receive and file the draft Transit Integration and Efficiency Study.
- Provide direction on the preferred alternative(s) or roadmap forward.

Claire Grasty and Senior Transportation Consultant Jeremiah LaRose from Fehr and Peers gave a PowerPoint presentation regarding the draft Transit Integration and Efficiency Study.

Commissioner White moved to receive and file and approve further follow-up back to their cities regarding the Draft Transit Integration and Efficiency Study (TIES). The motion was seconded by **Commissioner Francina** and the motion passed unanimously.

16. ZERO EMISSION BUS ROLLOUT UPDATE AND DRAFT PLAN-

Recommendation:

- Receive and file the draft Zero-Emission Bus (ZEB) report.
- Approve hydrogen fuel cell as the preferred technology path for VCTC Intercity.
- Approve battery electric as the technology path for the Valley Express service consistent with approval by the Heritage Valley Policy Advisory Committee.

Claire Grasty and David Verbich with Stantec gave a PowerPoint presentation regarding the Zero Emission Bus Rollout Update and Draft Plan.

Commissioner Trembley moved to adopt staff recommendation of the Zero Emission Bus Rollout Update and Draft Plan with an additional request that the development of the financial analysis occur concurrently with the development and implementation phasing strategy. The motion was seconded by **Commissioner White**, and the motion passed unanimously.

17. VCTC GENERAL COUNSEL'S REPORT: None.

18. AGENCY REPORTS:

Southern California Association of Governments (SCAG Regional Council)

Primary: Commissioner Mike Judge

Commissioner Judge reported the Connect SoCal draft was approved at the council's meeting. Commissioner Judge stated they continue to struggle with the safety targets and continue to look at ways to reduce the number of accidents and keep those numbers down.

Southern California Regional Rail Authority (Metrolink-SCRRA)

Primary: Commissioner Tony Trembley
Alternate: Commissioner Daniel Chavez

Commissioner Trembley stated Metrolink continues to struggle with ridership recovery and forecast.

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

Primary: Chair Bryan MacDonald
Alternate: Commissioner Jim White

Chair MacDonald stated LOSSAN eagerly awaits the reopening of the San Clemente stretch of the tracks, which is scheduled to occur mid-February.

Coastal Rail Coordinating Council

Primary: Chair Bryan MacDonald
Alternate: Commissioner Vacant

None.

California Association of Councils of Governments

Primary: Vacant.

None.

California Vanpool Authority (CalVans)

Primary: Commissioner Jim White
Alternate: Vacant

None.

- 15. ADJOURNED** to the next Ventura County Transportation Commission meeting which will be Friday, March 3, 2023, at 9:00 a.m. at the Santa Paula Agricultural Museum.



Item #8B

April 7, 2023

**MEETING MINUTES OF MARCH 3, 2023, VCTC COMMISSION MEETING AND
STRATEGIC PLANNING SESSION
AT 9:00 A.M.**

CALL TO ORDER:

Chair MacDonald called the regular meeting of the Ventura County Transportation Commission to order at 9:05 a.m. at the Agriculture Museum of Ventura County, 926 Railroad Avenue, Santa Paula, CA 93060.

PLEDGE OF ALLEGIANCE was led by Commissioner Parvin.

ROLL CALL/MEMBERS PRESENT:

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

ABSENT:

Carrie Broggie, City of Fillmore
Daniel Chavez, Citizen Rep., Cities

4. PUBLIC COMMENTS –

Public Comments.

Amy Gurrola comments on the concerns residents in the City of Fillmore have regarding the graffitied parked train cars near Old Telegraph Road in Fillmore. Ms. Gurrola is hoping to have the opportunity to add this issue on the upcoming Santa Paula Branch Line Advisory Committee meeting of March 16, 2023.

Robert Pinoli, President of Mendocino Railway, announces the guided railbike operations have started and there will be guided tours today.

Vic Kamhi, Thousand Oaks resident commented on concerns regarding signs that are on the off-ramps in the City of Thousand Oaks.

Cristina Villasenor, Mayor Pro-Tem for City of Fillmore, comments on the new expanded bus route that's planned to go over Bryce Canyon to Moorpark. Ms. Villasenor said the city and its community is very excited. Ms. Villasenor commented she fears the outreach to communities won't reach those members of the community the route intends to serve and is encouraging VCTC staff to work with the City of Fillmore and community advocates to get the word out and reach out to those who will utilize and benefit from the route. Ms. Villasenor comments on a bike route along Santa Paula and Fillmore tracks and states the City of Fillmore would welcome and support this.

5. STRATEGIC PLANNING SESSION FOR FISCAL YEAR 2023/2024-2027/2028

Recommendation:

- *Receive report from staff on proposed draft VCTC Strategic Plan for 2023-2024 through 2027-2028 and provide the Executive Director with direction related to Strategic Plan for the next five (5) years.*

Martin Erickson and Chair MacDonald and Immediate Past Chair Tony Trembley welcomed the commissioners and the public to VCTC's Strategic Planning Session. Mr. Erickson introduced Jan Perkins and Ray Heydon, Baker Tilly Management Partners, facilitators for the Strategic Planning Session.

OVERVIEW OF THE STRATEGIC PLANNING SESSION:

Vision, Mission and Values

"To create a more connected, resilient, equitable and user-friendly transportation system for Ventura County".

Commissioner Engler moved to approve the revised vision, mission and values statement. The motion was seconded by **Commissioner Lopez** and passed unanimously.

GOAL A

Goal A1. Integrate the Comprehensive Transportation Plan (CTP) as VCTC's primary guiding document.

Goal A6. Initiate the process to become a leader in the development of mobility as a service (MaaS) strategy, including pursuit of a pilot mobility program, to assist the State in meeting its air quality goals, promoting public transit ridership recovery and increasing mobility choices.

Commissioner Long moved to approve consensus of the Strategic Planning Session overview Goal A of Goals and Strategies. The motion was seconded by **Commissioner Parvin** and passed unanimously.

GOAL B

Goal B1. Evaluate and consider continuation of the free transit pass programs (college ride, youth ride free) to maximize ridership and ensure efficient use of resources.

Goal B5. Encourage city and county partners to plan and prioritize building new bike lanes and continue seeking funds for this purpose.

Goal B13. Coordinate with Caltrans, Ventura County, and cities to prioritize projects and submit grant application(s) for goods movement projects based on the recommendations of the Ventura County Freight Corridors Study.

Chair MacDonald moved to approve consensus of the Strategic Planning Session overview Goal B of Goals and Strategies, and add inclusion of language to include "disability services" in Goal B. The motion was seconded by **Vice-Chair LaVere** and passed unanimously.

GOAL C

Goal C5. Engage federal and state legislators to secure more transportation funding, protect existing revenues, and support legislation that may benefit VCTC and its operations (or oppose legislation that may adversely affect VCTC and its operations).

Commissioner White moved to approve consensus of the Strategic Planning Session overview Goal C of Goals and Strategies and include in Goal C an additional Safety Strategy. The motion was seconded by **Commissioner Crosswhite** and passed unanimously.

GOAL D

Commissioner Parvin moved to approve consensus of the Strategic Planning Session overview Goal D of Goals and Strategies and remove D.2 from strategies. The motion was seconded by **Commissioner Judge** and passed unanimously.

6. **ADJOURN-** The VCTC meeting was adjourned at 12:30pm. The next Ventura County Transportation Commission meeting will be Friday, April 7, 2023, at 9:00 a.m.



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Item #8C

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for January 2023.

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 January 31, 2023, budget report indicates that the revenues were approximately 40.41% of the adopted budget while expenditures were approximately 32.97% of the adopted budget. The revenues and expenditures are as expected at this time. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on an even percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

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

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

The Commission's deferred outflows, deferred inflows and pension liability are presented on the Balance Sheet. These accounts represent the accrual information for pension accruals with the implementation of the 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 JANUARY 31, 2023**

Assets and Deferred Outflows

Cash and Investments	\$ 61,759,157
Receivables/Due from other funds	4,165,667
Prepays and Deposits	260,516
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><u>\$ 124,207,538</u></u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 2,796,975
Deferred Revenue	4,199,385
Deposits	67,059
Accrued Vacation	180,339
Accrued Lease liability and interest	646,310
Deferred Inflows	958,345
Total Liabilities and Deferred Inflows:	<u><u>\$ 8,848,413</u></u>

Net Position:

Invested in Capital Assets	\$ 56,237,387
Fund Balance	59,121,738
Total Net Position	<u><u>\$ 115,359,125</u></u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2023**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	% Year
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Intercity Actual	Express Actual	Totals	Actual	Actual	
Revenues												
Federal Revenues	\$ 3,414,602	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	2,645,588	\$ 532,881	\$ 6,593,071	\$ 22,094,961	(15,501,890)	29.84
State Revenues	1,079,217	18,627,118	2,709,064	803,666	484,160	0	0	0	23,703,225	57,937,300	(34,234,075)	40.91
Local Revenues	73,111	0	0	0	0	329,857	1,496,619	901,435	2,801,022	3,321,345	(520,323)	84.33
Other Revenues	1,551	0	0	0	0	0	94,780	9,202	105,533	0	105,533	0.00
Interest	43,732	190,750	179,113	35,766	61,321	713	24	1,126	512,545	90,000	422,545	569.49
Total Revenues	4,612,213	18,817,868	2,888,177	839,432	545,481	330,570	4,237,011	1,444,644	33,715,396	83,443,606	(49,728,210)	40.41
Expenditures												
Administration												
Personnel Expenditures	1,697,154	0	0	0	0	0	91,580	30,173	1,818,907	3,899,100	(2,080,193)	46.65
Legal Services	7,139	0	0	0	0	0	0	0	7,139	42,000	(34,861)	17.00
Professional Services	79,477	0	0	0	0	0	0	0	79,477	182,500	(103,023)	43.55
Office Leases	122,013	0	0	0	0	0	0	0	122,013	206,000	(83,987)	59.23
Office Expenditures	495,332	0	0	0	0	0	60,947	20,080	576,359	702,500	(126,141)	82.04
Total Administration	2,401,115	0	0	0	0	0	152,527	50,253	2,603,895	5,032,100	(2,428,205)	51.75
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	403,574	0	0	0	0	0	0	0	403,574	580,800	(177,226)	69.49
SD-Accessible Mobility Service	186,334	0	0	0	0	0	0	0	186,334	446,600	(260,266)	41.72
VCTC Intercity Bus Services	0	0	0	0	0	0	4,619,985	0	4,619,985	12,582,200	(7,962,215)	36.72
Valley Express Bus Services	0	0	0	0	0	0	0	927,635	927,635	2,194,400	(1,266,765)	42.27
Transit Grant Administration	1,873,787	0	0	0	0	0	0	0	1,873,787	8,594,874	(6,721,087)	21.80
Total Transit and Transportation	2,463,695	0	0	0	0	0	4,619,985	927,635	8,011,315	24,398,874	(16,387,559)	32.83
Highway Program												
Motorist Aid Services	0	0	0	748,164	0	0	0	0	748,164	2,099,500	(1,351,336)	35.64
Highway Program Management	178,025	0	0	0	0	0	0	0	178,025	5,409,705	(5,231,680)	3.29
Total Highway	178,025	0	0	748,164	0	0	0	0	926,189	7,509,205	(6,583,016)	12.33

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2023**

	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	4,298,834	0	0	0	0	0	0	0	4,298,834	21,207,378	(16,908,544)	20.27
LOSSAN and Coastal Rail	2,806	0	0	0	0	0	0	0	2,806	8,800	(5,994)	31.89
Santa Paula Branch Line	0	0	0	0	0	9,685	0	0	9,685	501,500	(491,815)	1.93
Total Rail	4,301,640	0	0	0	0	9,685	0	0	4,311,325	21,717,678	(17,406,353)	19.85
Commuter Assistance Program												
Reg Transit Information Center	20,305	0	0	0	0	0	0	0	20,305	52,300	(31,995)	38.82
Rideshare Programs	91,970	0	0	0	0	0	0	0	91,970	292,900	(200,930)	31.40
Total Commuter Assistance	112,275	0	0	0	0	0	0	0	112,275	345,200	(232,925)	32.52
Planning and Programming												
TDA Administration	77,000	16,680,225	130,828	0	16,204	0	0	0	16,904,257	43,223,428	(26,319,171)	39.11
Transportation Programming	26,435	0	0	0	0	0	0	0	26,435	33,185	(6,750)	79.66
Regional Transportation Planning	162,763	0	0	0	0	0	0	0	162,763	1,055,316	(892,553)	15.42
Airport Land Use Commission	0	0	0	0	0	0	0	0	0	18,000	(18,000)	0.00
Regional Transit Planning	822,232	0	0	0	0	0	0	0	822,232	1,693,500	(871,268)	48.55
Total Planning and Programming	1,088,430	16,680,225	130,828	0	16,204	0	0	0	17,915,687	46,023,429	(28,107,742)	38.93
General Government												
Community Outreach	111,152	0	0	0	0	0	0	0	111,152	215,000	(103,848)	51.70
State and Federal Relations	64,126	0	0	0	0	0	0	0	64,126	112,900	(48,774)	56.80
Management and Administration	1,073,607	0	0	0	0	0	0	0	1,073,607	1,186,000	(112,393)	90.52
Total General Government	1,248,885	0	0	0	0	0	0	0	1,248,885	1,513,900	(265,015)	82.49
Total Expenditures	11,794,065	16,680,225	130,828	748,164	16,204	9,685	4,772,512	977,888	35,129,571	106,540,386	(71,410,815)	32.97

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2023**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	% Year
	Fund Actual	Actual	Actual	Actual	Actual	Actual Intercity Actual	Express Actual	Totals	Totals	Actual	Actual	
Revenues over (under) expenditures	(7,181,852)	2,137,643	2,757,349	91,268	529,277	320,885	(543,960)	458,077	(1,414,175)	(23,096,780)	21,682,605	6.12
Other Financing Sources												
Transfers Into GF From LTF	10,883,510	0	0	0	0	0	0	0	10,883,510	10,826,840	56,670	100.52
Transfers Into GF From STA	920,004	0	0	0	0	0	0	0	920,004	4,957,009	(4,037,005)	18.56
Transfers In GF From SGR	242,867	0	0	0	0	0	0	0	242,867	7,786,197	(7,543,330)	3.12
Transfers Into GF From SAFE	28,086	0	0	0	0	0	0	0	28,086	53,400	(25,314)	52.60
Transfers Into GF From SPBL	31,307	0	0	0	0	0	0	0	31,307	86,800	(55,493)	36.07
Transfers Into SPBL From LTF	0	0	0	0	0	30,130	0	0	30,130	86,800	(56,670)	34.71
Transfers Into SPBL From STA	0	0	0	0	0	10,450	0	0	10,450	116,500	(106,050)	8.97
Transfers Into VI From STA	0	0	0	0	0	0	2,500,000	0	2,500,000	5,330,794	(2,830,794)	46.90
Transfers Out of LTF Into GF	0	(10,883,510)	0	0	0	0	0	0	(10,883,510)	(10,913,640)	30,130	99.72
Transfers Out of LTF Into SPBL	0	(30,130)	0	0	0	0	0	0	(30,130)	(86,800)	56,670	34.71
Transfers Out of STA Into GF	0	0	(920,004)	0	0	0	0	0	(920,004)	(4,968,173)	4,048,169	18.52
Transfers Out of STA Into SPBL	0	0	(10,450)	0	0	0	0	0	(10,450)	(116,500)	106,050	8.97
Transfers Out of STA Into VI	0	0	(2,500,000)	0	0	0	0	0	(2,500,000)	(5,330,794)	2,830,794	46.90
Transfers Out of SAFE Into GF	0	0	0	(28,086)	0	0	0	0	(28,086)	(53,400)	25,314	52.60
Transfers Out of SPBL Into GF	0	0	0	0	0	(31,307)	0	0	(31,307)	0	(31,307)	0.00
Transfers Out of SGR Into GF	0	0	0	0	(242,867)	0	0	0	(242,867)	(7,775,033)	7,532,166	3.12
Total Other Financing Sources	12,105,774	(10,913,640)	(3,430,454)	(28,086)	(242,867)	9,273	2,500,000	0	0	0	0	0.00
Net Change in Fund Balances	4,923,922	(8,775,997)	(673,105)	63,182	286,410	330,158	1,956,040	458,077	(1,414,175)	(23,096,780)	21,682,605	6.12
Beginning Fund Balance w/o capital assets	2,905,670	25,839,173	21,378,455	4,030,185	6,359,701	25,367	(2,456)	0	60,536,095	33,572,663	26,963,432	180.31
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	\$ 7,803,700	\$ 17,063,176	\$ 20,705,350	\$ 4,093,367	\$ 6,646,111	\$ 355,525	\$ 1,979,294	\$ 458,077	\$ 59,121,738	\$ 10,475,883	\$ 48,645,855	564.36

*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 JANUARY 31, 2023**

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	\$ 4,375,628.40
LAIF	State Pool	N/A	\$ 50,177.51	1.35%	10,193,396.16
County of Ventura	Treasury Pool	N/A	462,367.06	1.47%	47,983,720.62
VCCF Bike Fund	Investment	N/A	Annually	annually	15,933.66
Total			\$512,544.57		\$62,568,678.84

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 #8D

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for February 2023.

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 February 28, 2023, budget report indicates that the revenues were approximately 49.46% of the adopted budget while expenditures were approximately 40.78% of the adopted budget. The revenues and expenditures are as expected at this time. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on an even percentage or monthly basis. Furthermore, revenues are often billed and reimbursed in arrears.

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

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

The Commission's deferred outflows, deferred inflows and pension liability are presented on the Balance Sheet. These accounts represent the accrual information for pension accruals with the implementation of the 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 FEBRUARY 28, 2023**

Assets and Deferred Outflows

Cash and Investments	\$ 60,419,876
Receivables/Due from other funds	5,364,500
Prepays and Deposits	248,547
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><u>\$ 124,055,121</u></u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 3,419,957
Deferred Revenue	4,173,669
Deposits	67,059
Accrued Vacation	180,339
Accrued Lease liability and interest	646,310
Deferred Inflows	958,345
Total Liabilities and Deferred Inflows:	<u><u>\$ 9,445,679</u></u>

Net Position:

Invested in Capital Assets	\$ 56,237,387
Fund Balance	58,372,055
Total Net Position	<u><u>\$ 114,609,442</u></u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2023**

	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	\$ 4,473,099	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	2,994,596	\$ 612,485	\$ 8,080,180	\$ 22,094,961	(14,014,781)	36.57
State Revenues	1,142,776	24,443,070	2,709,064	932,071	484,160	0	0	0	29,711,141	57,937,300	(28,226,159)	51.28
Local Revenues	73,669	0	0	0	0	342,005	1,521,216	922,697	2,859,587	3,321,345	(461,758)	86.10
Other Revenues	1,690	0	0	0	0	0	94,780	9,202	105,672	0	105,672	0.00
Interest	43,732	190,750	179,113	35,766	61,321	713	24	1,126	512,545	90,000	422,545	569.49
Total Revenues	5,734,966	24,633,820	2,888,177	967,837	545,481	342,718	4,610,616	1,545,510	41,269,125	83,443,606	(42,174,481)	49.46
Expenditures												
Administration												
Personnel Expenditures	1,978,691	0	0	0	0	0	109,276	34,555	2,122,522	3,899,100	(1,776,578)	54.44
Legal Services	9,900	0	0	0	0	0	0	0	9,900	42,000	(32,100)	23.57
Professional Services	87,770	0	0	0	0	0	0	0	87,770	182,500	(94,730)	48.09
Office Leases	139,377	0	0	0	0	0	0	0	139,377	206,000	(66,623)	67.66
Office Expenditures	487,050	0	0	0	0	0	72,723	22,996	582,769	702,500	(119,731)	82.96
Total Administration	2,702,788	0	0	0	0	0	181,999	57,551	2,942,338	5,032,100	(2,089,762)	58.47
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	408,154	0	0	0	0	0	0	0	408,154	580,800	(172,646)	70.27
SD-Accessible Mobility Service	187,168	0	0	0	0	0	0	0	187,168	446,600	(259,432)	41.91
VCTC Intercity Bus Services	0	0	0	0	0	0	5,370,206	0	5,370,206	12,582,200	(7,211,994)	42.68
Valley Express Bus Services	0	0	0	0	0	0	0	1,063,027	1,063,027	2,194,400	(1,131,373)	48.44
Transit Grant Administration	2,770,942	0	0	0	0	0	0	0	2,770,942	8,594,874	(5,823,932)	32.24
Total Transit and Transportation	3,366,264	0	0	0	0	0	5,370,206	1,063,027	9,799,497	24,398,874	(14,599,377)	40.16
Highway Program												
Motorist Aid Services	0	0	0	828,529	0	0	0	0	828,529	2,099,500	(1,270,971)	39.46
Highway Program Management	187,508	0	0	0	0	0	0	0	187,508	5,409,705	(5,222,197)	3.47
Total Highway	187,508	0	0	828,529	0	0	0	0	1,016,037	7,509,205	(6,493,168)	13.53

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2023**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Rail Program												
Metrolink and Commuter Rail	5,349,091	0	0	0	0	0	0	0	5,349,091	21,207,378	(15,858,287)	25.22
LOSSAN and Coastal Rail	3,012	0	0	0	0	0	0	0	3,012	8,800	(5,788)	34.23
Santa Paula Branch Line	0	0	0	0	0	10,562	0	0	10,562	501,500	(490,938)	2.11
Total Rail	5,352,103	0	0	0	0	10,562	0	0	5,362,665	21,717,678	(16,355,013)	24.69
Commuter Assistance Program												
Reg Transit Information Center	20,498	0	0	0	0	0	0	0	20,498	52,300	(31,802)	39.19
Rideshare Programs	101,689	0	0	0	0	0	0	0	101,689	292,900	(191,211)	34.72
Total Commuter Assistance	122,187	0	0	0	0	0	0	0	122,187	345,200	(223,013)	35.40
Planning and Programming												
TDA Administration	77,000	21,593,815	157,817	0	20,244	0	0	0	21,848,876	43,223,428	(21,374,552)	50.55
Transportation Programming	28,141	0	0	0	0	0	0	0	28,141	33,185	(5,044)	84.80
Regional Transportation Planning	169,764	0	0	0	0	0	0	0	169,764	1,055,316	(885,552)	16.09
Airport Land Use Commission	0	0	0	0	0	0	0	0	0	18,000	(18,000)	0.00
Regional Transit Planning	824,574	0	0	0	0	0	0	0	824,574	1,663,500	(838,926)	49.57
Total Planning and Programming	1,099,479	21,593,815	157,817	0	20,244	0	0	0	22,871,355	45,993,429	(23,122,074)	49.73
General Government												
Community Outreach	136,599	0	0	0	0	0	0	0	136,599	215,000	(78,401)	63.53
State and Federal Relations	78,480	0	0	0	0	0	0	0	78,480	112,900	(34,420)	69.51
Management and Administration	1,103,825	0	0	0	0	0	0	0	1,103,825	1,186,000	(82,175)	93.07
Total General Government	1,318,904	0	0	0	0	0	0	0	1,318,904	1,513,900	(194,996)	87.12
Total Expenditures	14,149,233	21,593,815	157,817	828,529	20,244	10,562	5,552,205	1,120,578	43,432,983	106,510,386	(63,077,403)	40.78

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2023**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	% Year
	Fund Actual	Actual	Actual	Actual	Actual	Actual Intercity Actual	Express Actual	Actual	Totals	Actual	Actual	Actual
Revenues over (under) expenditures	(8,414,267)	3,040,005	2,730,360	139,308	525,237	332,156	(941,589)	424,932	(2,163,858)	(23,066,780)	20,902,922	9.38
Other Financing Sources												
Transfers Into GF From LTF	10,876,139	0	0	0	0	0	0	0	10,876,139	10,826,840	49,299	100.46
Transfers Into GF From STA	1,171,265	0	0	0	0	0	0	0	1,171,265	4,957,009	(3,785,744)	23.63
Transfers In GF From SGR	242,867	0	0	0	0	0	0	0	242,867	7,786,197	(7,543,330)	3.12
Transfers Into GF From SAFE	33,741	0	0	0	0	0	0	0	33,741	53,400	(19,659)	63.19
Transfers Into GF From SPBL	40,586	0	0	0	0	0	0	0	40,586	86,800	(46,214)	46.76
Transfers Into SPBL From LTF	0	0	0	0	0	37,501	0	0	37,501	86,800	(49,299)	43.20
Transfers Into SPBL From STA	0	0	0	0	0	13,236	0	0	13,236	116,500	(103,264)	11.36
Transfers Into VI From STA	0	0	0	0	0	0	2,500,000	0	2,500,000	5,330,794	(2,830,794)	46.90
Transfers Out of LTF Into GF	0	(10,876,139)	0	0	0	0	0	0	(10,876,139)	(10,826,840)	(49,299)	100.46
Transfers Out of LTF Into SPBL	0	(37,501)	0	0	0	0	0	0	(37,501)	(86,800)	49,299	43.20
Transfers Out of STA Into GF	0	0	(1,174,051)	0	0	0	0	0	(1,174,051)	(4,968,173)	3,794,122	23.63
Transfers Out of STA Into SPBL	0	0	(10,450)	0	0	0	0	0	(10,450)	(116,500)	106,050	8.97
Transfers Out of STA Into VI	0	0	(2,500,000)	0	0	0	0	0	(2,500,000)	(5,330,794)	2,830,794	46.90
Transfers Out of SAFE Into GF	0	0	0	(33,741)	0	0	0	0	(33,741)	(53,400)	19,659	63.19
Transfers Out of SPBL Into GF	0	0	0	0	0	(40,586)	0	0	(40,586)	(86,800)	46,214	46.76
Transfers Out of SGR Into GF	0	0	0	0	(242,867)	0	0	0	(242,867)	(7,775,033)	7,532,166	3.12
Total Other Financing Sources	12,364,598	(10,913,640)	(3,684,501)	(33,741)	(242,867)	10,151	2,500,000	0	0	0	0	0.00
Net Change in Fund Balances	3,950,331	(7,873,635)	(954,141)	105,567	282,370	342,307	1,558,411	424,932	(2,163,858)	(23,066,780)	20,902,922	9.38
Beginning Fund Balance w/o capital assets	2,905,670	25,839,173	21,378,455	4,030,185	6,359,701	25,367	(2,456)	0	60,536,095	33,572,663	26,963,432	180.31
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	\$ 6,830,109	\$ 17,965,538	\$ 20,424,314	\$ 4,135,752	\$ 6,642,071	\$ 367,674	\$ 1,581,665	\$ 424,932	\$ 58,372,055	\$ 10,505,883	\$ 47,866,172	555.61

*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 FEBRUARY 28, 2023**

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	\$ 754,997.81
LAIF	State Pool	N/A	\$ 50,177.51	1.35%	11,393,396.16
County of Ventura	Treasury Pool	N/A	462,367.06	1.47%	49,065,070.35
VCCF Bike Fund	Investment	N/A	Annually	annually	15,933.66
Total			\$512,544.57		\$61,229,397.98

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 #8E

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: INVESTMENT POLICY UPDATE

RECOMMENDATION:

- Adopt the Investment Policy as shown in the Attachment.

BACKGROUND:

An Investment Policy provides an agency guidance to comply with state and local laws. It ensures prudent money management and provides for daily cash flow requirements. The Investment Policy defines the primary objectives of safety, liquidity and return on investment and applies to all investment activities and financial assets of the Commission unless noted. The funds covered by this policy are accounted for and incorporated into the investment report provided to the Commission with the monthly budget report and in the Annual Comprehensive Financial Report (ACFR).

The last Commission review and adoption of the Investment Policy occurred in March 2022 with only minor updates. The Investment Policy adopted in September 2017 was submitted to the California Municipal Treasurers Association (CMTA) and received the "Investment Policy Certification" award and has only had minor updates since then. VCTC's investment policy conforms to State code and reflects recommended best practices as suggested by the California Municipal Treasurers Association (CMTA), California Debt and Investment Advisory Commission (CDIAC) and Government Finance Officers Association (GFOA).

DISCUSSION:

It is best practice for an investment policy to be reviewed annually whether any changes are made or not as reviewing the investment policy annually creates an opportunity to remind stakeholders of how the agency is permitted to invest. The investment policy presented to the Commission contains no changes from the previous investment policy; therefore, the Ventura County Transportation Commission (VCTC)

Investment Policy (see Attachment) contains the same investment vehicles previously approved by the Commission. All investments comply with the California Investment Code.

Because most funds received by the Commission are reimbursed by the federal and state governments, the majority of the cash needs to be kept liquid to meet cashflow needs. These funds are invested and held in the Ventura County Pooled Investment Fund (VCPIF), the Local Agency Investment Fund (LAIF) and Wells Fargo Bank. Currently, the Commission does not have long-term investments.

The investment policy requires an annual review and approval by the Commission; therefore, the Investment Policy is submitted to the Commission for review and staff recommends adoption of the Investment Policy.



Item #8F

April 7, 2023

MEMO TO: VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING AND POLICY

SUBJECT: MOTORIST AID CALLBOX ANNUAL REPORT

RECOMMENDATION:

- Receive and file the Motorist Aid Emergency Callbox Annual Report.

BACKGROUND:

The Ventura County Transportation Commission, acting in its capacity as the Service Authority for Freeway Emergencies (SAFE), manages the Motorist Aid Services Program, which is financed by a \$1 annual charge on all registered vehicles in Ventura County. Motorist Aid includes the Callbox Program, a system of 429 emergency roadside call boxes that provide motorists with a direct link to California Highway Patrol to request assistance. The system averages approximately 1,200 calls for motorist assistance per year. The current system reflects a reduction of approximately 25% of the number of callboxes in place prior to implementation of a callbox reduction plan in 2016.

VCTC staff receives support to manage and oversee the Motorist Aid Callbox program through a contract for preparation of management information reports, statistical analysis, callbox knockdown collections, and related services. The management support contractor also coordinates with the callbox maintenance services provider to ensure proper function of the system and keep VCTC Staff apprised of maintenance, repairs, and knockdown activities. Monthly and annual reports are produced as a product of this contract.

DISCUSSION:

The Calendar Year 2022 Annual Callbox Report is provided for SAFE Board awareness. Monthly and annual callbox volume followed a downward trend with the proliferation of cell phones and improved coverage areas throughout the County but has consistently remained over 1,000 calls for service annually. In 2022, the total number of calls for roadway assistance was 1,131, down slightly from 1,179 in Calendar Year 2020. Beyond monthly and annual usage statistics, the Callbox Report also provides an overview of preventative and corrective maintenance, knockdown repairs, and cellular service usage.

During 2022, the callboxes were upgraded from 3G to 4G/LTE cellular technology in advance of the sunset of 3G service. In addition, the callbox maintenance services provider, CASE Emergency Services, Inc. was acquired by Knightscope, Inc., an advanced security technology firm based in California, and the VCTC contract with CASE was reassigned to Knightscope. The three-year maintenance and management support contracts procured and executed in 2020 will expire in June 2023. The contracts each include provisions to extend for additional option years. Staff plans to extend both contracts for their respective option years.



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Item #8G

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY
SUBJECT: SANTA PAULA BRANCH LINE RIGHT OF ENTRY PERMIT TEMPLATE

RECOMMENDATION:

- *Approve a Right-of-Entry permit template and fee structure for use on the Santa Paula Branch Line railroad right-of-way.*

BACKGROUND:

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

Prior to execution of the Railroad Lease and Operations Agreement, VCTC issued right-of-entry (ROE) permits for entry onto the VCTC right-of-way for temporary uses, such as maintenance of utility infrastructure, events, and filming activities. VCTC charged a flat processing fee of \$1,000 per ROE permit. Occasionally, VCTC would waive the fee for municipalities and non-profits with a municipal sponsor for minimal uses of the ROW.

DISCUSSION:

The Agreement retains to VCTC the rights and responsibilities related to leases and licenses for use of VCTC property. However, the Agreement does not specifically address right-of-entry permits. VCTC Staff considered three options for how to manage ROEs: (1) VCTC continue to issue ROE independent of SNR; (2) SNR to issue its own ROE independent of VCTC; or (3) a hybrid approach where SNR coordinates and prepares ROE using a jointly developed template, with final sign-off by VCTC.

After consultation with General Counsel and review of possible approaches from a VCTC workload and management standpoint, staff recommend the hybrid approach. In this approach, SNR would coordinate and prepare ROE permits for temporary uses for any activities with a term of less than 90 days. For activities that require a period of more than 90 days, VCTC would issue a lease or license following existing processes. Sierra Northern will issue ROE permits for film activities, given that film and related activities are specified as permitted uses in the Agreement.

The process for developing, reviewing, and approving non-film ROE permits, the following procedures are proposed:

1. SNR will receive ROE permit requests.
2. For ROEs of less than 60 days, SNR will review the request and prepare the ROE permit package using an approved ROE template, including proof of insurance.

3. SNR will retain the processing fee based on the fee structure.
4. SNR will provide the ROE permit and accompanying materials to VCTC.
5. VCTC will conduct a final review to ensure that proper insurance is in place and sign the permit.

Incorporating a final VCTC sign-off limits the risk associated with delegating to Sierra Northern the authority for ROEs. The proposed process gives SNR the ability to review requests, ensure that the request does not impact rail operations, and ensure that any and all Federal, State, and railroad requirements are addressed (flagging, Railway Worker Protection training, etc.), but also retains VCTC's ability to conduct a final review of insurance and indemnification provisions and final approval authority.

The proposed ROE permit template has been reviewed by both VCTC and SNR Counsel. The template includes a fee structure consistent with the fees charged by Sierra Northern Railway for the railroads under its ownership throughout California, and is based on the number of days that the Contractor will be working on the property, as follows:

Number of Working days on the Property	Fee
1 day	\$1,500
2 days	\$2,500
3 days	\$4,000
4-5 days	\$5,500
More than 5 days	\$6,000
More than 15 days	\$10,000

These fees account for the cost of labor associated with coordinating and reviewing the ROE request, preparing the ROE permit documents, monitoring compliance with the conditions of the ROE permit and Federal and State railroad requirements, and addressing impacts to railroad operations. Since SNR will be responsible for the bulk of this work, and because lease and license fees ultimately pass through to SNR under the Railroad Lease and Operations Agreement, SNR will retain the fees. For comparison purposes, Union Pacific Railroad charges an application fee of \$1,045, additional fees ranging from \$755 to \$10,055 depending on the type of request (such as encroachments, crossings, drainage and water rights, mitigation, rush applications, etc.), plus the cost of the license fee. Genesee & Wyoming similarly charges a non-refundable \$1,000 application fee, plus a \$1,750 engineering review fee.

As compared to the past VCTC practice of a \$1,000 flat fee, the proposed fee structure aligns with current market rates and more closely aligns with the actual costs to process and monitor compliance with ROE permit requirements, with the ultimate purpose to ensure safety of railroad operations and to protect the interests of both SNR and VCTC.



April 7, 2023

Item #8H

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ANDREW KENT, GIS/PLANNING ANALYST

SUBJECT: BIG DATA LICENSE AND ANALYTICS DASHBOARD

RECOMMENDATION:

- Ratify the release of a Request for Proposals (RFP) for a Big Data License and Transportation Analytics Dashboard (See Attachment).

BACKGROUND:

The Ventura County Transportation Commission (VCTC) is soliciting proposals from qualified transportation analytics Consultants to provide probe-based Big Data collected from mobile devices and other sources for transportation performance monitoring and analysis. VCTC Staff has identified potential for Big Data services across several program areas, including as a solution to replace legacy systems. The Commission budgeted a pilot program for Fiscal Year 2022/2023 intended to provide a license for all VCTC partner transportation agencies to access Big Data for transportation planning and engineering purposes.

Big data for transportation analytics is comprised of anonymized cell phone probe data, blue-tooth tracking, and transportation sector automated vehicle locator / global positioning system (AVL/GPS) data. Big Data analytics allow for comprehensive coverage of real-time and historical trips on a jurisdiction's roadway network. This data can be used to estimate a variety of planning and engineering metrics including traffic volumes, speeds, congestion, mode split, vehicle miles traveled, turning movements and origins-destinations. The advantage of Big Data over traditional transportation data gathering methods is the ability to have complete coverage of the road and highway network without the expense and maintenance of a system of detectors and sensors.

Several County Transportation Commissions (including San Bernardino and LA Metro) have implemented big data dashboards to monitor congestion and VMT impacts. There is also potential cost savings for traffic/transportation studies using big data over traditional tube count and traffic surveying methods.

VCTC is seeking a solutions package utilizing probe-based Big Data for two areas of focus: A) Next Generation SpeedInfo System, and B) a web-based dashboard for congestion management and transportation planning analytics.

The proposed approach provides VCTC an alternative to upgrading the system of 100 SpeedInfo doppler radars currently in place along U.S. Highway 101 and State Routes 126, 118, 33 and 23, which

supplemented Caltrans District 7 with speed data for Ventura County and became obsolete with the sun-setting of 3G cellular service. A secondary goal is to provide access to VCTC and partner agencies to access data for transportation planning and engineering purposes. VCTC will pay for the cost of a license and give access to County and City staff. City and County staff will have the opportunity to utilize the data through a web-based dashboard capable of performing geographic and historical queries of important multimodal transportation metrics. At the end of the contract term, VCTC may engage City and County staff on the possibility of a cost sharing program for continued access.

DISCUSSION:

Staff released the Request for Proposals prior to Commission approval to make certain there was enough time to select a contractor before the end of Fiscal Year 2022/2023 in which the pilot program was approved. The timing also complements a similar procurement from the Southern California Association of Governments (SCAG). It is anticipated that SCAG's procurement of a Transportation Data License will provide numerous benefits to the region, however, will likely not meet all of VCTC's needs or provide adequate granularity for local planning and engineering.

The proposed 3-year contract may be extended at the end of the pilot program term. VCTC will evaluate the benefit of Big Data to VCTC and local jurisdictions and determine if a cost sharing consortium would be beneficial to provide ongoing access to a dashboard for transportation analytics and congestion management. Implementing a cost sharing consortium could help to minimize costs across the county by leveraging economies of scale.

Proposals are due to VCTC by April 14th, 2023 and will be evaluated by a committee on technical alignment with Ventura County transportation goals and objectives, project management, training for local jurisdiction staff, and cost. Proposals are also required to provide VCTC with technical documentation on anonymization of data gathered from cell phones and other records obtained from private telecommunications.

Staff recommends the Commission Ratify the release of RFP for a Big Data License and Transportation Analytics Consultant. Consultant selection and award will come back to the Commission for approval prior to execution.



April 7, 2023

TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY

SUBJECT: SANTA PAULA BRANCH LINE STORM DAMAGE UPDATE, BUDGET AMENDMENT, AND RELEASE OF REQUEST FOR PROPOSALS FOR DESIGN AND ENVIRONMENTAL COMPLIANCE

RECOMMENDATION:

- Approve the release of the Request for Proposals for Design, Engineering, and Project Management Support Services to Reconstruct a Portion of the Sespe Creek Overflow Railroad Bridge.
- Authorize the Executive Director to execute for and on behalf of the Ventura County Transportation Commission as the Authorized Agent to the State of California Governor’s Office of Emergency Services.
- Approve an amendment to the VCTC Santa Paula Branch Line Budget to increase expenditures by \$300,000 in the Consultant Services and \$20,000 in the Legal Services categories and to increase the State Transit Assistance (STA) Transfer-in revenues by \$320,000.
- Approve an amendment to amend the VCTC State Transit Assistance budget by increasing the Transfers-out to SPBL by \$320,000.

BACKGROUND:

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

On January 14, 2023, the President of the United States issued a disaster declaration for California Severe Winter Storms, Flooding, Landslides, and Mudslides (DR-4683-CA), including Ventura County. This declaration opens up eligibility for Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES) reimbursement of costs related to storm recovery, including restoration of the Sespe Creek Overflow bridge to pre-disaster condition, capacity, and function.



In addition to the damaged Sespe Creek Overflow bridge, several areas on the SPBL were identified where landslides had occurred and/or debris collected beneath bridges or in culverts. In particular, the Hopper Canyon area received substantial debris flows, with an estimated 6' – 8' of mud and debris. The Sierra Northern Railway (SNR) team worked quickly to clear debris and restore rail operational capabilities.

DISCUSSION:

On January 9th, prior to the bridge wash-out, railroad operator Sierra Northern Railway (SNR) relocated one locomotive from the rail yard in Fillmore to the SNR location in Santa Paula. As such, there is an operational locomotive on either side of the bridge, enabling continued operations on both segments of the bridge on a temporary basis until the bridge can be repaired. However, the damaged bridge has affected railroad operations, including creating the need to temporarily store rail cars west of Fillmore near Old Telegraph Road, about which several community members have expressed concerns related to graffiti and blight.

The Railroad Lease and Operations Agreement includes provisions covering responsibilities for repair or replacement of railroad facilities. In general, SNR is responsible for the cost of repair, replacement, or reconstruction of damaged railroad facilities for the railway to conduct its operations. However, in the case of "Damage Caused by Acts of God or Other Factors" (such as storm damage), the Agreement states that SNR may repair or replace the facilities needed for railway operations, but neither SNR nor VCTC is obligated to do so, and the Agreement includes a provision for SNR and VCTC to cooperate to seek funding for repair or replacement of damaged railroad facilities.

To date, VCTC staff assembled information from prior SPBL storm events, attended the FEMA financial assistance training ("Applicant Briefing") hosted by the CalOES, and submitted a Request for Public Assistance to FEMA to initiate the process to apply for reimbursement of costs to repair the Sespe Creek bridge and other damaged areas of the SPBL. FEMA and CalOES require designation of an Authorized Agent to act on behalf of the agency, including approval by the applicant's governing board of the Designation of Applicant's Agent Resolution (Non-State Agencies), OES-FPD-130. Approval to authorize the Executive Director to execute for and on behalf of VCTC is included in the Recommended Action, and the required form as part of this Agenda Item.

Preliminary estimates of repair and reconstruction costs for the Sespe Creek Overflow Bridge range from \$1.4 million - \$2.3 million. VCTC staff considered several options to procure design, environmental, construction, and project management support in consultation with sister agencies, including Metrolink, Orange County Transportation Authority, and the County of Ventura Public Works Agency, and reviewed the FEMA Program Guidelines. Considering multiple factors and possible approaches, staff are recommending a two-phased procurement approach and solicitation. Phase 1 includes design, engineering, environmental compliance and permitting, and preparation of bid documents to restore the pre-disaster design, capacity, and function of the Sespe Creek Overflow railroad bridge. Phase 2 would then focus on construction and project management.

The Phase 1 scope of services will include compliance with all applicable State and Federal environmental laws and permitting requirements, structural design and engineering, development of specifications consistent with Federal Railroad Administration, California Public Utilities Commission, and Southern California Regional Rail Authority standards, evaluate the potential for cost effective design variations to mitigate future hazards, project management, coordination with the railroad operator, and preparation of construction bid documents.

To accomplish the proposed Phase 1 reconstruction of the Sespe Creek Overflow bridge, an amendment is requested to the VCTC Santa Paula Branch Line Budget as follows: (1) Increase the Consultant Services expenditures line item by \$300,000; (2) Increase the Legal Services expenditures line item by \$20,000; (3) Increase the State Transit Assistance (STA) Transfer-in Revenues line item by a corresponding \$320,000, and (4) increase the State Transit Assistance transfer-out line item by \$320,000. STA funds will be used to cover the costs of the first phase of design and environmental. Resulting totals by category will be \$324,000 in Consultant Services and \$40,000 in Legal Services, and on the STA Transfer-in revenues side, \$436,500. Reimbursement will be sought from FEMA and CalOES to backfill the STA funding.



Item #8J

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: REVISED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

RECOMMENDATION:

- Approve the revised Disadvantaged Business Enterprise (DBE) Program (attached).

BACKGROUND:

VCTC, as a recipient of Federal Transit Administration (FTA) funding, is required to administer a DBE Program for FTA-funded contracts. The program designates the Executive Director as the DBE Liaison Officer, and FTA requires that the individual be designated by name. The DBE Program was adopted prior to the appointment of the current Executive Director.

DISCUSSION:

VCTC staff recently became aware that Liaison Officer named in the current DBE Program is not the current Executive Director. Therefore, staff recommends the Commission adopt the attached revised Program, which designates Martin R. Erickson as the Liaison Officer. There are no other recommended changes at this time.

Public notice for this revised program was published in the Ventura County Star and Vida Newspaper, and on the VCTC website. VCTC received one comment in response to this notice, from a DBE firm requesting notification of future contracting opportunities. Staff will work with subrecipients to ensure this firm receives appropriate notifications.



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Item #8K

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT
SUBJECT: CONTRACT WITH GENFARE FOR SUPPORT SERVICES FOR FARE SYSTEMS

RECOMMENDATION:

- Authorize Executive Director to negotiate all remaining terms of the contract for the purchase of a three-year Genfare software support agreement in a form and substance approved by VCTC legal counsel
- Execute the three-year contract with Genfare in the amount not to exceed \$45,320.33

BACKGROUND:

In October 2012, Gold Coast Transit released a Request for Proposals (RFP) for replacement of automated fareboxes and fare collections system. Multiple transit operators joined in the solicitation, which included Thousand Oaks Transit, Simi Valley Transit and the VCTC bus service. Genfare/SPX was selected by an evaluation panel, which included members of the VCTC staff, and was awarded the contract for its GFI Odyssey Farebox and fare collection solution. Genfare operates on a proprietary system making purchases for software and hardware unavailable through a separate vendor.

Genfare's fare collection system is installed throughout VCTC's fixed route vehicles (36) and designed to integrate with the Odyssey fareboxes and software reporting system. Currently VCTC does not have a support agreement which would allow for maintenance, updates, reports, and training on the system. As the system ages there will be continuous monitoring and updates that are recommended and necessary for the upkeep and health maintenance of the system to support the collection of fares.

Breakdown of support agreement pricing

Software Support (Year 1) – Invoiced prior to the start of the agreement.	\$ 14,662.50
Software Support (Year 2) – Invoiced prior to the start of the agreement.	\$ 15,102.38
Software Support (Year 3) – Invoiced prior to the start of the agreement.	\$ 15,555.45
Total for three-year support agreement	\$45, 320.33

DISCUSSION:

In July of 2022, VCTC had to replace a Portable Data Unit (PDU) that had stopped functioning to continue capturing fare revenue and ridership data. The new unit was purchased from Genfare for \$21,250.19. Individually, the required purchase of the PDU and the purchase of the Genfare software support agreement are under \$50,000 and not in excess of the Executive directors maximum spending authority, but due to the close proximity in timing of both purchases from the same vendor, staff is requesting approval for the purchase of the support agreement as the combined total between these two purchases are \$66,570.52 and over the \$50,000 threshold.

Staff recommends the Commission authorize the Executive Director to negotiate the remaining terms of the contract and proceed with procurement of the necessary service agreement in the amount of \$45,320.33.



Item #8L

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

**SUBJECT: COMMUTER ASSISTANCE PROGRAM (CAP) MANAGEMENT SERVICES
CONTRACT**

RECOMMENDATION:

- Authorize the Executive Director to execute the three-year two-month contract with Innovative TDM Solutions for the Commuter Assistance Program (CAP) Management Services in an amount not to exceed \$384,984.50

BACKGROUND:

In fall of 2017 the Commission authorized the outsourcing of rideshare database management and issued a contract for services with Innovative TDM Solutions (ITS) through June 30, 2018, with an option for a one year extension. Since the sole source agreement, the contract has been extended a total four times. Since July 2019, Innovative TDM Solutions (ITS) has performed this work on behalf of VCTC. Their contract ends at the end of April 2023.

DISCUSSION

In December of 2022, VCTC released a Request for Proposals (RFP) for the Commuter Assistance Program (CAP) Management Services. The main purpose of this contract is to manage the rideshare database and work closely with Employer Transportation Coordinator's (ETCs) to complete their surveying and ensure they have the resources needed to help their employees reduce single occupancy vehicle (SOV) usage. The primary focus of this contract is on behalf of the Employer Support tasks which help VCTC and Ventura County comply with the Ventura County Air Pollution Control District's Rule 211. This includes conducting average vehicle ridership surveys, ridematching, survey analysis reports, administration, reimbursement and outreach of the program. Additionally, the contract includes the management of the Guaranteed Ride Home (GRH) program, which provides an ride home for signed-up ridersharers by way of an authorized Transportation Network Company (TNC) in the case of emergencies. This contract also supports Regional Administration including on behalf of and in partnership with the County Transportation Commissions (CTCs), LA Metro and the Orange County Transportation Authority. Lastly, the contract provides technical support to staff as needed in support of the RidePro software.

The scope of the RFP includes support for the following areas:

1. Employer Support (Rule 211)

2. GRH Program
3. Regional Administration
4. Technical Support

The RFP was posted on the VCTC website, Transit Talent, MASS Transit (Nationally recognized transit news sites), and emailed directly to a list of potential bidders. Only one firm, Innovative TDM Solutions (ITS), submitted a responsive proposal. Following review by VCTC staff and the San Bernardino County Transportation Authority (SBCTA), ITS was selected and it was determined that their proposal of \$384,984.50 was within the budgeted range. ITS has extensive experience and has performed well in all areas of the previous contract and holds a contract with each of the rideshare partners to perform database management and other similar functions.

It is recommended that the Board award and execute the CAP contract with ITS for a total not-to-exceed of \$384,984.50 to perform the work as described in the attached agreement (see Attachment A).



Item #8M

April 7, 2022

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: MATT MILLER, PROGRAM MANAGER
SUBJECT: VALLEY EXPRESS COMMUNITY OUTREACH REQUEST FOR PROPOSALS

RECOMMENDATION:

- Approve VCTC issue Request for Proposals (RFP) for Community Outreach services for Valley Express Transit

BACKGROUND

In 2017, the HVPAC approved award of a three-year contract with two option years to Celtis Ventures, LLC. In July 2022, the contract ended, and staff issued a one-year contract with Celtis ending in June 2023, with the plan of issuing an RFP for the services beginning in July 2023. Since the inception of Valley Express Transit in 2015, marketing and community outreach has focused on tasks such as gathering feedback from the public, creating bi-lingual service brochures, designing marketing collateral, designing a new website, managing the Valley Express social media accounts, attending community events and assisting staff with creating public awareness around different topics like College and Youth Ride Free programs.

DISCUSSION:

As stated above, the current contract ends June 2023 and as such staff recommends the release of the attached draft RFP for marketing and community outreach services. The scope of work has been updated to reflect the evolution of the use of social media in marketing and emphasizes the importance of designing and creating easy to understand public transit information in English and Spanish. The contract length stated in the RFP is for three years with two option years. Staff brought this item before the Heritage Valley Policy Advisory Committee on March 29th and the committee approved the recommendation to release the RFP.

Upon approval of this recommendation to issue the RFP, it is our intention to follow the below schedule and return to the PAC with a recommended consultant for award.

<u>DATE</u>	<u>ACTIVITY</u>
April 10, 2023	Advertise and Issue RFP
April 17, 2023	Non mandatory Pre-proposal Meeting (VIA Zoom)
May 4, 2023	Deadline for written questions
May 18, 2023	Proposals due at VCTC office – by 4:00 PM
May 29, 2023	Interviews with proposers by VCTC
June 19, 2023	Approval of recommendation by HVPAC
July 7, 2023	Approval of Contract by VCTC
July 10, 2023	Contract term begins



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Item #8N

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

SUBJECT: BUS AND RAIL RIDERSHIP AND PERFORMANCE MEASURES REPORT

RECOMMENDATION:

- Receive and File

BACKGROUND:

As a data driven and transparent organization, VCTC staff provides quarterly reports that include ridership data, performance measures, and goals for VCTC Intercity Transit as well as Metrolink and Pacific Surfliner. This report looks at the second quarter of Fiscal Year (FY) 2023 October 1, 2022 – December 31, 2022.

DISCUSSION:

VCTC's Intercity quarterly ridership has increased by 22% over FY22 Q2. Current ridership is at 53% of pre-pandemic levels when compared over the same quarter. Ridership continues to be slowly progressing in an upward trajectory. The current quarter reflects a slight decrease in ridership increase due to the holiday period, normal during the quarter. However, October has been VCTC Intercity's highest ridership month since pre-pandemic levels. A decrease in the month of December although typical should also be noted was less significant when compared to the average decline during the same period in previous years, including pre-pandemic ridership.

Regarding rider composition, mobility devices have seen a decrease, bicycles are slightly higher than last year but about 2% lower than FY21 and a slight decline in train transfers were observed. Customer service goals are being met as complaints remain under .01%.

This reporting period covers the second quarter. The new Youth Ride Free program was introduced on September 1st of the previous quarter and may have partially contributed to the increase ridership observed this period. The cost per passenger has decreased by 16% over FY22 Q2.

The Metrolink Ventura County Line began Saturday Service in August 2021 with an average boarding of 45 riders in the first quarter of service. The Metrolink Ventura County rail line ridership increased by 95% in FY22 with station boardings in Ventura County increasing by 43%. However, overall Metrolink ridership on the Ventura Line is at 45% of pre-pandemic ridership with gradual improvement. The Pacific Surfliner service, which travels from San Diego to San Luis Obispo is at 66% of pre-pandemic levels and is seeing a strong return of recreational trips.

VCTC INTERCITY

Quarterly Ridership Report | FY 2023 Q2

October - December 2022

90,807

Boardings



October - December 2021

74,450

22.0%

HIGHLIGHTS

Ridership increased by 22% when compared to the same period a year ago. East County (70-73) has the highest increases from the previous fiscal year when comparing the same period with an increase of 63%. Both Highway 101 (50-53) and Cross County (77) routes had over 55% ridership increases over the previous quarter when compared to the same period.

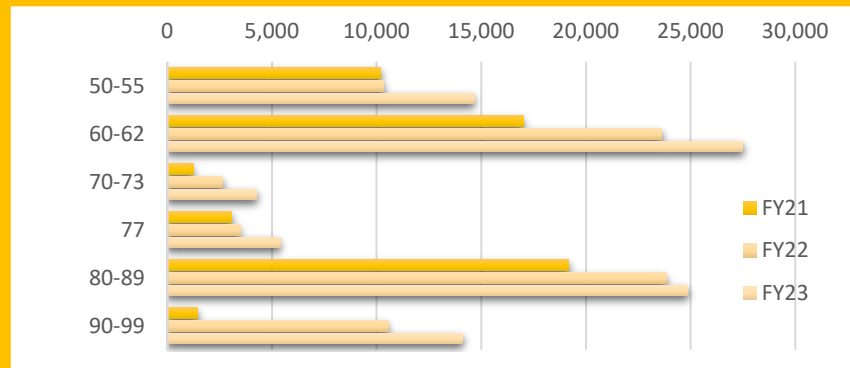
CUSTOMER SERVICE GOALS (No more than 10/100,000 riders each quarter)

VCTC Intercity received fourteen(14) valid complaints this quarter. In October (5), November (8), and December (1) related to safety and customer service. VCTC Intercity met performance goal.

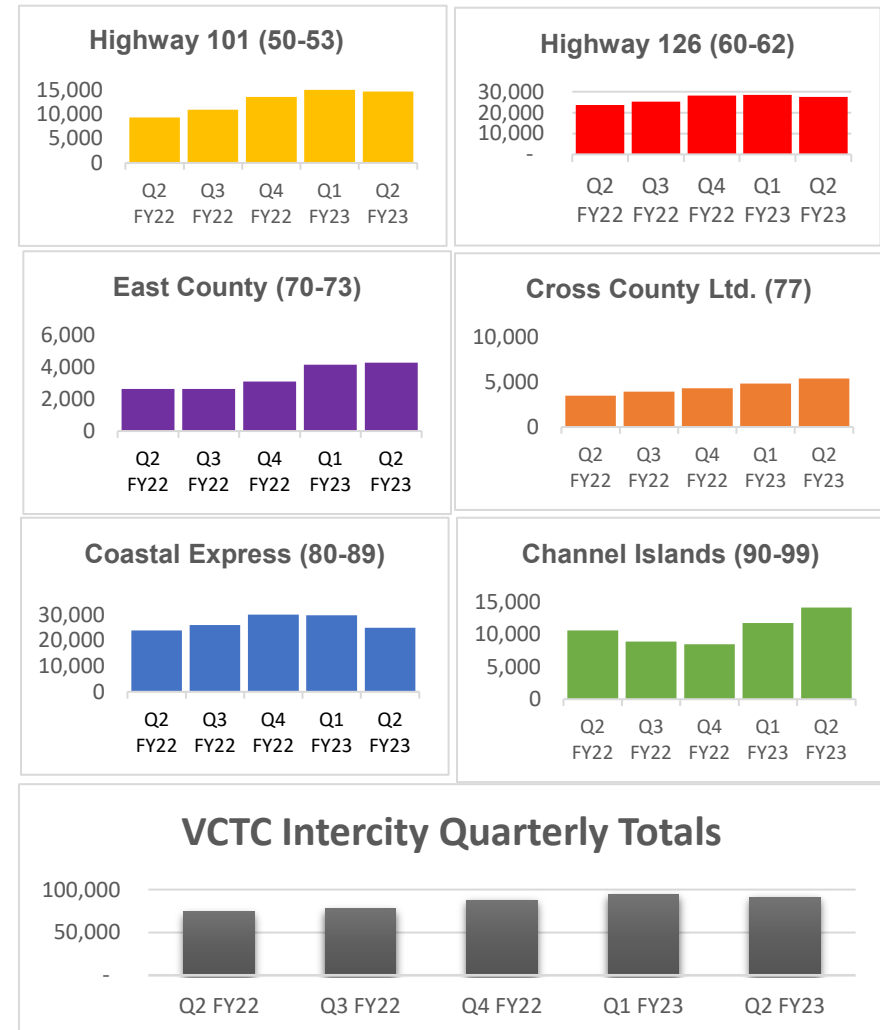
The following table provides VCTC Intercity Transit's commuter boardings (based on ridership) to better understand ridership composition; and to identify customer needs, factors to on-time performance, and other potential service improvements.

	FY 2021	FY 2022	FY 2023
Mobility Devices	0.28%	3.09%	2.84%
Bicycles	7.20%	5.11%	5.29%
Train Transfers	3.15%	0.27%	0.22%

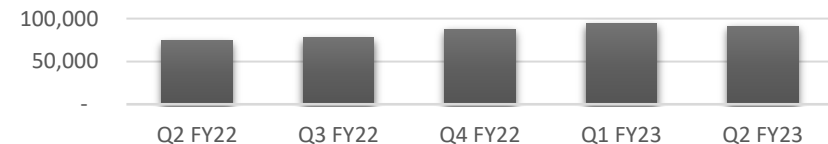
Quarterly Ridership by Line
October - November - December



RIDERSHIP CHANGE FROM PRIOR YEAR - LAST 15 MONTHS*



VCTC Intercity Quarterly Totals



* The Systemwide (50-99) graph reflects Q1 ridership totals for the past three years rather than a 15-month review.

VCTC INTERCITY

Quarterly Ridership Report | FY 23 Q2

October - December 2022	6.09	\$ 23.09	\$181,995
	Passengers/Hour	Cost/Passenger	Fare Revenue*
October - December 2021	4.74	\$ 27.41	\$83,266

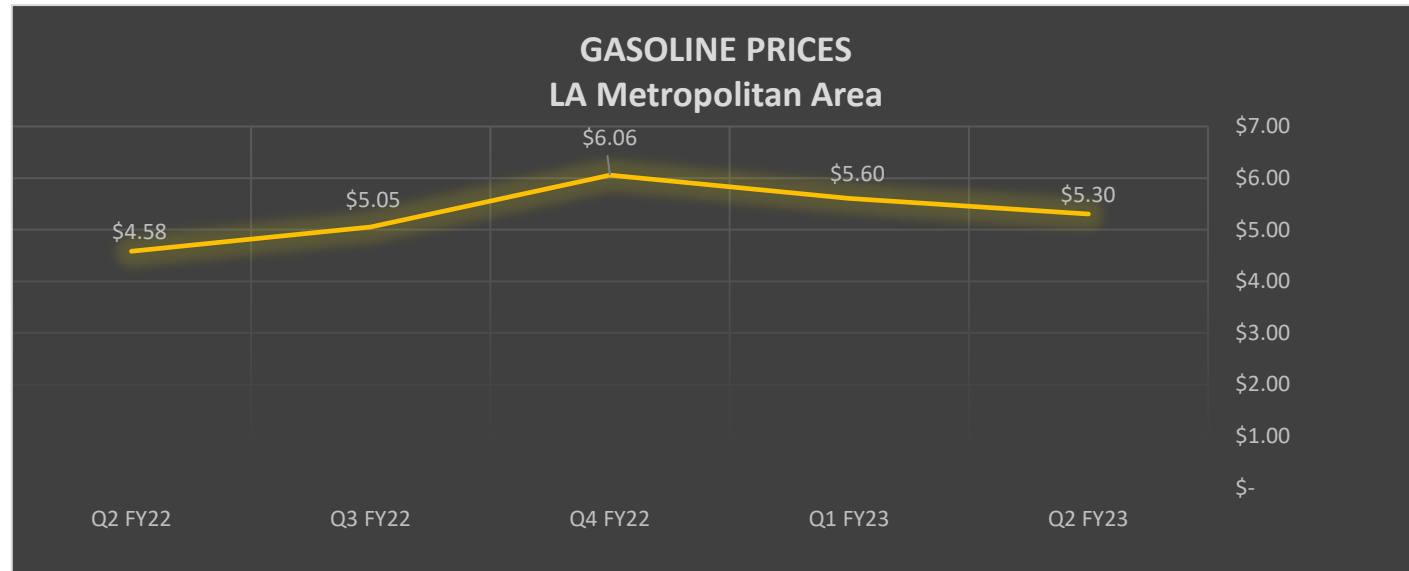
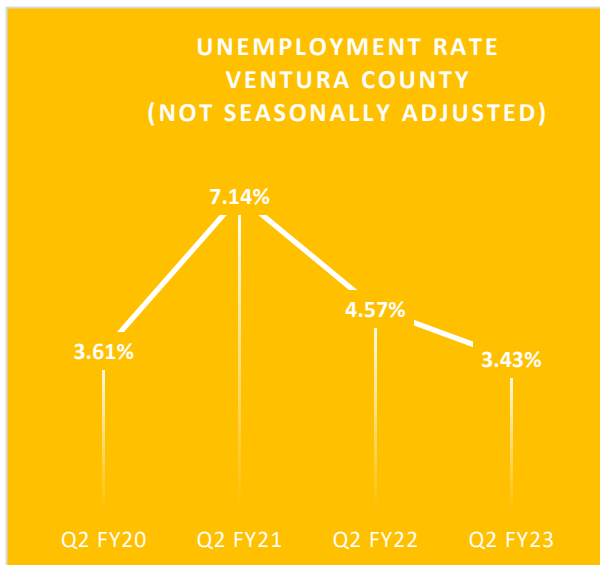
HIGHLIGHTS

Cost per passenger decreased by 16% from the previous year when compared to the same quarter. The decrease in cost is correlated to the increasing ridership across the system. The farebox recovery ratio has increased by 113% when compared to the same quarter the previous year. Passenger revenue has also increased.

COST AND REVENUE PER PASSENGER

	FY22 Q2	FY23 Q2	% Change
Operating Cost	\$ 2,040,549	\$ 2,096,752	3%
Passenger Revenue	\$ 83,266	\$ 181,995	119%
Passenger Revenue including budgeted route guarantees^	\$ 310,828	\$ 535,219	72%
Passengers	74,450	90,807	22%
Cost per Passenger	\$ 27.41	\$ 23.09	-16%
Farebox Recovery Ratio not including route guarantees	4%	9%	113%
Farebox Recovery Ratio including route guarantees	15%	26%	68%

EXTERNAL RIDERSHIP FACTORS



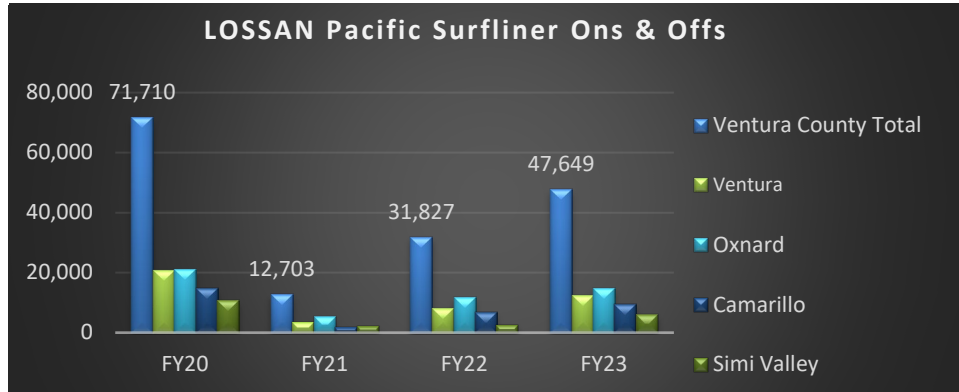
SOURCE: Employment Development Dept.

SOURCE: US Bureau of Labor Statistics

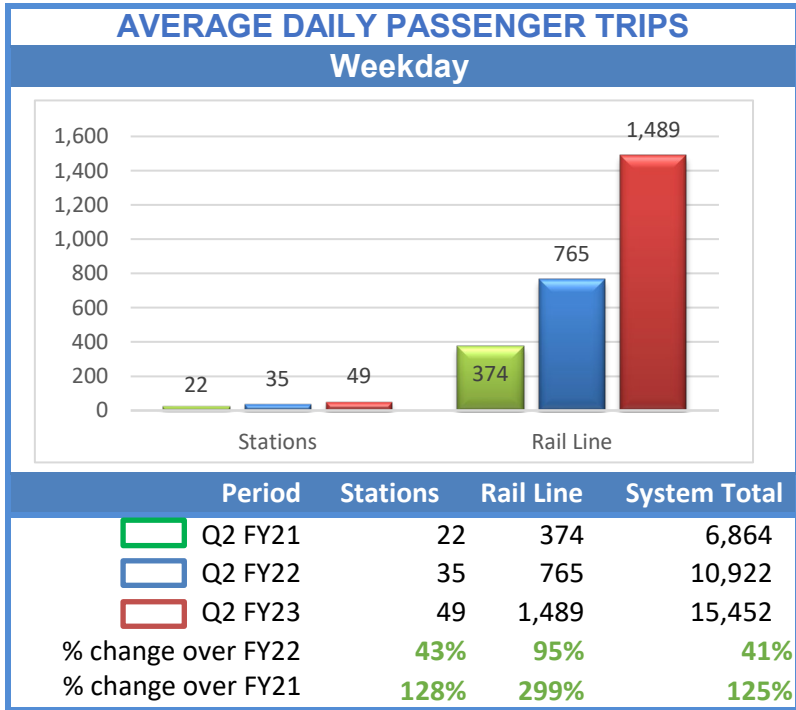
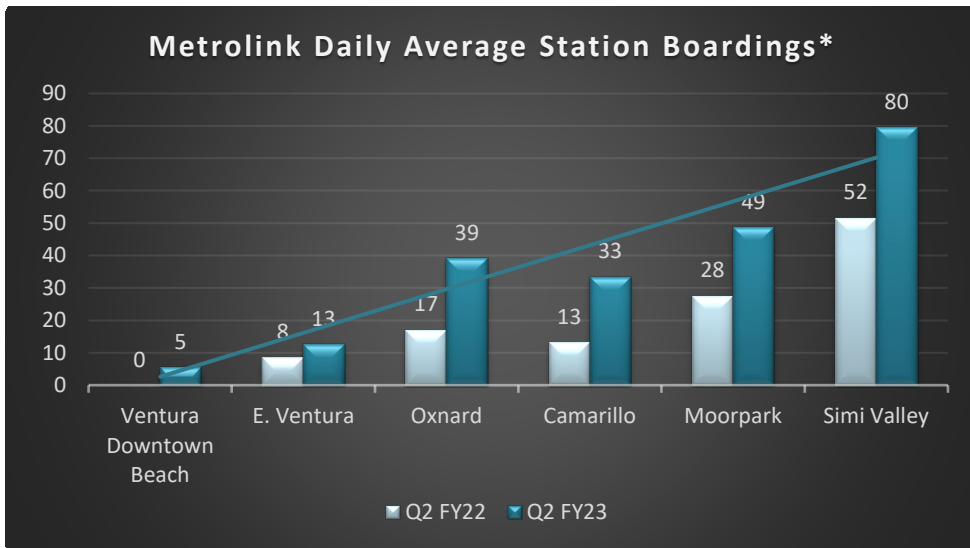
^ Based on service levels and adjusted at year-end. The FY23 annual total is \$1,462,895 (including budget amendments to date).

METROLINK & LOSSAN Corridor | Ventura County Line

Ridership, Productivity, and Efficiency of Service



FIRST QUARTER 2023 HIGHLIGHTS
 Rail ridership has been slowly increasing over the last year. The Metrolink Ventura County Line ridership is down 58% over FY19. Pacific Surfliner service is also showing steady increase and is down by 34% over



*Based on Metrolink's Conductor Counts

*Based on Ticket Sales



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Item #80

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARRIN PESCHKA, PROGRAM MANAGER, GOVERNMENT AND COMMUNITY RELATIONS

SUBJECT: LEGISLATIVE UPDATE

RECOMMENDATION:

- Receive and file.

DISCUSSION:

Federal Issues

In February, the United States District Court for the Eastern District of California issued its final ruling in litigation related to California's pension-reform law, the Public Employees' Pension Reform Act of 2013 (PEPRA). The ruling is favorable to California transit agencies in that it protects agencies' eligibility to receive federal grants. The ruling is in response to a lawsuit filed in 2019 by the Amalgamated Transit Union and a subsequent determination by the U.S. Department of Labor (DOL) that PEPRA interferes with the collective bargaining rights of transit workers. The court upheld its preliminary ruling that DOL's determination was "arbitrary and capricious" and must be set aside. The court's ruling prohibits DOL from failing to process grant applications by California transit agencies to the extent required by the Urban Mass Transportation Act of 1964 and from relying on PEPRA as a basis to deny, withhold, delay or otherwise limit the certification of such grants. The ruling is subject to appeal by the transit union and/or DOL. VCTC will continue to monitor developments in the case and keep the Commission updated on any changes in its status.

State Issues

The deadline for legislators to submit new bills for consideration was Feb. 17, and thousands of bills were introduced. Bills must be in print for 30 days before being taken up by a committee, so the last weeks of March saw committees beginning to hold hearings on proposed bills. VCTC staff and VCTC's Sacramento advocate, California Advisors, maintain lists of legislation that is of potential interest to VCTC. These lists are included at the end of this report and in the report provided by California Advisors.

Much of the focus of the 2023-24 legislative session has been on Gov. Gavin Newsom's budget proposal. As the Commission heard in February, the state is facing a budget shortfall of at least \$22 billion. In response, the governor has proposed a series of budget cuts, including to such transportation programs as Active Transportation Program (ATP) and the Transit and Intercity Rail Capital Program (TIRCP), as well as funding shifts for other programs. In addition, many transit agencies, particularly agencies in larger urban areas, are raising concerns about the end of federal funding provided during the pandemic, as well as long-term solutions to ensure operations funding, and are asking the Legislature to preserve transportation funding in the proposed budget. VCTC is staying engaged in the budget discussion through its Sacramento advocate and through discussions with partner agencies in Southern California.

The nonpartisan Legislative Analyst's Office, which provides fiscal and policy advice to the Legislature, has generally been in favor of the governor's proposed cuts, including those to transportation programs. In mid-March, budget subcommittees began hearing testimony and gathering information about the proposed reductions. Those budget hearings will continue over the next few months. The governor will release a revision of his proposal in May, and the Legislature has until June 15 to approve a budget bill.

Attachment A is the monthly report of Delaney Hunter, the Commission's state lobbyist. Attachment B is a matrix of bills that VCTC is tracking.



CALIFORNIA ADVISORS, LLC

VENTURA COUNTY TRANSPORTATION COMMISSION MONTHLY STATE ADVOCACY REPORT MARCH 2023

Legislative Update

The bill introduction deadline was on February 17th and more 2,800 bills were ultimately introduced for the new legislative session. As a result, most of March consisted of analyzing and ciphering through all the new bills. Many of the initial measures that were put forward last month were in “spot bill” form, which means that they are placeholders that do not contain substantive language. Throughout this month, most of those bills were amended to include more substantive language that will require the bill to be referred to the appropriate policy committees. While we have seen the first wave of policy hearings in March, the bulk of the hearings will occur throughout April. Furthermore, all of the fiscal bills will need to be out of their respective policy committees by April 28, where they will then move to the Appropriations Committee in their house of origin.

On the budget side, the respective sub-committees continue to work through the Governor’s budget proposal. We have seen both houses met to discuss their initial transportation related priorities.

On March 10th, the California State Transportation Agency and the California Department of Transportation released the state’s draft California State Rail Plan, a strategic plan for delivering a coordinated, statewide travel system. Additionally, Caltrans will hold a virtual public workshop on April 19 from 9 a.m. to 11 a.m. to discuss the draft Plan and provide the public and stakeholders with an opportunity to provide feedback.

California Advisors will continue to update VCTC on new amendments to bills, newly introduced legislation, and the outcome of these upcoming policy committee hearings.

Transportation Related Hearings

Last month both Senate and Assembly held joint informational hearing on Short Term Crisis and Long-Term Transformation: How to Bring Back and Build Transit Ridership in California. The focus of the hearing was on strategies to bring back and build transit ridership in California. The hearing consisted of three panels. First panel talked about a larger perspective on transit and focused on what the state is currently doing to improve the transit experience and went over the steps the state should take to refocus transit financing in a manner that promotes innovation and service not just farebox recovery. The transit agencies and regional governments were the second panel. They talked about the steps

they're taking to improve their service and increase ridership. Finally, the third panel was stakeholders who discussed the needs of riders and operators and what transit agencies need to do to improve and bring those riders back.

Assemblymember Friedman stated that her hope from the hearing was that the state can get a better perspective on what the agencies are currently doing across the state to increase their ridership and to hear what they can do to hold transit agencies accountable to the customers they serve, while also making changes to ensure that transit is a good option for people who rely on it, not just what they have to do.

Chad Edison, Chief Deputy Secretary for Rail and Transit at CalSTA, outlined some of the actions that the state and other agencies have been taking in the last few years to solve some of the problems. These include: Encouraging and planning for transit corridors, including on the state highway system, to make transit faster and more reliable; Encouraging denser housing near transit, through statewide policy and laws; Planning for interconnecting rail networks and integrating and simplifying fare payments, which could bring all sorts of benefits to riders and the system, including faster boarding and reduced wait times, improved reliability and predictability, better tracking of transit vehicles, payments, and trips, enabling fare capping so customers pay no more than a monthly or daily pass, and reduced operating costs, among others.

On March 28th, the Senate Transportation Committee held an informational hearing on Review of the California High-Speed Rail Authority 2023 Project Update Report. The purpose of the hearing was to review the California High-Speed Rail Authority's (Authority) 2023 Project Update Report (PUR) and assess the state of the project. Hearing panelists included representatives from the Authority, the Legislative Analyst's Office (LAO), the independent High-Speed Rail Peer Review Group (PRG), local transportation partners who may ultimately operate the first high-speed rail segment and the local communities preparing for future service.

The hearing was an opportunity for Legislators and the public to focus on and gain a better understanding of the current project being built in the Central Valley; the costs associated with delivering a usable segment; the existing and potential funding sources; and its value in meeting the state's infrastructure, environmental, and economic goals. Additionally, partners from the Central Valley gave an update on their respective roles in future operations of the system and the project's impact on Valley communities.

Upcoming Bill Deadlines

April 10 – Legislature reconvenes from Spring Recess

April 28 – Last day for policy committees to hear and report to fiscal committees fiscal bills introduced in their house

May 5 – Last day for policy committees to hear and report to the floor non-fiscal bills introduced in their house.

May 12 – Last day for policy committees to meet.

May 19 – Last day for fiscal committees to meet and report to the floor bills introduced in their house.

Below is a list of VCTC tracked newly introduced bills:

AB 6 (Friedman D) Transportation planning.

Introduced: 12/5/2022

Status: 3/20/2023-Re-referred to Committee on Transportation

Summary: Current law requires that each regional transportation plan also include a sustainable communities strategy prepared by each metropolitan planning organization in order to, among other things, achieve certain targets established by the State Air Resources Board for the reduction of greenhouse gas emissions from automobiles and light trucks in the region for 2020 and 2035, respectively. This bill would require the state board, after January 1, 2024, and not later than September 30, 2026, to establish additional targets for 2035 and 2045, respectively, as specified.

AB 7 (Friedman D) Transportation: funding: capacity projects.

Introduced: 12/5/2022

Status: 3/20/2023-Re-referred to Committee on Transportation

Summary: Would require, on and after January 1, 2025, the project selection process for each transportation project that would be funded, at least partially, from specified funding sources, including the State Highway Account, the Road Maintenance and Rehabilitation Account, and the Trade Corridor Enhancement Account, to incorporate specified principles. The bill would require the Transportation Agency, on or before January 1, 2026, and annually thereafter, to submit a report to the Legislature on how those transportation projects that were completed during the prior year incorporated those principles. This bill contains other existing laws.

AB 295 (Fong, Vince R) Department of Transportation: maintenance projects.

Introduced: 1/25/2023

Status: 2/9/2023-Referred to Committee on Transportation

Summary: Would authorize the Department of Transportation to enter into agreements with local governmental entities, fire departments, fire protection districts, fire safe councils, and tribal entities to perform specified projects authorized by the department on roadways managed by the department, including activities related to roadside maintenance and the removal and clearing of material, as provided.

AB 400 (Rubio, Blanca D) Local agency design-build projects: authorization.

Introduced: 2/2/2023

Status: 2/9/2023-Referred to Committee on Local Government

Summary: Current law authorizes local agencies, as defined, to use the design-build procurement process for specified types of projects, as prescribed. Current law, among other requirements for the design-build procurement process, requires specified information submitted by a design-build entity to be certified under penalty of perjury. These provisions authorizing the use of the design-build procurement process are repealed on January 1, 2025. This bill would remove the January 1, 2025, repeal date, thereby making these provisions operative indefinitely.

AB 411 (Bennett D) Transportation: trails.

Introduced: 2/2/2023

Status: 3/20/2023-Re-referred to Com. on W., P., & W. pursuant to Assembly Rule 96. Re-referred to Com. on W., P., & W.

Summary: Would require the Department of Parks and Recreation to establish the California Recreational Trails and Greenways Program to, beginning in 2024, award competitive grants on a biennial basis for new, expanded, or improved public access opportunities through nonmotorized recreational trail creation, improvement, enhancement, and restoration projects. The bill would create the California Recreational Trails and Greenways Fund in the State Treasury, and would require that specified moneys, including, to the extent consistent with Proposition 68, unexpended Proposition 68 moneys that revert to the administering agency for allocation, upon appropriation by the Legislature, be deposited into the fund and, upon appropriation by the Legislature, be available for allocation by the department for purposes of the program, as specified. In order to reduce the financial burdens associated with frontloaded cost structures and match requirements, the bill would authorize the department to create a loan or grant process for advanced payment and match assistance to reduce barriers to participation in the program.

AB 463 (Hart D) Electricity: prioritization of service: public transit vehicles.

Introduced: 2/6/2023

Status: 3/23/2023-From committee: Do pass and re-refer to Com. on APPR. (Ayes 14. Noes 0.) (March 22). Re-referred to Com. on APPR.

Summary: Current law requires the Public Utilities Commission to establish priorities among the types or categories of customers of every electrical corporation and every gas corporation, and among the uses of electricity or gas by those customers, to determine which of those customers and uses provide the most important public benefits and serve the greatest public need, and to categorize all other customers and uses in order of descending priority based on these standards. Current law requires the commission, in establishing those priorities, to consider, among other things, the economic, social, and other effects of a temporary discontinuance in electrical or gas service to certain customers or for certain uses, as specified. If an electrical or gas corporation experiences a shortage of capacity or capability and is unable to meet all demands by its customers, existing law requires the commission to order that service be temporarily reduced by an amount that reflects the established priorities for the duration of the shortage. This bill would require the commission, in establishing those priorities, to also consider the economic, social equity, and mobility impacts of a temporary discontinuance in electrical service to the customers that rely on electrical service to operate public transit vehicles.

AB 557 (Hart D) Open meetings: local agencies: teleconferences.

Introduced: 2/8/2023

Status: 2/17/2023-Referred to Com. on L. GOV.

Summary: Current law, until January 1, 2024, authorizes a local agency to use teleconferencing without complying with specified teleconferencing requirements in specified circumstances when a declared state of emergency is in effect, or in other situations related to public health, as specified. If there is a continuing state of emergency, or if state or local officials have imposed or recommended measures to promote social distancing, existing law requires a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures. Current law requires a legislative body that holds a teleconferenced meeting under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option. Current law prohibits a legislative body that holds a teleconferenced meeting under these abbreviated

teleconferencing procedures from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. This bill would extend the above-described abbreviated teleconferencing provisions when a declared state of emergency is in effect, or in other situations related to public health, as specified, indefinitely.

AB 610 (Holden D) Youth Transit Pass Pilot Program: free youth transit passes.

Introduced: 2/9/2023

Status: 3/14/2023-From committee: Do pass and re-refer to Com. on APPR. (Ayes 14. Noes 0.) (March 13). Re-referred to Com. on APPR.

Summary: Would, upon the appropriation of moneys by the Legislature, create the Youth Transit Pass Pilot Program, administered by the Department of Transportation, for purposes of awarding grants to transit agencies for the costs of creating, designing, developing, advertising, distributing, and implementing free youth transit passes to persons attending certain educational institutions, providing free transit service to holders of those passes, and administering and participating in the program, as specified. The bill would authorize a transit agency to submit a grant application in partnership with one or more educational institutions and would also authorize grant funds to be used to maintain, subsidize, or expand an existing fare free program, as provided. The bill would authorize a transit agency with an existing fare free program that enables a person 18 years of age or younger to use a transit agency's bus and rail services without paying any additional fare or charge to submit an application without an educational institution partner, as provided. The bill would require the department to submit a report to specified committees of the Legislature on or before January 1, 2028, on, among other things, the outcomes of the program and the funding conditions associated with offering free youth transit passes, the status of transit pass programs statewide, and whether these provisions led to reductions in the emissions of greenhouse gases and vehicle miles traveled, as provided.

AB 744 (Carrillo, Juan D) California Transportation Commission: data, modeling, and analytic software tools procurement.

Introduced: 2/13/2023

Status: 3/21/2023-Coauthors revised. From committee: Do pass and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 15. Noes 0.) (March 20). Re-referred to Com. on APPR.

Summary: Current law establishes the California Transportation Commission in the Transportation Agency. Current law vests the California Transportation Commission with various powers and duties relative to the programming of transportation capital projects and allocation of funds to those projects pursuant to the state transportation improvement program and various other transportation funding programs. Upon the appropriation of funds by the Legislature, this bill would require the commission to acquire public domain or procure commercially available or open-source licensed solutions for data, modeling, and analytic software tools to support the state's sustainable transportation, congestion management, affordable housing, efficient land use, air quality, and climate change strategies and goals. The bill would require the commission to provide access to the data, modeling, and analytic software tools to state and local agencies, as specified.

AB 756 (Papan D) Department of Transportation: contaminated stormwater runoff: salmon and steelhead trout bearing surface waters.

Introduced: 2/13/2023

Status: 3/6/2023-Re-referred to Com. on TRANS.

Summary: Would require the Department of Transportation, in consultation with the State Water Resources Control Board, the Department of Toxic Substances Control, and the Department of Fish and Wildlife, to develop a programmatic environmental review process to prevent 6PPD and 6PPD-quinone from entering salmon and steelhead trout bearing surface waters of the state. The bill would require the department's 6PPD and 6PPD-quinone programmatic environmental review process to include, among other specified components, a pilot project at a particular highway crossing over the San Mateo Creek to study the effectiveness and cost effectiveness of installing and maintaining bioretention and biofiltration comparatively along department rights-of-way to eliminate the discharge of 6PPD and 6PPD-quinone into surface waters of the state, as specified. The bill would require, no later than December 31, 2026, the Director of Transportation to submit a report to the Legislature describing the department's strategy to eliminate the discharge of 6PPD and 6PPD-quinone by the department to all salmon and steelhead trout bearing surface waters of the state.

AB 761 (Friedman D) Transit Transformation Task Force.

Introduced: 2/13/2023

Status: 3/21/2023-From committee: Do pass and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 15. Noes 0.) (March 20). Re-referred to Com. on APPR.

Summary: Under current law, the Transportation Agency is under the supervision of an executive officer known as the Secretary of Transportation, who is required to develop and report to the Governor on legislative, budgetary, and administrative programs to accomplish comprehensive, long-range, and coordinated planning and policy formulation in the matters of public interest related to the agency. Current law provides for the funding of public transit, including under the Transportation Development Act. This bill would require the secretary, on or before July 1, 2024, to establish and convene the Transit Transformation Task Force to include representatives from the department, the Controller's office, various local agencies, academic institutions, nongovernmental organizations, and other stakeholders. The bill would require the task force to develop a structured, coordinated process for early engagement of all parties to develop policies to grow transit ridership and improve the transit experience for all users of those services. The bill would require the secretary, in consultation with the task force, to prepare and submit a report of findings based on the task force's efforts to the appropriate policy and fiscal committees of the Legislature on or before January 1, 2025. The bill would require the report to include a detailed analysis of specified issues and recommendations on specified topics.

AB 817 (Pacheco D) Open meetings: teleconferencing: subsidiary body.

Introduced: 2/13/2023

Status: 3/20/2023-Re-referred to Com. on L. GOV.

Summary: Current law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing in certain circumstances related to the particular member if at least a quorum of its members participate from a singular physical location that is open to the public and situated within the agency's jurisdiction and other requirements are met, including restrictions on remote participation by a member of the legislative body. This bill would authorize a subsidiary body, as defined, to use alternative teleconferencing provisions similar to the emergency provisions indefinitely and without regard to a state of emergency. In order to use teleconferencing pursuant to the Ralph M. Brown Act, the bill would require the legislative body that established the subsidiary body by charter, ordinance, resolution, or other formal action to make specified findings by majority vote, before the subsidiary body uses teleconferencing for the first time and every 12 months thereafter.

AB 823 (Schiavo D) Clean Transportation Program: eligible projects.

Introduced: 2/13/2023

Status: 3/21/2023-From committee: Do pass and re-refer to Com. on APPR. (Ayes 15. Noes 0.) (March 20). Re-referred to Com. on APPR.

Summary: Current law establishes the Clean Transportation Program, administered by the State Energy Resources Conservation and Development Commission, to provide funding, upon appropriation by the Legislature, to certain entities to develop and deploy innovative technologies that transform California's fuel and vehicle types to help attain the state's climate change policies. Current law requires the commission to give preference to those projects that maximize the goals of the program based on specified criteria and to fund specified eligible projects, including, among others, alternative and renewable fuel infrastructure, fueling stations, and equipment. This bill would expand the list of eligible projects to include, among other things, roadway integrated fueling and parking surface integrated fueling projects.

AB 930 (Friedman D) Local government: Reinvestment in Infrastructure for a Sustainable and Equitable California (RISE) districts.

Introduced: 2/14/2023

Status: 3/21/2023-From committee: Do pass and re-refer to Com. on APPR. (Ayes 15. Noes 0.) (March 20). Re-referred to Com. on APPR.

Summary: Would authorize the legislative bodies of 2 or more local governments, defined to include a city, county, special district, or transit agency, to jointly form a Reinvestment in Infrastructure for a Sustainable and Equitable California district (RISE district) in accordance with specified procedures. The bill would require the Office of Planning and Research (OPR) to develop standards for the formation of RISE districts no later than November 30, 2025. The bill would provide for the establishment of a governing board of a RISE district with representatives of each participating local government.

AB 980 (Friedman D) Active Transportation Program: report.

Introduced: 2/15/2023

Status: 3/14/2023-Re-referred to Com. on TRANS.

Summary: Current law establishes the Active Transportation Program in the Department of Transportation for the purpose of encouraging increased use of active modes of transportation, such as biking and walking. Current law requires the California Transportation Commission to develop guidelines and project selection criteria for the program and authorizes the commission to amend the adopted guidelines after conducting at least one public hearing. This bill would require an applicant that receives funding under the program for a project to, within one year of completing the project, submit a report to the commission describing how the project met active transportation goals.

AB 981 (Friedman D) State highways: pilot highway maintenance and rehabilitation demonstration projects.

Introduced: 2/15/2023

Status: 3/21/2023-Re-referred to Com. on TRANS.

Summary: Would require the Department of Transportation, beginning in 2025 and ending in 2032, to use cold in-place recycling or partial depth recycling, as defined, on at least 12 projects each year. The bill would require the department, beginning in 2027 and ending in 2032, to use full depth recycling, as defined, on at least 5 projects each year. The bill would require the department to submit an annual

report to the Legislature regarding these projects. The bill would repeal its provisions on January 1, 2034.

AB 1052 (McCarty D) Sacramento Regional Transit District: taxes.

Introduced: 2/15/2023

Status: 3/2/2023-Referred to Com. on L. GOV.

Summary: The Sacramento Regional Transit District Act creates the Sacramento Regional Transit District, with specified powers and duties relative to providing transit services in the Sacramento region. Existing law authorizes the district to levy or collect a property tax within any city or the unincorporated area, or any part thereof, in the district, upon the approval by a 2/3 vote of the electorate, as provided. Current law authorizes the board of directors of the district to adopt a retail transactions and use tax ordinance, subject to the approval of 2/3 of the electors at a special election. This bill would revise and recast those provisions related to the imposition of property taxes and retail transactions and use taxes by the district, by, among other things, explicitly authorizing the district to impose a property tax or retail transactions and use tax in the entirety of, or a portion of, the incorporated and unincorporated territory. If the tax only applies to a portion of an area of the district, the bill would require the incorporated area of each city and of contiguous cities within the district to be either wholly included within or wholly excluded from that portion that is taxed and would require the entire unincorporated area of the district to be either wholly included within or wholly excluded from that portion that is taxed.

AB 1168 (Bennett D) Emergency medical services (EMS): prehospital EMS.

Introduced: 2/16/2023

Status: 3/20/2023-Re-referred to Com. on HEALTH.

Summary: Would require a city or fire district that contracted for or provided, as of June 1, 1980, prehospital EMS, to be deemed to retain its authorities regarding, and administration of, the prehospital EMS when a city or fire district enters into an agreement with a county for the joint exercise of powers regarding prehospital EMS, or that ceased to contract for, provide, or administer prehospital EMS as a result of a judicial finding, as specified, or that contracts with a county to provide prehospital EMS in areas outside of that city or fire district pursuant to statute. The bill would state the Legislature's intent that a city's or fire district's entry into a written agreement with a county for the joint exercise of powers regarding prehospital EMS, as described, does not make the city or fire district ineligible to contract with a county, as described above, or result in the transfer, termination, relinquishment, or extinguishment of that city's or fire district's authorities regarding, or administration of, prehospital EMS, and to abrogate contrary judicial holdings.

AB 1333 (Ward D) Residential real property: bundled sales.

Introduced: 2/16/2023

Status: 3/23/2023-Referred to Com. on JUD. From committee chair, with author's amendments: Amend, and re-refer to Com. on JUD. Read second time and amended.

Summary: Current law prescribes various requirements to be satisfied before the exercise of a power of sale under a mortgage or deed of trust and prescribes a procedure for the exercise of that power. Current law, until January 1, 2031, for purposes of the exercise of a power of sale, prohibits a trustee from bundling properties for the purpose of sale, instead requiring each property to be bid on separately, unless the deed of trust or mortgage provides otherwise. Current law also prohibits specified institutions that, during their immediately preceding annual reporting period, as established with their primary regulator, foreclosed on 175 or more residential real properties, containing no more than 4 dwelling units, from conducting a sale of 2 or more parcels of real property containing one to 4

residential dwelling units, inclusive, at least 2 of which have been acquired through foreclosure under a mortgage or deed of trust. This bill would prohibit a developer of residential one to 4 dwelling units, inclusive, from conducting a sale of 2 or more parcels of real property containing one to 4 residential dwelling units, inclusive, if the occupancy permit was issued on or after January 1, 2024.

AB 1335 (Zbur D) Local government: transportation planning and land use: sustainable communities strategy.

Introduced: 2/16/2023

Status: 3/14/2023-In committee: Set, first hearing. Hearing canceled at the request of author.

Summary: Would, commencing January 1, 2024, would require each transportation planning agency to follow certain population projection procedures when updating the regional transportation plan. The bill would require the sustainable communities strategy to be based on population projections produced by the Department of Finance and regional population forecasts used in determining applicable city and county regional housing needs, in consultation with each council of governments. The bill would impose similar reconciliation procedures, as described above, when there are differences in the population forecast provided by the council of governments and the Department of Finance. By imposing additional duties on transportation planning agencies, the bill would impose a state-mandated local program.

AB 1348 (Grayson D) State government: Controller: claims audits.

Introduced: 2/16/2023

Status: 3/21/2023-Re-referred to Com. on A. & A.R.

Summary: The Government Claims Act generally requires the presentation of all claims for money or damages against local public entities and the state. Current law provides for the presentation of a claim for which appropriations have been made, or for which state funds are available, under that act to the Controller, in the form and manner prescribed by the general rules and regulations adopted by the Department of General Services. Current law, with specified exceptions, prohibits the Controller from drawing a warrant for any claim until it has been audited in conformity with law and the general rules and regulations adopted by the Department of General Services governing the presentation and audit of claims. This bill would require the Controller to conduct, unless prohibited by the provisions of a state ballot proposition passed by the electorate, financial and compliance audits as the Controller's office deems as necessary for purposes of ensuring that any expenditures, regardless of the source or fund from which the warrants for claims are drawn, are expended in a manner consistent with the law and the voters' intent. The bill would also require the Controller to conduct any audits necessary to carry out their constitutional and statutory duties and responsibilities under the law.

AB 1385 (Garcia D) Riverside County Transportation Commission: transaction and use tax.

Introduced: 2/17/2023

Status: 3/23/2023-Referred to Com. on L. GOV. From committee chair, with author's amendments: Amend, and re-refer to Com. on L. GOV. Read second time and amended.

Summary: Current law authorizes the Riverside County Transportation Commission to impose a transactions and use tax for transportation purposes subject to approval of the voters, which, pursuant to the California Constitution, requires approval of 2/3 of the voters. Current law limits the commission to a 1% maximum tax rate, and requires the commission's tax or taxes to be levied at a rate divisible by 1/4%, unless a different rate is specifically authorized by statute. This bill would raise the maximum tax rate the commission may impose from 1% to 1.5%. This bill would make legislative findings and declarations as to the necessity of a special statute for the County of Riverside.

AB 1525 (Bonta D) Transportation Agency: allocations for projects in priority populations.

Introduced: 2/17/2023

Status: 3/23/2023-In committee: Hearing postponed by committee.

Summary: Would require the Transportation agency, on and after July 1, 2024, to ensure that at least 60% of the moneys allocated for agency, Department of Transportation, or California Transportation Commission projects, as defined, are allocated for projects that are located in priority populations, as defined, address an important need of priority populations, and provide at least 5 direct, meaningful, and assured benefits, or additional cobenefits, to priority populations, as specified. The bill would require the agency to evaluate each agency, Department of Transportation, or California Transportation Commission project to determine if the project would be located in a priority population, address an important need of a priority population, and provide a direct, meaningful, and assured benefit to a priority population, and to, on or before July 1, 2024, develop and adopt criteria and an evaluation process for that purpose. The bill would require the agency to select a third-party governmental entity to audit and review that criteria, the agency's evaluation of those projects, and the allocations made for purposes of meeting the requirement that 60% of those moneys benefit priority populations, as specified.

AB 1637 (Irwin D) Local government: internet websites and email addresses.

Introduced: 2/17/2023

Status: 3/20/2023-Re-referred to Com. on L. GOV.

Summary: The California Public Records Act requires a local agency to make public records available for inspection and allows a local agency to comply by posting the record on its internet website and directing a member of the public to the internet website, as specified. This bill, no later than January 1, 2025, would require a local agency, as defined, that maintains an internet website for use by the public to ensure that the internet website utilizes a ".gov" top-level domain or a ".ca.gov" second-level domain, and would require a local agency that maintains an internet website that is noncompliant with that requirement to redirect that internet website to a domain name that does utilize a ".gov" or ".ca.gov" domain. This bill, no later than January 1, 2025, would also require a local agency that maintains public email addresses to ensure that each email address provided to its employees utilizes a ".gov" domain name or a ".ca.gov" domain name. By adding to the duties of local officials, the bill would impose a state-mandated local program.

AB 1654 (Addis D) City streets and highways.

Introduced: 2/17/2023

Status: 2/18/2023-From printer. May be heard in committee March 20.

Summary: Existing law authorizes the legislative body of a city to do any and all things necessary to lay out, acquire, and construct a section or portion of a street or highway within its jurisdiction as a freeway and to make an existing street or highway a freeway. This bill would make nonsubstantive changes to this provision.

AB 1702 (Hart D) Active Transportation Program.

Introduced: 2/17/2023

Status: 2/18/2023-From printer. May be heard in committee March 20.

Summary: Current law establishes the Active Transportation Program in the Department of Transportation for purposes of encouraging increased use of active modes of transportation, such as biking and walking. This bill would make nonsubstantive changes to that provision.

SB 312 (Wiener D) State highways: true warm mix asphalt.

Introduced: 2/6/2023

Status: 3/22/2023-Set for hearing April 11.

Summary: Current law authorizes the Department of Transportation to construct, improve, and maintain state highways. Current law authorizes the department to provide for the payment of extra compensation to a contractor on a road project, as a bonus for completion prior to the specified time. Until January 1, 2029, this bill would require the department to also provide for the payment of extra compensation, as specified, to a contractor on a road project, as a bonus for using true warm mix asphalt, as defined by this bill. The bill would require the department to submit specified reports to the Legislature on certain findings related to true warm mix asphalt.

SB 411 (Portantino D) Open meetings: teleconferences: bodies with appointed membership.

Introduced: 2/9/2023

Status: 2/22/2023-Referred to Coms. on GOV. & F. and JUD.

Summary: Current law, until January 1, 2024, authorizes the legislative body of a local agency to use alternate teleconferencing provisions during a proclaimed state of emergency or in other situations related to public health that exempt a legislative body from the general requirements (emergency provisions) and impose different requirements for notice, agenda, and public participation, as prescribed. The emergency provisions specify that they do not require a legislative body to provide a physical location from which the public may attend or comment. Current law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing in certain circumstances related to the particular member if at least a quorum of its members participate from a singular physical location that is open to the public and situated within the agency's jurisdiction and other requirements are met, including restrictions on remote participation by a member of the legislative body. This bill would authorize a legislative body to use alternate teleconferencing provisions similar to the emergency provisions indefinitely and without regard to a state of emergency. The bill would alternatively define "legislative body" for this purpose to mean a board, commission, or advisory body of a local agency, the membership of which board, commission, or advisory body is appointed and which board, commission, or advisory body is otherwise subject to the Ralph M. Brown Act.

SB 517 (Gonzalez D) Economic development: movement of freight.

Introduced: 2/14/2023

Status: 3/22/2023-From committee with author's amendments. Read second time and amended. Re-referred to Com. on RLS.

Summary: Current law authorizes GO-Biz to undertake various activities relating to economic development, including the provision of prescribed information. Current law requires the Transportation Agency to prepare a state freight plan that provides a comprehensive plan to govern the immediate and long-range planning activities and capital investments of the state with respect to the movement of freight. This bill would authorize GO-Biz to serve as the coordinating entity to steer the growth, competitiveness, and sustainability for freight and the supply chain across the state and to promote and assess the continued economic vitality, economic competitiveness, and sustainability of the freight sector. The bill would also authorize GO-Biz to provide freight and supply chain economic competitiveness information.

SB 523 (Laird D) Santa Cruz Metropolitan Transit District.

Introduced: 2/14/2023

Status: 3/20/2023-From committee with author's amendments. Read second time and amended. Referred to Com. on RLS.

Summary: Current law authorizes the formation of the Santa Cruz Metropolitan Transit District, with specified powers and duties related to the operation of public transit services serving the County of Santa Cruz. Current law authorizes the board of directors of the district to establish a retirement system for the officers and employees of the district. Current law authorizes the board of directors of the district to create a retirement board, to administer the retirement system, of not more than 5 members, as specified. This bill would authorize the retirement board to instead have not more than 7 members.

SB 537 (Becker D) Open meetings: local agencies: teleconferences.

Introduced: 2/14/2023

Status: 3/22/2023-From committee with author's amendments. Read second time and amended. Referred to Com. on RLS.

Summary: Current law, until January 1, 2024, authorizes the legislative body of a local agency to use alternate teleconferencing provisions during a proclaimed state of emergency or in other situations related to public health that exempt a legislative body from the general requirements (emergency provisions) and impose different requirements for notice, agenda, and public participation, as prescribed. The emergency provisions specify that they do not require a legislative body to provide a physical location from which the public may attend or comment. Current law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing in certain circumstances related to the particular member if at least a quorum of its members participate from a singular physical location that is open to the public and situated within the agency's jurisdiction and other requirements are met, including restrictions on remote participation by a member of the legislative body. These circumstances include if a member shows "just cause," including for a childcare or caregiving need of a relative that requires the member to participate remotely. This bill would authorize certain legislative bodies to use alternate teleconferencing provisions similar to the emergency provisions indefinitely and without regard to a state of emergency. The bill would also require a legislative body to provide a record of attendance on its internet website within 7 days after a teleconference meeting, as specified. The bill would define "legislative body" for this purpose to mean a board, commission, or advisory body of a multijurisdictional cross county agency, the membership of which board, commission, or advisory body is appointed and which board, commission, or advisory body is otherwise subject to the act. The bill would also define "multijurisdictional" to mean a legislative body that includes representatives from more than one county, city, city and county, special district, or a joint powers entity.

SB 538 (Portantino D) Department of Transportation: Bicycle Czar.

Introduced: 2/14/2023

Status: 2/22/2023-Referred to Com. on TRANS.

Summary: Would require the Director of Transportation to appoint a Bicycle Czar, to serve as the department's chief advisor on all issues related to bicycle transportation, safety, and infrastructure.

SB 614 (Blakespear D) Transportation Development Act.

Introduced: 2/15/2023

Status: 2/22/2023-Referred to Com. on RLS.

Summary: The Mills-Alquist-Deddeh Act, also known as the Transportation Development Act, provides for funding of local public transit systems throughout the state, as provided. The act makes legislative

findings and declarations in that regard. This bill would make nonsubstantive changes to the legislative findings and declarations of the act.

SB 617 (Newman D) Public contracts: regional transportation agencies: design-build procurement.

Introduced: 2/15/2023

Status: 2/22/2023-Referred to Com. on TRANS.

Summary: Current law authorizes a regional transportation agency to utilize the design-build method of procurement to design and construct projects on or adjacent to the state highway system, including related nonhighway portions of the project, based on either best value or lowest responsible bid. Current law also authorizes a regional transportation agency to utilize the design-build method of procurement, based on either best value or lowest responsible bid, to design and construct projects on expressways that are not on the state highway system if the projects are developed pursuant to an expenditure plan, as specified. This bill would provide that the above-described authorizations to use design-build procurement also include authorization to use progressive design-build procurement, as defined.

SB 649 (Hurtado D) California Endangered Species Act: incidental take permits.

Introduced: 2/16/2023

Status: 3/1/2023-Referred to Com. on N.R. & W.

Summary: The California Endangered Species Act requires the Department of Fish and Wildlife to adopt regulations for issuance of incidental take permits. Existing law prohibits the department from issuing an incidental take permit if issuance of the permit would jeopardize the continued existence of the species. Existing law requires the department to make this determination based on the best scientific and other information that is reasonably available, and to include consideration of the species' capability to survive and reproduce, and any adverse impacts of the taking on those abilities in light of (1) known population trends; (2) known threats to the species; and (3) reasonably foreseeable impacts on the species from other related projects and activities. This bill would require the department to make that decision based on a real-time monitoring system, rather than a calendar-based schedule, and to additionally consider the proximity of the species relative to the operation of a facility subject to the permit conditions and the known location of the population relative to the facility subject to the permit.

SB 670 (Allen D) State Air Resources Board: vehicle miles traveled: maps.

Introduced: 2/16/2023

Status: 3/21/2023-Withdrawn from committee. Re-referred to Com. on RLS.

Summary: Would require the state board, in consultation with the Office of Planning and Research and the Department of Transportation, to develop a methodology for assessing and spatially representing vehicle miles traveled and to develop maps accordingly to display average vehicle miles traveled per capita in the state at the local, regional, and statewide level, as provided. The bill would require the state board to adopt the methodology no later than January 1, 2025, and to publish the maps no later than 6 months after the methodology is adopted. The bill would require the state board to update the methodology and maps at least once every 4 years. The bill would require the state board to make the methodology and the maps publicly available on its internet website. Under certain circumstances, the bill would require the state board, in consultation with the Office of Planning and Research, to provide technical assistance with regard to the usage and interpretation of the statewide map to a local agency requesting assistance.

SB 672 (McGuire D) State highways: parklets.

Introduced: 2/16/2023

Status: 3/22/2023-From committee with author's amendments. Read second time and amended. Re-referred to Com. on RLS.

Summary: Would require the Department of Transportation to establish a standard fee structure for the application and placement of a parklet on a state highway, as specified. The bill would require the department to establish certain standards for the design, installation, and inspection of a parklet on a state highway. The bill would prohibit the department from charging an encroachment permit fee for a parklet. The bill would require the department to comply with federal law in establishing the standard fee structure, authorize the department to adjust the fee schedule to comply with federal law, and require the department to report to the Legislature if it adjusts the fee schedule to comply with federal law, as provided.

SB 677 (Blakespear D) Intercity rail: LOSSAN Rail Corridor.

Introduced: 2/16/2023

Status: 3/21/2023-From committee with author's amendments. Read second time and amended. Re-referred to Com. on RLS.

Summary: Would require the LOSSAN Rail Corridor Agency to prioritize and promote climate resiliency in its planning and projects within the LOSSAN Rail Corridor. By adding to the duties of the LOSSAN Rail Corridor Agency, the bill would impose a state-mandated local program.

SB 695 (Gonzalez D) Department of Transportation: state highway system: public data portal.

Introduced: 2/16/2023

Status: 3/7/2023-Set for hearing March 28.

Summary: Would require the Department, beginning November 1, 2024, to annually prepare and make available information and data about activities on the state highway system on a public data portal from the prior fiscal year. The bill would also require the department to prepare and make available, no later than June 30, 2024, data and information about activities on the state highway system on a public data portal covering the period from July 1, 2012, to July 1, 2023. The bill would require the California Transportation Commission to include this data and information in its annual report to the Legislature. The bill would require the department to prepare and make available data and information on a public data portal on planned, pending projects on the state highway system.

SB 706 (Caballero D) Public contracts: progressive design-build: local agencies.

Introduced: 2/16/2023

Status: 3/21/2023-From committee with author's amendments. Read second time and amended. Re-referred to Com. on GOV. & F.

Summary: Current law, until January 1, 2029, authorizes local agencies, defined as any city, county, city and county, or special district authorized by law to provide for the production, storage, supply, treatment, or distribution of any water from any source, to use the progressive design-build process for up to 15 public works projects in excess of \$5,000,000 for each project, similar to the progressive design-build process authorized for use by the Director of General Services. Current law requires a local agency that uses the progressive design-build process to submit, no later than January 1, 2028, to the appropriate policy and fiscal committees of the Legislature a report on the use of the progressive design-build process containing specified information, including a description of the projects awarded using the progressive design-build process. Current law requires the design-build entity and its general partners or joint venture members to verify specified information under penalty of perjury. This bill

would authorize all cities, counties, city and counties, or special districts to use the progressive design-build process for other projects in addition to water-related projects. The bill would change the required reporting date to no later than December 31, 2028.

SB 710 (Durazo D) Sale of excess state highway property: State Highway Route 710 Terminus.

Introduced: 2/16/2023

Status: 3/20/2023-From committee with author's amendments. Read second time and amended. Re-referred to Com. on RLS.

Summary: Current law authorizes the California Transportation Commission to relinquish a portion of State Highway Route 710. This bill would require the department to establish and administer a Terminus Regional Planning Committee, as provided, to meet quarterly and complete and submit a report to the Legislature on the issues of traffic and potential land use related to this portion of Route 710.

SB 747 (Caballero D) Land use: economic development: surplus land.

Introduced: 2/17/2023

Status: 3/22/2023-From committee with author's amendments. Read second time and amended. Re-referred to Com. on GOV. & F.

Summary: Current law authorizes a city, county, or city and county, with the approval of its legislative body by resolution after a public hearing, to acquire, sell, or lease property in furtherance of the creation of an economic opportunity, as defined. Current law specifies the Legislature's intent regarding those provisions. This bill would authorize a city, county, or city and county, in addition to a sale or lease, to otherwise transfer property to create an economic opportunity. The bill would make related, conforming changes. The bill would additionally state the Legislature's intent is to ensure that residents of the state have access to jobs that allow them to afford housing without the need for public subsidies.

SB 768 (Caballero D) California Environmental Quality Act: vehicle miles traveled: statement of overriding consideration.

Introduced: 2/17/2023

Status: 3/22/2023-From committee with author's amendments. Read second time and amended. Re-referred to Com. on RLS.

Summary: The California Environmental Quality Act (CEQA) requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA prohibits a public agency from approving or carrying out a project for which a certified EIR has identified one or more significant effects on the environment that would occur if the project is approved or carried out unless the public agency finds either (1) changes or alterations have been required in, or incorporated into, the project that mitigate or avoid the significant effects on the environment, (2) those changes or alterations are within the jurisdiction of another public agency and have been, or can and should be, adopted by the other agency, or (3) specific economic, legal, social, technological, or other considerations make infeasible the mitigation measures or alternatives identified in the EIR and the public agency finds that those specific considerations outweigh the significant effects on the environment, commonly known as a statement of overriding consideration. This bill would provide that a public agency, in approving or carrying out a housing development project, as defined, a commercial project, or an industrial project, is not required to issue a statement of overriding consideration for significant effects on the environment identified by a project's vehicle miles traveled or similar metrics if the lead agency has

imposed all feasible mitigation measures on the project and it finds no feasible alternatives to the project.

SB 790 (Padilla D) Public records: contracts for goods and services.

Introduced: 2/17/2023

Status: 3/22/2023-From committee with author's amendments. Read second time and amended. Re-referred to Com. on JUD.

Summary: The California Public Records Act requires public records to be open to inspection at all times during the office hours of the state or local agency that retains those records, and provides that every person has a right to inspect any public record, except as provided. The act requires state and local agencies to make public records available upon receipt of a request for a copy that reasonably describes an identifiable record not otherwise exempt from disclosure, and upon payment of fees to cover costs. This bill would provide that any executed contract for the purchase of goods or services by a state or local agency, including the price and terms of payment, is a public record subject to disclosure under the act.

SB 825 (Limon D) Local government: public broadband services.

Introduced: 2/17/2023

Status: 3/21/2023-Set for hearing April 12.

Summary: Would add metropolitan planning organizations and regional transportation planning authorities to that list of local government agencies included in the definition of "local agency."

VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY April 7, 2023			
BILL/AUTHOR	SUBJECT	POSITION	STATUS
AB 6 Friedman	Transportation planning	Monitor	Scheduled for Assembly Transportation Committee hearing March 27
AB 7 Friedman	Transportation funding: capacity projects	Monitor	Scheduled for Assembly Transportation Committee hearing March 27
AB 96 Kalra	Public employment: local public transit agencies: autonomous transit vehicle technology	Monitor	Scheduled for Assembly Public Employment and Retirement Committee March 27
AB 411 Bennett	Transportation: trails	Monitor	At Assembly Transportation Committee
AB 463 Hart	Electricity: prioritization of service: public transit vehicles	Monitor	Scheduled for Assembly Utilities and Energy Committee March 22
AB 557 Hart	Open meetings: local agencies: teleconferences	Monitor	Referred to Assembly Committee on Local Government
AB 610 Holden	Youth transit pass pilot program: free youth transit passes	Monitor	Passed Assembly Transportation Committee. Referred to Assembly Appropriations Committee
AB 761 Friedman	Transit Transformation Task Force	Monitor	Passed Assembly Transportation Committee. Referred to Assembly Appropriations Committee
SB 411 Portantino	Open meetings: teleconferences: boards with appointed memberships	Monitor	Referred to Senate Governance and Finance Committee



Item #9

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR
SALLY DEGEORGE, FINANCE DIRECTOR**

SUBJECT: FISCAL YEAR 2023/2024 DRAFT BUDGET

RECOMMENDATION:

- Conduct a Public Hearing to receive testimony on the Fiscal Year 2023/2024 Draft Budget.
- Receive the Fiscal Year 2023/2024 Draft Budget and Salary Schedule (See Draft Budget Attachment).

DISCUSSION:

The Draft Fiscal Year 2023/2024 Budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget contains the program overviews and projections and is intended to provide a general understanding of VCTC's budgeted activities and programs for the coming fiscal year. The Program Task Budgets contain task level detail of the projects including objectives and accomplishments. This task driven budget is designed to provide fiscal transparency and clarity of VCTC's programs and services to the region.

The Draft Budget continues to restore service levels as well as moving forward with planned and new activities. At \$103,993,844, the Fiscal Year 2023/2024 Draft Budget is \$2,478,542 or 2.3% lower than Fiscal Year 2022/2023. The reduction is a combination of increases and decreases in multiple budgets as detailed below and within the budget document. The largest reductions occurred within the Transit Grant Administration Budget (-\$3.5 million) and the Highway Project Management Budget (-\$2.3 million) while the largest increases occurred within the Regional Transit Technology budget (+\$1.1 million) and the Metrolink budget (+\$1.1 million). The Draft budget is a balanced budget with an estimated spendable ending fund balance of \$25,839,135. The Draft Budget contains six programs starting on Budget Page 39:

- Transit and Transportation program at \$23,914,600 (Budget Pages 40, 68-77)
- Highway program at \$5,568,400 (Budget Pages 41, 80-83)
- Rail program at \$23,512,284 (Budget Pages 42, 86-91)
- Commuter Assistance program at \$906,200 (Budget Pages 43, 94-97)
- Planning and Programming program at \$48,552,460 (Budget Pages 44, 100-109)
- General Government program at \$1,539,900 (Budget Pages 45, 112-117)

Personnel costs for Fiscal Year 2023/2024 are budgeted at \$4,165,800 or 4.0% of the budget, which is an increase of \$266,700 from the previous fiscal year. The wage cost of \$2,789,600 includes a merit pool for employees not at the top of their range (approximately \$95,500) and a proposed four percent COLA for all employees (approximately \$102,200). The wage costs also include one additional position and two position reclassifications discussed below. Benefits are approximately \$1,376,200 or 1.3% of the Budget.

The draft budget contains one proposed additional Senior Accountant position which is fully burdened at \$164,300 with a salary range of \$50,107 to \$97,802. This position will provide additional support to the Finance Department for the increased State and Federal requirements. This additional position will also allow internal controls to be strengthened and provide increased support of other departments and VCTC projects. The budget also includes two position reclassifications to better align the level of responsibility and tasks with the positions. The two positions being realigned are Program Analyst in the Planning Department reclassified to Program Manager, Data Programming and Services (salary range \$70,132 - \$133,650) and a Transit Specialist position reclassified to Program Analyst in the Transit Department (Salary range \$50,107 - \$97,802). Estimated additional costs for the two reclassifications is \$8,500. Further information about personnel costs can be found within the Personnel Section of the Budget pages 25-36.

Below are some of the major changes in the Draft Fiscal Year 2023/2024 budget as compared to last fiscal year. Additional details of these changes, as well as smaller changes to all budgets, can be found within the individual budget tasks. The major changes that occurred compared to last fiscal year include:

- The Accessibility Services budget decreased by \$46,700 largely due to lower consultant costs (Budget Pages 68-69).
- The Regional Transit Technology budget increased by \$1.1 million for anticipated bus equipment replacements, improved signage, scheduling software and associated consultant costs offset by reduced staffing costs shifted to the Regional Transit Information Center budget (Budget Pages 70-71).
- The Transit Grant Administration budget decreased by \$3.5 million for pass-through projects completed in the prior year (Budget Pages 72-73). This line item is expected to increase with the final budget when the new FTA pass-through projects to local agencies will be added.
- The Valley Express budget increased by \$377,100 for increased contract costs to operate the buses including the implementation of the Fillmore/Moorpark demonstration (Budget Pages 74-75).
- The VCTC Intercity Service budget had a net increase of \$328,200 due to increased bus contractor costs of \$480,000 and increased bus equipment costs of \$110,000 offset by reduced consultant costs of \$163,500 as well as outreach, printing and staffing costs of approximately \$98,300 (Budget Pages 76-77). The staffing costs were shifted to the Regional Transit Information Center budget.
- The Highway Project Management budget decreased by \$2.3 million for the partial completion of consultant work on the U.S. 101 preliminary engineering and environmental documents. The project is delayed due to additional required Caltrans review. The EIR is expected to be completed in late 2024 (Budget Pages 80-81).
- The Motorist Aid Services budget increased by \$246,000 due to a third cycle of the Incident Responder Grant and a fourth beat for the Freeway Service Patrol program. These increased

costs were offset by a reduction of consultant costs related to SpeedInfo services sunsetting (Budget Pages 82-83).

- The LOSSAN budget increased by \$20,400 for additional staffing costs associated with studies and capital projects (Budget Pages 86-87).
- The Metrolink Commuter Rail budget had a net increase of \$1.1 million for increased operational costs including weekend service of approximately \$3.7 million and Camarillo Station ADA improvements of \$1.5 million reduced by partial completion of capital projects of \$4.1 million. It is likely that the Metrolink budget will increase with VCTC's final budget as Metrolink had not provided its budget when VCTC's draft budget was prepared (Budget Pages 88-89).
- The Santa Paula Branch Line budget increased by \$340,500 due to additional consultant services related to right-of-way survey, storm damage response, and broadband deployment (Budget Pages 90-91).
- The Regional Transit Information Center budget increased by \$210,100 as all Regional Transit Information Center staff time is now shown under this budget and removed from the Regional Transit Technology and VCTC Intercity Services budgets for efficiency and better management (Budget Pages 94-95).
- The Rideshare budget increased by \$30,200 for increased consultant and staffing costs (Budget Pages 96-97).
- The Regional Transit Planning budget had a net increase of \$335,000 largely due to the increased ridership in the Youth Ride Free program of approximately \$469,000 as ridership continues to exceed expectations offset by the reduction in office support and consultant costs of approximately \$134,000 for the completion of the Transit Integration and Efficiency Study (TIES) and Coordinated Public Transit- Human Services Plan update studies. The Short-Range Transit Plan (SRTP) is carried over in the consultant line item (Budget Pages 102-103).
- The Transportation Development Act budget had a net decrease of approximately \$66,000 for a decrease of approximately \$70,000 in pass-through STA and SGR funds to local agencies, \$1 million decrease of pass-through pedestrian/bicycle projects offset by an increase in local transit pass-through of approximately \$1 million (Budget Pages 106-107).
- The Transportation Programming and Reporting budget increased by \$225,315 due to increased consultant and staffing costs (Budget Pages 108-109).
- The Community Outreach budget increased by \$30,900 for an increase to consultant and staff costs (Budget Pages 112-113).
- The Management and Administration budget had a net decrease of \$0.9 million for the reduction of \$1 million for the one-time pension liability payment made to CalPERS last fiscal year offset by increased by approximately \$50,000 in consultant costs for an all-staff salary survey of all staff since the last comprehensive survey was performed in 2009 as well as increased staffing costs (Budget Pages 114-115).
- The State and Federal budget increased by \$27,400 for an increase in staffing costs (Budget Pages 116-117).

The estimated ending Fiscal Year 2023/2024 fund balance (after contingency set aside) is expected to be \$25.8 million. The Commission's available General Fund balance (after reserves) is estimated at \$17,474. The other funds are restricted, and the estimated fund balances after reserve are \$442,915 for the Local Transportation Fund, \$22.2 million for the State Transit Assistance fund, \$1.7 million for the Service Authority for Freeway Emergencies fund, \$1.4 for the State of Good Repair Fund, \$25,367 for the Santa Paula Branch Line fund, and a zero balance for the VCTC Intercity Services and the Valley Express funds.

It is important to note a few reasons the STA fund balance is at \$22.2 million. First, the STA fund balance is used for on-going cash flow needs when State and Federal grants are delayed as well as cashflow for the Highway 101 study. Also, these funds although not currently budgeted, could be used for nonrecurring capital costs associated with Metrolink capital and rehabilitation expenditures, possible bus purchases for the VCTC Intercity Service or other transit projects benefiting the County.

The Draft Budget is a “work-in-progress” for VCTC as tasks are fine-tuned. The Draft Budget was developed without the new Federal Transit Administrative (FTA) funding that is passed through to local agencies each year. These funds will be added into the final budget under the Transit Grant Administration budget. Furthermore, staff will update the final budget with input received from the Commission and new information as it becomes available from local partners such as Metrolink and funding information from the State and Federal governments.

As required by the VCTC Administrative Code, the proposed Draft Fiscal Year 2023/2024 budget was submitted to the Finance Committee (Chair MacDonald, Vice-Chair LaVere, and Past-Chair Trembley) for review. At the March 27, 2023 Finance Committee meeting, the details of the Draft Budget (including the new and reclassified positions) was reviewed and discussed, then the Finance Committee recommended forwarding the Draft Budget to the full Commission for review and a public hearing.

As required by the Administrative Code, a public hearing will be held at the April Commission meeting. The final budget is scheduled for adoption at the Commission’s June meeting, at which time a second public hearing will be held pursuant to the VCTC Administrative Code.

The proposed Draft Fiscal Year 2023/2024 Budget is a balanced budget and is a separate attachment to the agenda. A copy of the Draft Fiscal Year 2023/2024 budget is available on the VCTC website at www.goventura.org.



Item #10

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR

SUBJECT: VCTC STRATEGIC PLAN, FY 2023-24 through FY 2027-28

RECOMMENDATION

- Approve the VCTC Strategic Plan for FY 2023-24 through FY 2027-28
- Approve the updated VCTC mission statement: *"To create a more connected, resilient, equitable and user-friendly transportation system for Ventura County"*.

BACKGROUND:

On March 3, 2023, a VCTC strategic planning session was held at the Ventura Agriculture Museum in Santa Paula. During the session, Commissioners reviewed the draft strategic plan which included the near-term and mid-term goals adopted by the Commission at the April 13, 2022 goal setting session. The Commissioners discussed and provided input on the various strategies and then determined VCTC's top priorities for FY 2023-24 and FY 2024-25. The Commissioners also reviewed and commented on the proposed updated mission statement: *"To create a more connected, resilient, equitable and user-friendly transportation system for Ventura County."*

During the March 3, 2023 workshop, VCTC Commissioners identified their top priorities that they wanted VCTC to focus for the first two years (FY 2023-24 and FY 2024-25) of implementation. After adoption, these priorities will be incorporated into VCTC's Fiscal Year 2023/224 final budget, scheduled for adoption at the June 7, 2023 Commission meeting.

These priorities are divided into two tiers as shown below, based on a dot voting process carried out by Commissioners at the strategic planning session. The alpha numeric numbering system below ties back to the Goals and Strategies presented in the Final VCTC Strategic Plan for FY 2023-24 through FY 2027-28 which is a separate document.

TOP PRIORITIES for FY 2023-2024 and FY 2024-2025

TIER 1

A6. Initiate the process to become a leader in the development of mobility as a service (MaaS) strategy, including pursuit of a pilot mobility program, to assist the State in meeting its air quality goals, promoting public transit ridership recovery and increasing mobility choices.

B1. Evaluate and consider continuation of the free transit pass programs (college ride, youth ride free) to maximize ridership and ensure efficient use of resources.

C5. Engage federal and state legislators to secure more transportation funding, protect existing revenues, and support legislation that may benefit VCTC and its operations (or oppose legislation that may adversely affect VCTC and its operations).

TIER 2

A1. Integrate the Comprehensive Transportation Plan (CTP) as VCTC's primary guiding document.

B5. Encourage city and county partners to plan and prioritize building new bike lanes and continue seeking funds for this purpose.

B13. Coordinate with Caltrans, Ventura County, and cities to prioritize projects and submit grant application(s) for goods movement projects based on the recommendations of the Ventura County Freight Corridors Study.

It is staff's recommendation that the Commission approve the VCTC Strategic Plan for FY 2023-24 through FY 2027-28 (attached as a separate document) and approve the updated VCTC mission statement: "To create a more connected, resilient, equitable and user-friendly transportation system for Ventura County."



Item #11

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARRIN PESCHKA, PROGRAM MANAGER, GOVERNMENT AND COMMUNITY RELATIONS

SUBJECT: OUTREACH PROGRAM UPDATE

RECOMMENDATION:

- Receive and file.

DISCUSSION:

The Ventura County Transportation Commission (VCTC) believes that robust and ongoing community outreach efforts are vital to VCTC's mission to keep Ventura County moving. For several years, VCTC has utilized the services of a consulting firm to facilitate community outreach and public transit outreach services. In December 2020, the Commission approved a three-and-a-half-year contract with Celtis Ventures Inc. for those services. That contract began Jan. 1, 2021.

The contract covers outreach work for multiple VCTC programs, including Intercity Services, Regional Transit Planning, Metrolink, Pacific Surfliner (LOSSAN), Rideshare, Regional Transit Technology and Community Outreach. VCTC staff collaborates with and directs Celtis staff to create and share information about VCTC programs on the agency website, through printed materials posted at bus stops and transit centers, on social media, via eblasts, and through placements in digital and print media. VCTC shares alerts to keep transit riders informed about changes to bus schedules and routes. VCTC also disseminates information on behalf of regional operators and partner agencies, such as Caltrans.

During the past year, VCTC staff has focused on two new major initiatives: promotion of the Youth Ride Free transit program and a Spanish-language outreach campaign. Both efforts are intended to support VCTC efforts to bring back riders and to educate those who don't frequently use or have never used public transportation. In addition, for the fourth year, VCTC partnered with local Boys & Girls Clubs for an art contest to promote public transit, and winners had decals of their art placed on VCTC Intercity buses. Also, for the first year since the pandemic, VCTC staff was able to participate in numerous community events held in person, including the Ventura County Fair and the Port of Hueneme Banana Festival.

The Commission will receive a presentation about these activities, as well as outreach efforts planned for the coming year.



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Item #12

April 7, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

**SUBJECT: DESIGN AND PROJECT MANAGEMENT SERVICES SUPPORT FOR CAMARILLO
RAIL STATION AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENTS
AGREEMENT**

RECOMMENDATION:

- Recommend that the Commission award and execute a contract with Rail Pros, Inc. in amount not to exceed \$1,245,340.

BACKGROUND:

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

In 2021, VCTC entered into an agreement with the US Department of Justice (DOJ) pursuant to which certain improvements need to be made to the Camarillo Station. Needed improvements identified included:

- Increasing accessibility on routes from the public right-of-way, from public transit, from accessible parking, and from the passenger loading zone due to gaps
- Remediating abrupt elevation changes and improper slopes
- Adding detectable warnings at pedestrian/vehicular transition areas, and curb ramps, and
- Improving signage to be ADA-compliant

As the first step in this effort, VCTC commissioned an evaluation of the station. The resulting report by the independent licensed architect (ILA) identified needed improvements for compliance with applicable ADA requirements. The next phase of this project is to procure a consultant to develop design drawings for improvements needed at the station which will ultimately be constructed. VCTC is currently coordinating with the City of Camarillo, Amtrak, Los Angeles – San Diego – San Luis Obispo (LOSSAN) Rail Corridor Agency, and Southern California Regional Rail Authority (SCRRA) to replace station signage to be in compliance with ADA requirements per the settlement agreement. Per the agreement between the DOJ and VCTC, all improvements must be completed by March 15, 2027.

DISCUSSION:

In November of 2022, VCTC released a Request for Proposals (RFP) for qualified firms to provide design and project management services for ADA improvements at the Camarillo Rail Station. The design phase of this project includes: 1) using the ILA's report to confirm improvements that need to be made; 2) prepare plans that include each required action with details sufficient to allow construction contractors to prepare bids based on them, and; 3) prepare bid documents that VCTC can use to solicit construction bids to complete required improvements to make the Camarillo station ADA-compliant.

In addition to being posted on the VCTC website, the RFP was emailed directly to a list of 28 potential bidders compiled from peer agencies with the Southern California region. Only one firm, Rail Pros, Inc. submitted a responsive proposal. Following review by VCTC staff and the evaluation panel, Rail Pros, Inc. was deemed responsive and responsible, and it was determined that their proposal of \$1,245,340 was within the budgeted range.

Rail Pros, Inc. has extensive experience and has successfully completed several design projects for transit agencies, most recently and relevantly on the Chatsworth Train Station ADA Improvement Project for the Los Angeles County Metropolitan Transportation Authority. Rail Pros, Inc. is also performing design services for the Camarillo Train Station Undercrossing which will construct a pedestrian undercrossing to improve access between the two parking lots and improve train operations by utilizing both platforms. Rail Pros, Inc. proposed schedule indicates the completion of the design of ADA improvements by April 2024. Rail Pros, Inc. will also provide design support services through the completion of construction which is estimated to be completed by September 2026.

It is recommended that the Commission award and execute a consultant services contract with Rail Pros, Inc. for a total not-to-exceed of \$1,245,340 to perform the work as described in the attached agreement (see Attachment A). Funding for the design and project management services is included in the FY 2023-24 VCTC budget utilizing State Transit Assistance Funds (STA).

Attachment A: Consulting Agreement (including Scope of Work) between VCTC and Rail Pros, Inc.