



**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](http://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, OCTOBER 6, 2023  
9:00 A.M.**

*In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Commission meeting, please contact the Clerk of the Commission at (805) 642-1591 ext. 101 or via email at [ribarra@goventura.org](mailto: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. CLOSED SESSION:**

**Conference with Legal Counsel-Anticipated Litigation (Pursuant to Government Code Section 54956.9 (d)(2)) Significant Exposure to Litigation-One Case**

- 5. 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.*

6. **CALTRANS REPORT** - *This item provides the opportunity for the Caltrans representative to give updates and status reports on current projects.*
7. **COMMISSIONERS/EXECUTIVE DIRECTOR REPORTS** - *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.*
8. **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.*
9. **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.*

9A. **[APPROVE MINUTES OF SEPTEMBER 8, 2023, MEETING -PG.7](#)**

**Recommended Action:**

- *Approve the summary minutes of SEPTEMBER 8, 2023.*

**Responsible Staff: Roxanna Ibarra**

9B. **[ADMINISTRATIVE CODE AMENDMENT-PG.13](#)**

**Recommended Action:**

*Amend the VCTC Administrative Code as follows:*

- *Under Article III. Administration, section E.9 adds the “consultant services” after the word “materials” in the first sentence.*
- *Update the Citizen’s Transportation Advisory Committee/Social Services Transportation Advisory Committee (“CTAC/SSTAC”) to reflect the number of non-elected representatives from cities in Ventura County and from the County of Ventura (Article III, Section 2. Subsection 2a.*
- *Update the date in which the Transportation Technical Advisory Committee (“TTAC”) shall meet (Article III, Section 2, subsection 2.b)*
- *Edit Article III, Section 2, subsection 2.b related to a quorum of TTAC to reduce the quorum from eight to six members.*
- *Update the Transit Operators Advisory Committee (Article III, Section 2, subsection 2e.) to remove the ex-officio representative California Department of Transportation-District 7 and add representatives California State University Channel Islands (CSUCI).*
- *Under Article IV. Meetings and Agendas, section F. Regular Meeting Date-change the meeting time from 10 a.m. to 9 a.m.*

**Responsible Staff: Martin Erickson and Roxanna Ibarra**

9C. **[JULY MONTHLY BUDGET REPORT-PG.17](#)**

**Recommended Action:**

- *Receive and file the monthly July budget report.*

**Responsible Staff: Sally DeGeorge**

**9D. [AUGUST MONTHLY BUDGET -PG.25](#)**

**Recommended Action:**

- *Receive and file the monthly July budget report.*

**Responsible Staff: Sally DeGeorge**

**9E. [CARRYOVER BUDGET AMENDMENT -PG.33](#)**

**Recommended Action:**

- *Amend the VCTC Fiscal Year 2023/2024 budget revenues and expenditures as stated in Attachment - Carry-over Budget Amendments from Fiscal Year 2022/2023 to 2023/2024*

**Responsible Staff: Sally DeGeorge**

**9F. [2023 ACCESS FOR ALL PROGRAM GRANT AGREEMENTS-PG.37](#)**

**Recommended Action:**

- *Receive and file.*

**Responsible Staff: Heather Miller**

**9G. [CONTRACT AMENDMENT WITH RAILPROS, INC.-PG.39](#)**

**Recommended Action:**

- *Approve the Contract Amendment #1 with RailPros, Inc. in the amount of \$81,027 and authorize the Executive Director to execute the contract amendment.*

**Responsible Staff: Aubrey Smith and Claire Grasty**

**9H. [MEMORANDUM OF UNDERSTANDING BETWEEN VENTURA COUNTY TRANSPORTATION COMMISSION \(VCTC\) AND SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY \(SCRRA\) FOR STATE TRANSIT ASSISTANCE \(STA\) FUNDING FOR THE SIMI VALLEY DOUBLE TRACK AND STATION IMPROVEMENT PROJECT-PG.41](#)**

**Recommended Action:**

- *Approve a Memorandum of Understanding with the Southern California Regional Rail Authority (SCRRA) to provide \$2,000,000 of State Transit Assistance (STA) Funding for the Simi Valley Double Track and Station Improvement Project.*
- *Authorize the Executive Director to execute the Memorandum of Understanding contingent upon acceptance of any final edits from SCRRA.*
- *Authorize the Director of Finance to reimburse \$2,000,000 to SCRRA for Simi Valley Double Track and Improvement Project*

**Responsible Staff: Aubrey Smith and Claire Grasty**

**9I. [LEGISLATIVE UPDATE -PG.43](#)**

**Recommended Action:**

- *Receive and file.*

**Responsible Staff: Darrin Peschka**

**9J. [PERSONAL INJURY CLAIM FOR DAMAGES-PG.57](#)**

**Recommended Action:**

- *It is recommended that the Ventura County Transportation Commission ("VCTC") reject a claim for damages submitted on behalf of Laura Johnson arising from a vehicle collision between a vehicle driven by Ms. Johnson and a bus operated by Roadrunner Management Services, Inc. ("Roadrunner"), the contractor retained by VCTC to operate the intercity bus service.*

**Responsible Staff: Steve Mattas, General Counsel**

**DISCUSSION CALENDAR:**

**10. APPROVAL OF FISCAL YEAR 2023/2024 PROGRAM OF PROJECTS AND PUBLIC HEARING-PG.75**

**Recommended Action:**

- Open public hearing and receive testimony.
- Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year 2023/24 in Attachment A.

**Responsible Staff: Heather Miller**

**11. SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR SEPTEMBER 2023 -PG.81**

**Recommendation:**

- *Receive and file a report on Santa Paula Branch Line updates for the month of September 2023.*

**Responsible Staff: Amanda Fagan**

**12. REGIONAL BROADBAND INFRASTRUCTURE UPDATE-SANTA PAULA BRANCH LINE CORRIDOR -PG.85**

**Recommended Action:**

- *Receive a presentation and provide direction to staff regarding regional broadband infrastructure and use of the Santa Paula Branch Line right-of-way for broadband development.*

**Responsible Staff: Amanda Fagan**

**13. TRANSIT INTEGRATION AND EFFICIENCY STUDY -PG.87**

**Recommendation:**

- *Approve the final draft Transit Integration and Efficiency Study*
- *Approve adoption of Alternatives 1 and 2 with incremental implementation of Alternative 1 commencing after approval, and incremental implementation of Alternative 2 beginning in 2028.*
- *Alternate recommendation: Approve adoption of Alternatives 1 with incremental implementation of Alternative 1 commencing after approval.*

**Responsible Staff: Claire Grasty**

**14. FY2025-2034 SHORT RANGE TRANSIT PLAN UPDATE CONTRACT AWARD-PG.91**

**Recommendation:**

- *Recommend approval award of contract for development of Short-Range Transit Plan (SRTP) Update to Fehr & Peers for a not-to-exceed amount of \$714,933*
- *Authorize the Executive Director to negotiate all remaining terms of the contract for the SRTP Update in a form and substance approved by VCTC legal counsel.*

**Responsible Staff: Aubrey Smith**

**15. GENERAL COUNSEL REPORTS-**

**16. AGENCY REPORTS:**

**Southern California Association of Governments (SCAG)**

Primary: Commissioner Mike Judge

**Southern California Regional Rail Authority (Metrolink-SCRRRA)**

Primary: Commissioner Tony Trembley

Alternate: Commissioner 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-CRCC**

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jeff Gorell

**California Association of Councils of Governments**  
Primary: Commissioner Mike Johnson

**California Vanpool Authority (CalVans)**  
Primary: Commissioner Jim White  
Alternate: Commissioner Mike Johnson

**17. ADJOURN to 9:00 a.m. Friday, November 3, 2023.**



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Item 9A

October 6, 2023

**MEETING MINUTES OF SEPTEMBER 8, 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 9:02 a.m. at the City of Camarillo, City Hall Chambers, 601 Carmen Drive, Camarillo, CA 93010.

**PLEDGE OF ALLEGIANCE** was led by Commissioner Judge.

**ROLL CALL/MEMBERS PRESENT:**

Bryan MacDonald, City of Oxnard  
Matt LaVere, County of Ventura  
Chris Enegren, City of Moorpark  
Bob Engler, City of Thousand Oaks  
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  
Janice Parvin, County of Ventura  
Tony Trembley, City of Camarillo  
Jim White, Citizen Rep., County  
Gloria Roberts, Caltrans District 7 Director

**ABSENT:**

Carrie Broggie, City of Fillmore  
Daniel Chavez, Citizen Rep., Cities  
Jenny Crosswhite, City of Santa Paula  
Suza Francina, City of Ojai  
Martha McQueen-Legohn, City of Port Hueneme

**4. PUBLIC COMMENTS – There were public comments from the following members of the community:**

Bob Jolley, City of Fillmore resident, gave public comment on his behalf and his wife Susan Jolley regarding an update and progress of the Sierra Northern Railway/Ventura County Transportation Agreement from neighbors living in the Old Telegraph and Sycamore Road neighborhoods and the storage of rail cars along the Sespe Creek. Mr. Jolley also provided a handout to the commission during his public comment.

Tracy Stewart gave public comment on the continued concerns of the storage of rail cars along the Sespe Creek and the Community Meeting that took place in the City of Fillmore, City Hall on August 15, 2023. Ms. Stewart made a request to the commission regarding the Santa Paula Branch Line update being added to the discussion calendar at the next VCTC meeting.

**5. CALTRANS REPORT** – Commissioner Roberts gave the September Caltrans report update to the commission.

**6. COMMISSIONERS/EXECUTIVE DIRECTOR REPORT** –

Commissioner Long thanked VCTC staff, the department of agriculture, CoLAB and Santa Paula for coming together to work towards establishing a working relationship with Sierra Northern.

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

- **VCTC has reached a milestone – its 35<sup>th</sup> year anniversary!** In September 1988, 35 years ago, Senate Bill 1880 (Davis) was signed and chaptered, creating VCTC as the successor agency to the Ventura County Association of Governments. We look forward to many more years of keeping Ventura County moving!
- **College Ride and Youth Ride Free programs will continue for the 23-24 academic year on all Ventura County operators.**
- VCTC was awarded the **Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA)** for a third year in a row.
- The California State Transportation Agency (CalSTA) on Sept. 1 released the draft guidelines for the **Senate Bill 125 Transit and Intercity Rail Capital Program (TIRCP) and Zero-Emission Transit Capital Program (ZETCP).**
- **VCTC partnered with Visit Ventura and regional transit operators to assist with the X Games at the Ventura County Fairgrounds.** VCTC extended Intercity bus service on three routes, extended two Metrolink trips to the fairgrounds and provided a special Freeway Service Patrol beat. The FSP provided eight motorist assists over the weekend. The Pacific Surfliner (LOSSAN) saw significant increases in ridership. VCTC also saw the X Games as an opportunity to educate non-riders about public transit options in the community. The VCTC website featured a special landing page dedicated to X Games transportation options, and the website had a 60 percent increase in new visitors in the two weeks leading up to the event. In addition, social media posts in English and Spanish promoting the special X Games schedules each reached more than 25,000 people.
- VCTC Commissioner Crosswhite and VCTC's Director of Planning and Sustainability participated in the second of three **Technical Advisory Committee meetings for the SoCal Greenprint on August 28th.**
- In response to the increased **popularity of electric bicycles (e-bikes) and Assembly Bill 1946**, the California Highway Patrol (CHP) launched an online e-bike safety training program on August 31. In addition to the e-bike training program, the CHP website includes printable bike and pedestrian safety information to promote safe pedestrian, bicyclist, and motorist behavior.
- **September is Rail Safety Month.** VCTC will participate by sharing important safety messages from Operation Life Saver and Metrolink.

**7. ADDITIONS/REVISIONS** –There were revisions to the consent calendar. The revisions were as follows: Executive Director Erickson requested item **8I. MEMORANDUM OF UNDERSTANDING BETWEEN VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC) AND SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCCRA) FOR STATE TRANSIT ASSISTANCE (STA) FUNDING FOR THE SIMI VALLEY DOUBLE TRACK AND STATION IMPROVEMENT PROJECT** be removed from the September's consent calendar agenda and for the item to be brought back at the following month's VCTC board meeting.

Mr. Erickson also stated item 8J. **SANTA PAULA BRANCH LINE BUDGET AMENDMENT FOR FISCAL YEAR 2022/2023** and item **8K. SANTA PAULA BRANCH LINE RIGHT-OF-ENTRY PERMIT TEMPLATE** had revised language that Ms. Fagan would speak about and update the commission on those changes.

Commissioner Long made a request to have items 8J, 8K and 8L be pulled from the consent calendar and moved for discussion under the discussion calendar.

Commissioner Parvin stated she had a question about item **8D. SURFACE TRANSPORTATION PROGRAM (STP) LOANS TO THE BAY AREA METROPOLITAN TRANSPORTATION COMMISSION AND THE TAHOE METROPOLITAN PLANNING ORGANIZATION** regarding how much funding was in the Highway 101 project. Mr. De Haan discussed the different funding sources for the Highway 101 project.

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**8. CONSENT CALENDAR**

**Vice-Chair LaVere** moved to approve consent agenda items 8A through 8H and 8M. The motion was seconded by



**Commissioner Judge** and passed unanimously.

**Item 8I. MEMORANDUM OF UNDERSTANDING BETWEEN VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC) AND SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCCRA) FOR STATE TRANSIT ASSISTANCE (STA) FUNDING FOR THE SIMI VALLEY DOUBLE TRACK AND STATION IMPROVEMENT PROJECT** was removed from the consent calendar during item 7. ADDITIONS AND REVISIONS.

**Item 8J, 8K and 8L** were moved to the discussion calendar.

**8A. APPROVE MINUTES OF JULY 5, 2023, MEETING**

**Recommendation:**

- Approve the summary minutes of July 5, 2023.

**8B. MONTHLY BUDGET REPORT**

**Recommendation:**

- Receive and file the report.

**8C. RESOLUTION TO HONOR THE PORT OF HUENEME'S 10<sup>TH</sup> ANNUAL BANANA FESTIVAL**

**Recommendation:**

- It is recommended that the Ventura County Transportation Commission ("Commission") approve a resolution honoring the Port of Hueneme's 10<sup>th</sup> Annual Banana Festival as an educational, entertaining and admission-free community event that showcases the Port's significant economic contributions to Ventura County and the West Coast.

**8D. SURFACE TRANSPORTATION PROGRAM (STP) LOANS TO THE BAY AREA METROPOLITAN TRANSPORTATION COMMISSION AND THE TAHOE METROPOLITAN PLANNING ORGANIZATION**

**Recommendation:**

- Approve loan of \$9,275,000 from the Ventura County Regional Surface Transportation Program apportionment to the Metropolitan Transportation Commission (MTC) of the Bay Area, with the repayment to occur in FY 2023/24, the earliest that funding is expected to be needed for US 101 final design.
- Approve loan of \$570,000 from the Ventura County Regional Surface Transportation Program apportionment to the Tahoe Metropolitan Planning Commission (TMPO), with the repayment to occur in FY 2023/24, the earliest that funding is expected to be needed for US 101 final design.

**8E. RESOLUTION APPROVING VENTURA COUNTY'S STATE OF GOOD REPAIR PROJECT LIST**

**Recommendation:**

- Adopt Resolution 2023-08(Attachment 1) approving the project list of the FY 2023/2024 State of Good Repair funds for a total of \$1,547,984 and authorizing the Executive Director to submit all required documents to receive the funds.

**8F. TRANSTRACK AGREEMENT**

**Recommendation:**

- Authorize the Executive Director to sign the four-year license agreement to purchase a customer service data and complaint tracking and response system provided by TransTrack for a total four (4) year cost of \$52,547.

**8G. BUS AND RAIL RIDERSHIP PERFORMANCE MEASURES REPORT**

**Recommendation:**

- Receive and file.

**8H. RESOLUTION TO APPROVE YOUTH RIDE FREE PROGRAM**

**Recommendation:**

- Adopt Resolution 2023-09 (Attachment A) authorizing the Executive Director to execute all required documents including the Certifications and Assurances and Authorized Agent Form to approve the transfer of \$240,000 of LCTOP funds from the FY2019-2020 College Ride Program and to the FY2021-2022 Youth Ride Free Program.

**8M. LEGISLATIVE UPDATE**

**Recommendation:**

- Receive and file.

**DISCUSSION CALENDAR:**

**8J. SANTA PAULA BRANCH LINE BUDGET AMENDMENT FOR FISCAL YEAR 2022/2023**

**Recommendation:**

- Approve an Amendment to Fiscal Year 2022/2023 Santa Paula Branch Line Program Budget to increase expenditures by \$16,450 for Salaries and Benefits and \$10,950 for Indirect Costs, decrease expenditures in Consultant Services by a corresponding \$27,400, increase the transfer-out of the SPBL Fund to the General Fund by \$27,400, and increase the transfer-in to the General Fund from the SPBL Fund by \$27,400.

Ms. Fagan stated she was requesting at this time to change the budget authority to move the funding from consultant's category to salaries, benefits and indirect category from the Santa Paula Branch Line budget to the General Fund from last year's Fiscal Year 2022/2023 to the current fiscal year and correct the funding authority.

**Commissioner Trembley** moved to approve 8J. SANTA PAULA BRANCH LINE BUDGET AMENDMENT FOR FISCAL YEAR 2022/2023. **Vice-Chair LaVere** seconded the motion and passed it unanimously.

**8K. SANTA PAULA BRANCH LINE RIGHT-OF-ENTRY PERMIT TEMPLATE**

**Recommendation:**

- Approve a Right-of-Entry agreement template, fee structure, and administrative approval process for temporary use on the Santa Paula Branch Line railroad right-of-way and delay implementation of the new process for sixty (60) days while staff conducts public outreach.

After extensive discussion Chair MacDonald stated the recommendation at this time for item **8K. SANTA PAULA BRANCH LINE RIGHT-OF-ENTRY PERMIT TEMPLATE** would not be approved as it requires modified language. At this time the consensus was to continue to use the Santa Paula Branch Line Right of Entry process VCTC current has in place. Item **8K. SANTA PAULA BRANCH LINE RIGHT-OF-ENTRY PERMIT TEMPLATE** will not be acted on at this time. This item will return to the commission as two separate items regarding Leases, Licensing and Insurances and Santa Paula Branch Line Right-of Entry Permit Template at later VCTC meetings for a more robust discussion. This will be brought back to the commission in a future VCTC meeting as it will require two separate issues.

The commissioners present were all in favor. There were none opposed.

**8L. SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR JULY AND AUGUST 2023**

**Recommendation:**

- Receive and file a report on Santa Paula Branch Line updates for the months of July and August 2023.

Amanda Fagan gave an update to the commission regarding the Santa Paula Branch Line monthly updates for July and August 2023. Commissioner Long made a request to staff to have the Santa Paula Branch Line Monthly Updates put on the discussion calendar moving forward.

**9. OXNARD HARBOR DISTRICT UPDATE**

**Recommendation:**

- Receive and file.

Ms. Kristin Decas, port director for the Port of Hueneme gave a PowerPoint presentation and update to the commission on the state of the Port of Hueneme. The Oxnard Harbor District Update presentation was received and filed.

**10. CITY OF CAMARILLO GENERAL PLAN AMENDMENT 2019-1 CONSISTENCY REVIEW AND DETERMINATION**

**Recommendation:**

- The Ventura County Airport Land Use Commission (ALUC) hold a public hearing regarding consistency of the City of Camarillo General Plan Amendment (GPA) 2019-1 with the Ventura County Airport Comprehensive Land Use Plan (ACLUP).
- The Ventura County ALUC make a determination that the proposed General Plan Amendment is consistent with the Ventura County ACLUP.

Amanda Fagan gave a PowerPoint presentation on the City of Camarillo General Plan Amendment 2019-1 Consistency Review and Determination.

Dennis Hardgrave, ALUC Determination applicant was available for questions during this item.

Chair MacDonald opened the public hearing at 11:23 a.m. There were no public comments. Chair MacDonald closed the public hearing at 11:24 a.m.

**Commissioner Trembley** moved to approve **item 10. CITY OF CAMARILLO GENERAL PLAN AMENDMENT 2019-1 CONSISTENCY REVIEW AND DETERMINATION.** **Commissioner Engler** seconded the motion and passed unanimously.

**11. VCTC GENERAL COUNSEL'S REPORT:** There were none.

**12. AGENCY REPORTS:**

**Southern California Association of Governments (SCAG Regional Council)**

Primary: Commissioner Mike Judge

Commissioner Judge stated SCAG moved to approve Connect SoCal which will come out in November. Commissioner Judge also stated that they also moved forward recommendations to the reforms to the RHNA process to the HCD. Also, the Regional Council approved updates to the programs to accelerate Transformational Affordable Housing, the RUSH Program and update to the PATH guidelines.

**Southern California Regional Rail Authority (Metrolink-SCRRA)**

Primary: Commissioner Tony Trembley

Alternate: Commissioner Daniel Chavez

None.

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

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jim White

Chair MacDonald stated LOSSAN is currently looking at the possibility of a rideshare agreement with Metrolink.

**Coastal Rail Coordinating Council**

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jeff Gorell

None.

**California Association of Councils of Governments**

Primary: Commissioner Mike Johnson

None.

**California Vanpool Authority (CalVans)**

Primary: Commissioner Jim White

Alternate: Commissioner Mike Johnson

Commissioner White stated the next CalVans meeting is September 14<sup>th</sup>. He also announced CalVans will be receiving new electric vehicles which will be arriving in early October.

**13. ADJOURNED** to the next Ventura County Transportation Commission meeting of October 6, 2023, at 9:00 a.m.



**Item 9B**

**October 6, 2023**

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR**  
**ROXANNA IBARRA, CLERK OF THE BOARD/EXECUTIVE ASSISTANT**  
**SUBJECT: AMEND ADMINISTRATIVE CODE AND UPDATE**

**RECOMMENDATION:**

Amend the VCTC Administrative Code as follows:

- Under Article III. Administration, section E.9 adds the “consultant services” after the word “materials” in the first sentence.
- Update the Citizen’s Transportation Advisory Committee/Social Services Transportation Advisory Committee (“CTAC/SSTAC”) to reflect the number of non-elected representatives from cities in Ventura County and from the County of Ventura (Article III, Section 2. Subsection 2a.
- Update the date in which the Transportation Technical Advisory Committee (“TTAC”) shall meet (Article III, Section 2, subsection 2.b)
- Edit Article III, Section 2, subsection 2.b related to a quorum of TTAC to reduce the quorum from eight to six members.
- Update the Transit Operators Advisory Committee (Article III, Section 2, subsection 2e.) to remove the ex-officio representative California Department of Transportation-District 7 and add representatives California State University Channel Islands (CSUCI).
- Under Article IV. Meetings and Agendas, section F. Regular Meeting Date-change the meeting time from 10 a.m. to 9 a.m.

**BACKGROUND**

The VCTC Administrative Code was adopted by the commission by resolution on October 6, 1989. As set forth the Ventura County Transportation Commission (VCTC) is charged with the responsibility of carrying out the purposes and directives of the California State Legislature in the County Transportation Commission Act (Division 12, commencing with section 13000 of the Public Utilities

Code). Most recently there have been updates under the different sections of the Administrative Code, this report reflects the changes and updates which have occurred most recently.

### **CITIZENS TRANSPORTATION ADVISORY COMMITTEE/SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

Back on April 5, 2019, the CTAC/SSTAC took to the commission an item regarding their continual struggle to increase membership by reaching out to cities and the County to fill vacancies. Two cities and the County had no representation for several years, while three cities had been very diligent in making appointments and following up to be sure their members attend. The current operating rules for CTAC/SSTAC stipulated a quorum is a majority of the APPOINTED members. At the time there were 20 appointed members, excluding alternates, therefore, a quorum of the committee was 11. Of the 20 appointees, there were approximately 13 members who attended frequently; however, it was very rare to have 11 members in attendance at any meeting. This made it difficult to approve action items, as they must be carried over to subsequent meetings until such time there is a quorum. Staff recommended that the Commission consider amending this section to remove the requirements for alternates from each of the ten cities and from the County. The amendment and update in Article III. Administration, Section I. 2a. would now reflect the changes made to the (“CTAC/SSTAC”) back in April of 2019.

#### **VCTC Administrative Code, Article III, Section I, subsection 2a. is amended as follows:**

- Article III. Administration  
Section 2. Standing Advisory Committees
- Citizen’s Transportation Advisory Committee/ Social Services Transportation Advisory Council (“CTAC/SSTAC”) which shall be composed of two (2) non-elected representatives from each of the cities in Ventura County and from the County of Ventura, two (2) at-large members and, as required by the Public Utilities Code § 99238, the following:
  - One (1) representative of existing transit users who is 60 years of age or older
  - One (1) representative of existing transit users who is disabled.
  - Two (2) representatives of the local social service providers for seniors, including one (1) representative of a social service transportation provider if one exists.
  - Two (2) representatives of local social services providers for the disabled, including one (1) representative of a social service transportation provider if one exists.
  - One (1) representative of a local social service provider for persons of limited means.
  - Two (2) representatives from the local consolidated transportation service agency, if one exists, including one (1) representative from an operator if one exists.
  -

VCTC may appoint additional representatives, including representatives of residents walking and cycling to/from transit, to participate at CTAC/SSTAC meetings and serve as an alternate for any of the statutory members, if needed.

CTAC/SSTAC shall meet four times a year at a time mutually agreeable to its members and established in its by-laws, upon the call of its chair, the Executive Director or VCTC.

The CTAC/SSTAC shall be guided in its operations, organization, and administration by operating rules adopted by the CTAC/SSTAC from time to time.

### **TRANSPORTATION TECHNICAL ADVISORY COMMITTEE (“TTAC”)**

On December 3, 2021, an agenda item was presented to the commission regarding revisions to the Transportation Technical Advisory Committee (TTAC). Over the last several years, TTAC had had difficulty in establishing a quorum. Although most meetings had ultimately attained a quorum, VCTC staff often had to make several phone calls after the meeting start time to contact various committee

members to request attendance so that a quorum of eight can be established. With TRANSCOM, on the other hand, establishing the required quorum of six members rarely if ever was an issue.

For TTAC the difficulty in establishing a quorum was possibly due to four of the ten cities being relatively small, with limited staff, who generally are absent from TTAC more often than they are present. This means that all of the remaining Committee members had to be present to establish a quorum. While VCTC staff and other TTAC members have continued to strongly encourage regular attendance of the smaller cities staff, there are real limitations under which they operate, due to their need to “wear many hats.” As for the concern that TTAC recommendations represent a consensus, the lack of attendance can also be seen as a signal TTAC members do not have any major issues with a proposed recommendation. The TTAC agendas are always published ahead of time, TTAC members can choose to participate based on the items on the agenda. By reducing the TTAC quorum requirement of eight (8) to six (6), there was a significant time savings for VCTC staff, not to mention avoidance of delays in starting the meeting, due to avoiding the additional work and time required to contact Committee members to achieve a quorum.

Through the pandemic, to facilitate remote and in-person work time, VCTC staff after polling Committee members made a decision to change the meeting date from the third Thursday to the third Wednesday to address Committee members and VCTC staff needs. Since the meeting date and time is part of the TTAC Operating Rules, at the time it was amended to these Rules to incorporate the date change. The TTAC meetings now occur on the third Wednesday of the month at 1:30p.m. at least six (6) times a year. The recommended amendment also removes obsolete language designating the meeting location as the Camarillo City Hall. To enact these changes, the VCTC Administrative Code, Article III Section I.2.b., must be updated to reflect the changes.

**VCTC Administrative Code, Article III, Section I, subsection 2.b. is amended as follows:**

b. Transportation Technical Advisory Committee (“TTAC”) shall serve at the pleasure of VCTC and shall have no powers apart from VCTC. TTAC shall be composed of each city in Ventura County, the County of Ventura, and the Oxnard Harbor District. Each agency listed above may appoint one (1) member of TTAC and an alternate to each Committee member. Each member shall have one (1) vote and, in the absence of a member of the Committee, his or her alternate may vote. Gold Coast Transit, the Ventura County Air Pollution Control District, the California Highway Patrol, and the California Department of Transportation (District 7) shall be non-voting members.

- (1) TTAC shall meet, unless otherwise arranged by TTAC or called by its Chair, on the third **Wednesday of the month at 1:30 p.m.** at least six (6) times a year.
- (2) A quorum of TTAC shall consist of **six (6)** of the representatives appointed to it. Actions on items before TTAC shall be approved by vote of a simple majority of the quorum.
- (3) The duties and responsibilities of TTAC shall be to serve as a technical advisory committee for VCTC, share any and all pertinent information relating to the field of transportation with VCTC, review documents and make recommendations to VCTC regarding transportation improvements and projects, serve as a forum to discuss the technical aspects of countywide transportation issues and formulate recommendations for consideration by VCTC, perform an annual review of the Congestion Management Program update and other such duties as requested by VCTC.

Historically the Transit Operators Advisory Committee (TRANSCOM”) has not had a member from the California Department of Transportation. Instead, there has been representation from California State University Channel Island during the TRANSCOM committee meetings. The proposed amendment would reflect the representation under (Article III section 2 subsection 2e.)

The Administrative Code has also been updated to reflect, under Article IV Meetings and Agendas, section F, that the Regular Meeting time has been modified to start at 9:00 a.m.

**ATTACHMENT A  
ADMINISTRATIVE CODE REDLINE VERSION**

**ATTACHMENT B  
ADMINISTRATIVE CODE CLEAN AMENDED VERSION**

5490951.1





Item 9C

October 6, 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 July 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 July 31, 2023, budget report indicates that the revenues were approximately 3.12% of the adopted budget while expenditures were approximately 6.09% 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 and subscription-based IT arrangement (SBITA) liability and associated interest are presented on the Balance Sheet. These accounts represent the accrual information for leases that qualify with the implementation of the Government Accounting Standards Board (GASB) Statement 87 and 96. This information is based on an amortization schedule and is adjusted annually at the end of the fiscal year. Currently the only lease that qualifies is the office lease and the only SBITA that qualifies is for the pass card readers.

The Commission's liability for employee vacation accrual is presented on the Balance Sheet. The vacation accrual is adjusted annually at the end of the fiscal year.

**VENTURA COUNTY TRANSPORTATION COMMISSION  
BALANCE SHEET  
AS OF JULY 31, 2023**

**Assets and Deferred Outflows**

Cash and Investments	\$ 57,548,362
Receivables/Due from other funds	16,871,161
Prepays and Deposits	229,529
Capital Assets, undepreciated	26,016,497
Capital Assets, depreciated, net	27,564,463
Deferred Outflows	<u>3,434,600</u>
<b>Total Assets and Deferred Outflows</b>	<b><u><u>\$ 131,664,612</u></u></b>

**LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE**

**Liabilities and Deferred Inflows:**

Accrued Expenses and Due to Other	\$ 8,345,829
Deferred Revenue	2,677,084
Deposits	67,059
Accrued Vacation	198,682
Accrued Lease-SBITA liability and interest	640,240
Deferred Inflows	678,807
Pension Liability	1,893,688
OPEB Liability	<u>264,630</u>
<b>Total Liabilities and Deferred Inflows:</b>	<b><u><u>\$ 14,766,019</u></u></b>

**Net Position:**

Invested in Capital Assets	\$ 53,580,960
Fund Balance	<u>63,317,633</u>
<b>Total Net Position</b>	<b><u><u>\$ 116,898,593</u></u></b>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE ONE MONTH ENDED JULY 31, 2023**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC Intercity	Valley Express	Fund Totals	Budgeted Actual	Variance Actual	% Year
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual				
<b>Revenues</b>												
Federal Revenues	\$ 179,352	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	446,905	\$ 133,809	\$ 760,066	\$ 22,714,210	(21,954,144)	3.35
State Revenues	169,922	0	0	0	0	0	0	0	169,922	64,420,654	(64,250,732)	0.26
Local Revenues	55,560	0	0	0	0	274,227	487,843	1,130,578	1,948,208	4,214,538	(2,266,330)	46.23
Other Revenues	122	0	0	0	0	0	0	0	122	0	122	0.00
Interest	0	0	0	0	0	0	0	0	0	890,000	(890,000)	0.00
<b>Total Revenues</b>	<b>404,956</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>274,227</b>	<b>934,748</b>	<b>1,264,387</b>	<b>2,878,318</b>	<b>92,239,402</b>	<b>(89,361,084)</b>	<b>3.12</b>
<b>Expenditures</b>												
<b>Administration</b>												
Personnel Expenditures	158,097	0	0	0	0	0	18,956	3,153	180,206	4,164,600	(3,984,394)	4.33
Legal Services	1,236	0	0	0	0	0	0	0	1,236	44,000	(42,764)	2.81
Professional Services	122	0	0	0	0	0	0	0	122	179,000	(178,878)	0.07
Office Leases	17,426	0	0	0	0	0	0	0	17,426	216,000	(198,574)	8.07
Office Expenditures	635,977	0	0	0	0	0	16,285	2,709	654,971	1,112,700	(457,729)	58.86
<b>Total Administration</b>	<b>812,858</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,241</b>	<b>5,862</b>	<b>853,961</b>	<b>5,716,300</b>	<b>(4,862,339)</b>	<b>14.94</b>
<b>Programs and Projects</b>												
<b>Transit and Transportation Program</b>												
Regional Transit Technology	5,415	0	0	0	0	0	0	0	5,415	1,615,000	(1,609,585)	0.34
SD-Accessible Mobility Service	27,317	0	0	0	0	0	0	0	27,317	404,200	(376,883)	6.76
VCTC Intercity Bus Services	0	0	0	0	0	0	746,031	0	746,031	12,975,200	(12,229,169)	5.75
Valley Express Bus Services	0	0	0	0	0	0	0	218,219	218,219	2,571,200	(2,352,981)	8.49
Transit Grant Administration	124	0	0	0	0	0	0	0	124	10,327,500	(10,327,376)	0.00
<b>Total Transit and Transportation</b>	<b>32,856</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>746,031</b>	<b>218,219</b>	<b>997,106</b>	<b>27,893,100</b>	<b>(26,895,994)</b>	<b>3.57</b>
<b>Highway Program</b>												
Motorist Aid Services	0	0	0	113,284	0	0	0	0	113,284	2,385,900	(2,272,616)	4.75
Highway Program Management	0	0	0	0	0	0	0	0	0	3,061,600	(3,061,600)	0.00
<b>Total Highway</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>113,284</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>113,284</b>	<b>5,447,500</b>	<b>(5,334,216)</b>	<b>2.08</b>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE ONE MONTH ENDED JULY 31, 2023**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC Intercity	Valley Express	Fund Totals	Budgeted Actual	Variance Actual	% Year
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual				
<b>Rail Program</b>												
Metrolink and Commuter Rail	2,788,391	0	0	0	0	0	0	0	2,788,391	21,933,100	(19,144,709)	12.71
LOSSAN and Coastal Rail	0	0	0	0	0	0	0	0	0	10,500	(10,500)	0.00
Santa Paula Branch Line	0	0	0	0	0	5,804	0	0	5,804	826,500	(820,696)	0.70
<b>Total Rail</b>	<b>2,788,391</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,804</b>	<b>0</b>	<b>0</b>	<b>2,794,195</b>	<b>22,770,100</b>	<b>(19,975,905)</b>	<b>12.27</b>
<b>Commuter Assistance Program</b>												
Reg Transit Information Center	986	0	0	0	0	0	0	0	986	40,500	(39,514)	2.43
Rideshare Programs	14,365	0	0	0	0	0	0	0	14,365	346,000	(331,635)	4.15
<b>Total Commuter Assistance</b>	<b>15,351</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,351</b>	<b>386,500</b>	<b>(371,149)</b>	<b>3.97</b>
<b>Planning and Programming</b>												
TDA Administration	0	1,796,364	0	0	0	0	0	0	1,796,364	43,316,438	(41,520,074)	4.15
Transportation Programming	0	0	0	0	0	0	0	0	0	63,900	(63,900)	0.00
Regional Transportation Planning	30,843	0	0	0	0	0	0	0	30,843	917,900	(887,057)	3.36
Airport Land Use Commission	0	0	0	0	0	0	0	0	0	18,000	(18,000)	0.00
Regional Transit Planning	3,575	0	0	0	0	0	0	0	3,575	2,194,700	(2,191,125)	0.16
<b>Total Planning and Programming</b>	<b>34,418</b>	<b>1,796,364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,830,782</b>	<b>46,510,938</b>	<b>(44,680,156)</b>	<b>3.94</b>
<b>General Government</b>												
Community Outreach	15,000	0	0	0	0	0	0	0	15,000	210,000	(195,000)	7.14
State and Federal Relations	30,200	0	0	0	0	0	0	0	30,200	113,400	(83,200)	26.63
Management and Administration	4,975	0	0	0	0	0	0	0	4,975	235,000	(230,025)	2.12
<b>Total General Government</b>	<b>50,175</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,175</b>	<b>558,400</b>	<b>(508,225)</b>	<b>8.99</b>
<b>Total Expenditures</b>	<b>3,734,049</b>	<b>1,796,364</b>	<b>0</b>	<b>113,284</b>	<b>0</b>	<b>5,804</b>	<b>781,272</b>	<b>224,081</b>	<b>6,654,854</b>	<b>109,282,838</b>	<b>(102,627,984)</b>	<b>6.09</b>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE ONE MONTH ENDED JULY 31, 2023**

	General	LTF	STA	SAFE	SGR	SPBL	VCTC Intercity	Valley Express	Fund Totals	Budgeted Actual	Variance Actual	% Year
<b>Revenues over (under) expenditures</b>	<b>(3,329,093)</b>	<b>(1,796,364)</b>	<b>0</b>	<b>(113,284)</b>	<b>0</b>	<b>268,423</b>	<b>153,476</b>	<b>1,040,306</b>	<b>(3,776,536)</b>	<b>(17,043,436)</b>	<b>13,266,900</b>	<b>22.16</b>
<b>Other Financing Sources</b>												
Transfers Into GF From LTF	5,518,508	0	0	0	0	0	0	0	5,518,508	10,953,295	(5,434,787)	50.38
Transfers Into GF From STA	1,044,129	0	0	0	0	0	0	0	1,044,129	3,776,797	(2,732,668)	27.65
Transfers In GF From SGR	0	0	0	0	0	0	0	0	0	7,208,287	(7,208,287)	0.00
Transfers Into GF From SAFE	3,931	0	0	0	0	0	0	0	3,931	66,400	(62,469)	5.92
Transfers Into GF From SPBL	12,599	0	0	0	0	0	0	0	12,599	103,100	(90,501)	12.22
Transfers Into SPBL From LTF	0	0	0	0	0	9,690	0	0	9,690	103,100	(93,410)	9.40
Transfers Into SPBL From STA	0	0	0	0	0	8,713	0	0	8,713	441,500	(432,787)	1.97
Transfers Into VI From STA	0	0	0	0	0	0	1,500,000	0	1,500,000	5,440,578	(3,940,578)	27.57
Transfers Out of LTF Into GF	0	(5,518,508)	0	0	0	0	0	0	(5,518,508)	(10,953,295)	5,434,787	50.38
Transfers Out of LTF Into SPBL	0	(9,690)	0	0	0	0	0	0	(9,690)	(103,100)	93,410	9.40
Transfers Out of STA Into GF	0	0	(1,044,129)	0	0	0	0	0	(1,044,129)	(3,776,797)	2,732,668	27.65
Transfers Out of STA Into SPBL	0	0	(8,713)	0	0	0	0	0	(8,713)	(441,500)	432,787	1.97
Transfers Out of STA Into VI	0	0	(1,500,000)	0	0	0	0	0	(1,500,000)	(5,440,578)	3,940,578	27.57
Transfers Out of SAFE Into GF	0	0	0	(3,931)	0	0	0	0	(3,931)	(66,400)	62,469	5.92
Transfers Out of SPBL Into GF	0	0	0	0	0	(12,599)	0	0	(12,599)	(103,100)	90,501	12.22
Transfers Out of SGR Into GF	0	0	0	0	0	0	0	0	0	(7,208,287)	7,208,287	0.00
<b>Total Other Financing Sources</b>	<b>6,579,167</b>	<b>(5,528,198)</b>	<b>(2,552,842)</b>	<b>(3,931)</b>	<b>0</b>	<b>5,804</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Net Change in Fund Balances</b>	<b>3,250,074</b>	<b>(7,324,562)</b>	<b>(2,552,842)</b>	<b>(117,215)</b>	<b>0</b>	<b>274,227</b>	<b>1,653,476</b>	<b>1,040,306</b>	<b>(3,776,536)</b>	<b>(17,043,436)</b>	<b>13,266,900</b>	<b>22.16</b>
<b>Beginning Fund Balance w/o capital assets</b>	<b>5,102,381</b>	<b>21,691,716</b>	<b>28,843,611</b>	<b>4,401,099</b>	<b>7,273,900</b>	<b>25,367</b>	<b>(26,850)</b>	<b>0</b>	<b>67,311,224</b>	<b>33,572,663</b>	<b>33,738,561</b>	<b>200.49</b>
<b>Long-term Pension/OPEB/Vacation/Lease/SBITA Net Adjustment*</b>	<b>(216,583)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(472)</b>	<b>0</b>	<b>(217,055)</b>	<b>0</b>	<b>(217,055)</b>	<b>0.00</b>
<b>Ending Fund Balance</b>	<b>\$ 8,135,872</b>	<b>\$ 14,367,154</b>	<b>\$ 26,290,769</b>	<b>\$ 4,283,884</b>	<b>\$ 7,273,900</b>	<b>\$ 299,594</b>	<b>\$ 1,626,154</b>	<b>\$ 1,040,306</b>	<b>\$ 63,317,633</b>	<b>\$ 16,529,227</b>	<b>\$ 46,788,406</b>	<b>383.06</b>

\*Government Accounting Standards Board (GASB) Statements 68, GASB 75, GASB 87 and GASB 96 require full accrual of pension, OPEB, Lease, and Subscription-based IT agreements (SBITA) liabilities/interest, deferred inflows, and deferred outflows on financial statements. These calculations are updated annually.

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
INVESTMENT REPORT  
AS OF JULY 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.

<b>Institution</b>	<b>Investment Type</b>	<b>Maturity Date</b>	<b>Interest to Date</b>	<b>Rate</b>	<b>Balance</b>
Wells Fargo	Government Checking	N/A	EAC only	EAC only	\$ 2,085,600.90
LAIF	State Pool	N/A	\$ 0.00	3.15%	11,931,572.28
County of Ventura	Treasury Pool	N/A	0.00	3.59%	44,107,979.34
VCCF Bike Fund	Investment	N/A	Annually	annually	17,584.89
<b>Total</b>			<b>\$ 0.00</b>		<b>\$58,142,737.41</b>

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. The amounts shown above are not adjusted for fair market value.

The Commission’s funds not needed for immediate use are invested in the California Local Agency Investment Fund (LAIF). Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the account the month following the quarter end. A small portion of interest earned in the LAIF account is for unearned revenues and the interest is not recognized until the corresponding expenses are recognized.

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

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



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Item 9D

October 6, 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 August 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 August 31, 2023, budget report indicates that the revenues were approximately 3.53% of the adopted budget while expenditures were approximately 8.20% 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 and subscription-based IT arrangement (SBITA) liability and associated interest are presented on the Balance Sheet. These accounts represent the accrual information for leases that qualify with the implementation of the Government Accounting Standards Board (GASB) Statement 87 and 96. This information is based on an amortization schedule and is adjusted annually at the end of the fiscal year. Currently the only lease that qualifies is the office lease and the only SBITA that qualifies is for the pass card readers.

The Commission's liability for employee vacation accrual is presented on the Balance Sheet. The vacation accrual is adjusted annually at the end of the fiscal year.

**VENTURA COUNTY TRANSPORTATION COMMISSION  
BALANCE SHEET  
AS OF AUGUST 31, 2023**

**Assets and Deferred Outflows**

Cash and Investments	\$ 58,432,114
Receivables/Due from other funds	9,983,254
Prepays and Deposits	229,529
Capital Assets, undepreciated	26,016,497
Capital Assets, depreciated, net	27,564,463
Deferred Outflows	<u>3,434,600</u>
<b>Total Assets and Deferred Outflows</b>	<b><u><u>\$ 125,660,457</u></u></b>

**LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE**

**Liabilities and Deferred Inflows:**

Accrued Expenses and Due to Other	\$ 4,276,885
Deferred Revenue	2,674,719
Deposits	67,059
Accrued Vacation	198,682
Accrued Lease-SBITA liability and interest	640,240
Deferred Inflows	678,807
Pension Liability	1,893,688
OPEB Liability	<u>264,630</u>
<b>Total Liabilities and Deferred Inflows:</b>	<b><u><u>\$ 10,694,710</u></u></b>

**Net Position:**

Invested in Capital Assets	\$ 53,580,960
Fund Balance	<u>61,384,787</u>
<b>Total Net Position</b>	<b><u><u>\$ 114,965,747</u></u></b>

For Management Reporting Purposes Only

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

	General	LTF	STA	SAFE	SGR	SPBL	VCTC Intercity	Valley Express	Fund Totals	Budgeted Actual	Variance Actual	% Year
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual				
<b>Revenues</b>												
Federal Revenues	\$ 347,137	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 478,355	\$ 134,094	\$ 959,586	\$ 22,714,210	(21,754,624)	4.22
State Revenues	202,879	0	0	0	0	0	0	0	202,879	64,420,654	(64,217,775)	0.31
Local Revenues	63,464	0	0	0	0	280,229	517,637	1,228,548	2,089,878	4,214,538	(2,124,660)	49.59
Other Revenues	122	0	0	0	0	0	0	0	122	0	122	0.00
Interest	0	0	0	0	0	0	0	0	0	890,000	(890,000)	0.00
<b>Total Revenues</b>	<b>613,602</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>280,229</b>	<b>995,992</b>	<b>1,362,642</b>	<b>3,252,465</b>	<b>92,239,402</b>	<b>(88,986,937)</b>	<b>3.53</b>
<b>Expenditures</b>												
<b>Administration</b>												
Personnel Expenditures	442,960	0	0	0	0	0	39,177	6,529	488,666	4,164,600	(3,675,934)	11.73
Legal Services	1,236	0	0	0	0	0	0	0	1,236	44,000	(42,764)	2.81
Professional Services	5,172	0	0	0	0	0	0	0	5,172	179,000	(173,828)	2.89
Office Leases	34,852	0	0	0	0	0	0	0	34,852	216,000	(181,148)	16.14
Office Expenditures	638,164	0	0	0	0	0	33,657	5,609	677,430	1,112,700	(435,270)	60.88
<b>Total Administration</b>	<b>1,122,384</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,834</b>	<b>12,138</b>	<b>1,207,356</b>	<b>5,716,300</b>	<b>(4,508,944)</b>	<b>21.12</b>
<b>Programs and Projects</b>												
<b>Transit and Transportation Program</b>												
Regional Transit Technology	11,699	0	0	0	0	0	0	0	11,699	1,615,000	(1,603,301)	0.72
SD-Accessible Mobility Service	27,317	0	0	0	0	0	0	0	27,317	404,200	(376,883)	6.76
VCTC Intercity Bus Services	0	0	0	0	0	0	747,749	0	747,749	12,975,200	(12,227,451)	5.76
Valley Express Bus Services	0	0	0	0	0	0	0	221,545	221,545	2,571,200	(2,349,655)	8.62
Transit Grant Administration	124	0	0	0	0	0	0	0	124	10,327,500	(10,327,376)	0.00
<b>Total Transit and Transportation</b>	<b>39,140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>747,749</b>	<b>221,545</b>	<b>1,008,434</b>	<b>27,893,100</b>	<b>(26,884,666)</b>	<b>3.62</b>
<b>Highway Program</b>												
Motorist Aid Services	0	0	0	222,195	0	0	0	0	222,195	2,385,900	(2,163,705)	9.31
Highway Program Management	0	0	0	0	0	0	0	0	0	3,061,600	(3,061,600)	0.00
<b>Total Highway</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>222,195</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>222,195</b>	<b>5,447,500</b>	<b>(5,225,305)</b>	<b>4.08</b>

For Management Reporting Purposes Only

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

	General	LTF	STA	SAFE	SGR	SPBL	VCTC Intercity	Valley Express	Fund Totals	Budgeted Actual	Variance Actual	% Year
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual				
<b>Rail Program</b>												
Metrolink and Commuter Rail	2,794,129	0	0	0	0	0	0	0	2,794,129	21,933,100	(19,138,971)	12.74
LOSSAN and Coastal Rail	0	0	0	0	0	0	0	0	0	10,500	(10,500)	0.00
Santa Paula Branch Line	0	0	0	0	0	5,940	0	0	5,940	826,500	(820,560)	0.72
<b>Total Rail</b>	<b>2,794,129</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,940</b>	<b>0</b>	<b>0</b>	<b>2,800,069</b>	<b>22,770,100</b>	<b>(19,970,031)</b>	<b>12.30</b>
<b>Commuter Assistance Program</b>												
Reg Transit Information Center	1,155	0	0	0	0	0	0	0	1,155	40,500	(39,345)	2.85
Rideshare Programs	23,134	0	0	0	0	0	0	0	23,134	346,000	(322,866)	6.69
<b>Total Commuter Assistance</b>	<b>24,289</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,289</b>	<b>386,500</b>	<b>(362,211)</b>	<b>6.28</b>
<b>Planning and Programming</b>												
TDA Administration	0	3,578,228	0	0	0	0	0	0	3,578,228	43,316,438	(39,738,210)	8.26
Transportation Programming	370	0	0	0	0	0	0	0	370	63,900	(63,530)	0.58
Regional Transportation Planning	58,291	0	0	0	0	0	0	0	58,291	917,900	(859,609)	6.35
Airport Land Use Commission	0	0	0	0	0	0	0	0	0	18,000	(18,000)	0.00
Regional Transit Planning	4,450	0	0	0	0	0	0	0	4,450	2,194,700	(2,190,250)	0.20
<b>Total Planning and Programming</b>	<b>63,111</b>	<b>3,578,228</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,641,339</b>	<b>46,510,938</b>	<b>(42,869,599)</b>	<b>7.83</b>
<b>General Government</b>												
Community Outreach	16,500	0	0	0	0	0	0	0	16,500	210,000	(193,500)	7.86
State and Federal Relations	30,815	0	0	0	0	0	0	0	30,815	113,400	(82,585)	27.17
Management and Administration	10,850	0	0	0	0	0	0	0	10,850	235,000	(224,150)	4.62
<b>Total General Government</b>	<b>58,165</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58,165</b>	<b>558,400</b>	<b>(500,235)</b>	<b>10.42</b>
<b>Total Expenditures</b>	<b>4,101,218</b>	<b>3,578,228</b>	<b>0</b>	<b>222,195</b>	<b>0</b>	<b>5,940</b>	<b>820,583</b>	<b>233,683</b>	<b>8,961,847</b>	<b>109,282,838</b>	<b>(100,320,991)</b>	<b>8.20</b>

For Management Reporting Purposes Only

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

	General	LTF	STA	SAFE	SGR	SPBL	VCTC Intercity	Valley Express	Fund Totals	Budgeted Actual	Variance Actual	% Year
	Fund Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual				
<b>Revenues over (under) expenditures</b>	<b>(3,487,616)</b>	<b>(3,578,228)</b>	<b>0</b>	<b>(222,195)</b>	<b>0</b>	<b>274,289</b>	<b>175,409</b>	<b>1,128,959</b>	<b>(5,709,382)</b>	<b>(17,043,436)</b>	<b>11,334,054</b>	<b>33.50</b>
<b>Other Financing Sources</b>												
Transfers Into GF From LTF	5,497,382	0	0	0	0	0	0	0	5,497,382	10,953,295	(5,455,913)	50.19
Transfers Into GF From STA	1,047,417	0	0	0	0	0	0	0	1,047,417	3,776,797	(2,729,380)	27.73
Transfers In GF From SGR	0	0	0	0	0	0	0	0	0	7,208,287	(7,208,287)	0.00
Transfers Into GF From SAFE	6,121	0	0	0	0	0	0	0	6,121	66,400	(60,279)	9.22
Transfers Into GF From SPBL	36,676	0	0	0	0	0	0	0	36,676	103,100	(66,424)	35.57
Transfers Into SPBL From LTF	0	0	0	0	0	30,816	0	0	30,816	103,100	(72,284)	29.89
Transfers Into SPBL From STA	0	0	0	0	0	11,800	0	0	11,800	441,500	(429,700)	2.67
Transfers Into VI From STA	0	0	0	0	0	0	1,500,000	0	1,500,000	5,440,578	(3,940,578)	27.57
Transfers Out of LTF Into GF	0	(5,497,382)	0	0	0	0	0	0	(5,497,382)	(10,953,295)	5,455,913	50.19
Transfers Out of LTF Into SPBL	0	(30,816)	0	0	0	0	0	0	(30,816)	(103,100)	72,284	29.89
Transfers Out of STA Into GF	0	0	(1,047,417)	0	0	0	0	0	(1,047,417)	(3,776,797)	2,729,380	27.73
Transfers Out of STA Into SPBL	0	0	(11,800)	0	0	0	0	0	(11,800)	(441,500)	429,700	2.67
Transfers Out of STA Into VI	0	0	(1,500,000)	0	0	0	0	0	(1,500,000)	(5,440,578)	3,940,578	27.57
Transfers Out of SAFE Into GF	0	0	0	(6,121)	0	0	0	0	(6,121)	(66,400)	60,279	9.22
Transfers Out of SPBL Into GF	0	0	0	0	0	(36,676)	0	0	(36,676)	(103,100)	66,424	35.57
Transfers Out of SGR Into GF	0	0	0	0	0	0	0	0	0	(7,208,287)	7,208,287	0.00
<b>Total Other Financing Sources</b>	<b>6,587,596</b>	<b>(5,528,198)</b>	<b>(2,559,217)</b>	<b>(6,121)</b>	<b>0</b>	<b>5,940</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Net Change in Fund Balances</b>	<b>3,099,980</b>	<b>(9,106,426)</b>	<b>(2,559,217)</b>	<b>(228,316)</b>	<b>0</b>	<b>280,229</b>	<b>1,675,409</b>	<b>1,128,959</b>	<b>(5,709,382)</b>	<b>(17,043,436)</b>	<b>11,334,054</b>	<b>33.50</b>
<b>Beginning Fund Balance w/o capital assets</b>	<b>5,102,381</b>	<b>21,691,716</b>	<b>28,843,611</b>	<b>4,401,099</b>	<b>7,273,900</b>	<b>25,367</b>	<b>(26,850)</b>	<b>0</b>	<b>67,311,224</b>	<b>33,572,663</b>	<b>33,738,561</b>	<b>200.49</b>
<b>Long-term Pension/OPEB/Vacation/Lease/SBITA Net Adjustment*</b>	<b>(216,583)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(472)</b>	<b>0</b>	<b>(217,055)</b>	<b>0</b>	<b>(217,055)</b>	<b>0.00</b>
<b>Ending Fund Balance</b>	<b>\$ 7,985,778</b>	<b>\$ 12,585,290</b>	<b>\$ 26,284,394</b>	<b>\$ 4,172,783</b>	<b>\$ 7,273,900</b>	<b>\$ 305,596</b>	<b>\$ 1,648,087</b>	<b>\$ 1,128,959</b>	<b>\$ 61,384,787</b>	<b>\$ 16,529,227</b>	<b>\$ 44,855,560</b>	<b>371.37</b>

\*Government Accounting Standards Board (GASB) Statements 68, GASB 75, GASB 87 and GASB 96 require full accrual of pension, OPEB, Lease, and Subscription-based IT agreements (SBITA) liabilities/interest, deferred inflows, and deferred outflows on financial statements. These calculations are updated annually.

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION  
INVESTMENT REPORT  
AS OF AUGUST 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.

<b>Institution</b>	<b>Investment Type</b>	<b>Maturity Date</b>	<b>Interest to Date</b>	<b>Rate</b>	<b>Balance</b>
Wells Fargo	Government Checking	N/A	EAC only	EAC only	\$ 699,408.93
LAIF	State Pool	N/A	\$ 0.00	3.15%	11,081,572.28
County of Ventura	Treasury Pool	N/A	0.00	3.59%	47,227,923.39
VCCF Bike Fund	Investment	N/A	Annually	annually	17,584.89
<b>Total</b>			<b>\$ 0.00</b>		<b>\$59,026,489.49</b>

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. The amounts shown above are not adjusted for fair market value.

The Commission’s funds not needed for immediate use are invested in the California Local Agency Investment Fund (LAIF). Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the account the month following the quarter end. A small portion of interest earned in the LAIF account is for unearned revenues and the interest is not recognized until the corresponding expenses are recognized.

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

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



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Item 9E

October 6, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: SALLY DEGEORGE, FINANCE DIRECTOR**

**SUBJECT: FISCAL YEAR 2023/2024 CARRY-OVER BUDGET AMENDMENTS**

**RECOMMENDATION:**

- Amend the VCTC Fiscal Year 2023/2024 budget revenues and expenditures as stated in Attachment - Carry-over Budget Amendments from Fiscal Year 2022/2023 to 2023/2024

**DISCUSSION:**

The Fiscal Year 2023/2024 budget was in part prepared on estimates for projects that occurred in Fiscal Year 2022/2023. Some projects experienced delays, all funds were not expended as anticipated and/or funds were expended, and other funding sources need to be substituted. Therefore, staff is recommending the following budget amendments of revenues and expenditures from the prior year be adjusted to the Fiscal Year 2023/2024 budget as indicated in the "Carry-over Amendments from Fiscal Year 2022/2023 to 2023/2024" attachment which indicates the budget task, budget line item, funding source, expenditure, and explanation.

**Attachment**  
**Carry-Over Budget Amendments from FY 2022/2023 to FY 2023/2024**

<b>Budget Task:</b>	<b>Highway Project Management</b>
<b>Funding Source</b>	<b>Adjustment To Revenues</b>
STP	\$2,064,389
<b>Total Funding Increase</b>	<b>\$2,064,389</b>

<b>Expenditure</b>	<b>Adjustment to Expenditures</b>
Consultant	\$2,064,389
<b>Total Expenditures Increase</b>	<b>\$2,064,389</b>

The Consultant funds for the US101 PAED study were expended slower than anticipated in the prior year but will be required in FY 2023/2024 to cover the approved contract scope.

<b>Budget Task:</b>	<b>Motorist Aid</b>
<b>Funding Source</b>	<b>Adjustment To Revenues</b>
FSP SHA	\$16,737
FSP SB1	\$174,387
SAFE Fund Balance	\$259,000
<b>Total Funding Increase</b>	<b>\$450,124</b>

<b>Expenditure</b>	<b>Adjustment to Expenditures</b>
FSP Contract	\$191,124
Incident Responder Program	\$259,000
<b>Total Expenditures Increase</b>	<b>\$450,124</b>

The funds for the Freeway Service Patrol and Incident Responder Program were not fully expended and are being carried-over into FY 2023/2024.

<b>Budget Task:</b>	<b>Metrolink Commuter Rail</b>
<b>Funding Source</b>	<b>Adjustment To Revenues</b>
LTF Fund Transfer	\$220,357
STA Fund Transfer	\$2,234,249
LCTOP	\$131,708
<b>Total Funding Increase</b>	<b>\$2,586,314</b>

<b>Expenditure</b>	<b>Adjustment to Expenditures</b>
Capital Rehabilitation	\$2,454,606
Weekend Service	\$131,708
<b>Total Expenditures Increase</b>	<b>\$2,586,314</b>

Capital Rehabilitation and ADA improvements were expended slower in the prior year than anticipated and will be carried-over into the current year. The SGR funds were expended faster than anticipated and are the budgeted carry-over is being reduced accordingly.

<b>Budget Task:</b>	<b>Santa Paula Branch Line</b>
<b>Funding Source</b>	<b>Adjustment To Revenues</b>
STA Fund Transfer	\$701,000
<b>Total Funding Increase</b>	<b>\$701,000</b>

<b>Expenditure</b>	<b>Adjustment to Expenditures</b>
Consultant	\$701,000
<b>Total Expenditures Increase</b>	<b>\$701,000</b>

Consultant expenses were slower than anticipated in the prior year and will be carried-over into the current year.

<b>Budget Task:</b>	<b>ALUC</b>
<b>Funding Source</b>	<b>Adjustment To Revenues</b>
LTF Fund Transfer Balance	\$10,000
<b>Total Funding Increase</b>	<b>\$10,000</b>

<b>Expenditure</b>	<b>Adjustment to Expenditures</b>
Consultant	\$10,000
<b>Total Expenditures Increase</b>	<b>\$10,000</b>

The consultant funds for developing a scope and grant application for updating the ALUC plan is being carried-over into FY 2023/2024.

<b>Budget Task:</b>	<b>Regional Transit Planning</b>
<b>Funding Source</b>	<b>Adjustment To Revenues</b>
LCTOP	\$38,871
<b>Total Funding Increase</b>	<b>\$38,871</b>

<b>Expenditure</b>	<b>Adjustment to Expenditures</b>
Youth Ride	\$5,075
College Ride	\$33,796
<b>Total Expenditures Increase</b>	<b>\$38,871</b>

The youth and college ride free LCTOP funds were not fully expended in the prior year and will be carried-over into the current fiscal year to allow for additional free rides.

<b>Budget Task:</b>	<b>Regional Transportation Planning</b>
<b>Funding Source</b>	<b>Adjustment To Revenues</b>
REAP-SCAG/VCOG	-\$1,080
LTF Fund Transfer Balance	-\$84,390
<b>Total Funding Increase</b>	<b>-\$85,470</b>

<b>Expenditure</b>	<b>Adjustment to Expenditures</b>
Consultant	-\$85,470
<b>Total Expenditures Increase</b>	<b>-\$85,470</b>

The Vehicle Miles Traveled Advance Mitigation program funded by REAP and other consultant studies funded by LTF made more progress than originally anticipated and therefore, the FY 2023/2024 budget is adjusted to reflect the progress.

<b>Budget Task:</b>	<b>Transportation Development Act</b>
<b>Funding Source</b>	<b>Adjustment To Revenues</b>
STA Fund Balance	\$11,468
SGR Fund Balance	\$31,724
LTF Fund Transfer Balance	\$10,000
LTF Fund Balance	\$8,374
<b>Total Funding Increase</b>	<b>\$61,566</b>

<b>Expenditure</b>	<b>Adjustment to Expenditures</b>
Pass-Through State Transit Assistance	\$11,468
Pass-Through State of Good Repair	\$31,724
Audits	\$10,000
LTF Article 3 Bicycle & Pedestrian	\$8,374
<b>Total Expenditures Increase</b>	<b>\$61,566</b>

The STA, SGR and LTF Article 3 pass-through funds were not fully expended in Fiscal Year 2022/2023 and therefore, are carried-over into FY 2023/2024. The TDA audit expenditures of \$10,000 was not used and is carried-over into FY 2023/2024.

<b>Budget Task:</b>	<b>General Operating/Indirect Cost</b>
<b>Funding Source</b>	<b>Adjustment To Revenues</b>
Indirect	\$30,000
<b>Total Funding Increase</b>	<b>\$30,000</b>

<b>Expenditure</b>	<b>Adjustment to Expenditures</b>
Accounting and Audits	\$30,000
<b>Total Expenditures Increase</b>	<b>\$30,000</b>

Auditing expenditures including GASB 68, 75, 87 and 96 where not fully expended in FY 2022/2023 and are being carried-over into FY 2023/2024.

<b>Budget Task:</b>	<b>STA Fund</b>
<b>Expenditure</b>	<b>Adjustment to Expenditures</b>
STA Fund Transfer out	\$2,935,249
<b>Total Transfers</b>	<b>\$2,935,249</b>

Update the STA budget transfer-out line item for funds transferred to other VCTC funds.



Item 9F

October 6, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: HEATHER MILLER, PROGRAM MANAGER**  
**SUBJECT: 2023 ACCESS FOR ALL PROGRAM GRANT AGREEMENTS**

**RECOMMENDATION:**

- Receive and file.

**BACKGROUND:**

In September 2018, SB 1376 was signed into law requiring the California Public Utilities Commission (CPUC) as part of its regulation of Transportation Network Companies (TNCs) such as Uber and Lyft, to establish a program improving the access of persons in wheelchairs to on-demand transportation. As a result, the CPUC established the TNC Access for All (AFA) Program requiring TNCs collect a fee of \$0.10 for each trip provided and remit such fees to the CPUC based on the geographic area (county) in which the trip originated. These "Access Funds" are set aside to distribute through approved Local Access Fund Administrators (LAFAs) to qualified "Access Providers" that establish on-demand wheelchair accessible vehicle (WAV) transportation programs within their county.

**DISCUSSION**

VCTC is the designated LAFA for Ventura County, developing guidelines for the local program and issuing a call for projects. A call for projects was announced in January of this year. The project selection process resulted in two Access Providers' proposals being recommended for funding. On May 12, the Commission approved award of funding for the two selected project proposals. To ensure meeting a June 30 deadline to enter into grant agreements with the selected Access Providers per program guidelines, the Commission at that time also approved the Executive Director's authorization to execute the grant agreements with the two grantees. For information, staff is providing to the Commission the executed agreements included as Attachment "A" and "B".

The two selected Access Providers include Gold Coast Transit District (GCTD), a public transit operator and Ventura Transit System (VTS), a private transportation provider. As the designated Local Access Fund Administrator (LAFA), VCTC is in possession of Access funds to be distributed to selected Access Providers on a reimbursement basis. Both Access Providers are required to sign a PUC Safety Declaration Form certifying compliance with the provisions of the program including background checks, insurance, driver training, controlled substance and alcohol testing, and vehicle safety inspections and adhere to program requirements.

GCTD was awarded funds totaling \$131,246 toward the capital purchase of two (2) wheelchair accessible vans for the Go Now South Oxnard micro-transit pilot project. The GO Now pilot project provides on-demand app-based rideshare service in an area of Oxnard where traditional fixed-route service has proven difficult to successfully operate. The Go Now service launched in June with existing GCTD fleet. The two wheelchair accessible vans intended for purchase would supplement GCTD's existing fleet to ensure a response time of 30 minutes from the time of the trip request, an important goal of the program. GCTD ordered the two wheelchair accessible vans as soon as the signed Memorandum of Understanding (Attachment A) was in place and anticipate a delivery of the vehicles in October. Once the vans are delivered and accepted by GCTD, GCTD is to submit an invoice to VCTC to reimburse the cost of the vans up to the amount of the grant (\$131,246). Per the grant agreement, GCTD is to also submit quarterly performance reports per CPUC stipulations for the duration of the contract which runs from June 1, 2023 to June 30, 2024. These performance reports include ridership that help the CPUC assess the impact and efficacy of the overall program by quantifying the benefits of each initiated project.

Ventura Transit System's (VTS) was awarded \$118,467 in funds to support a fare subsidy program for on-demand wheelchair accessible transportation service countywide. The pilot project provides on-demand curb to curb wheelchair accessible transportation throughout the county at hours outside traditional public paratransit operation at a cost comparable to that of Uber and Lyft. The service launched on September 15 with rides available by phone request. VTS is the contracted operator of the proposed service while VCTC is the grant administrator therefore the grant agreement (Attachment B) is an agreement of service between the two parties stipulating a scope of services and reimbursement method for services rendered. Reimbursement for the program is on a per trip basis only, that is for each trip provided VTS is to receive a flat "Passenger Service" fee and per mile reimbursement according to the trip length as stipulated in the contract. VTS is to assume any costs to provide the trips and no other costs are to be submitted outside the agreed fee structure. As stated in the scope of services, VTS is to provide on-demand wheelchair accessible services within Ventura County 24 hours a day/7 days a week in accordance with the provisions established in the agreement. The total amount of funds awarded for this program is \$118,467. CPUC requires quarterly performance reports from all Access Providers. VTS will be required to report for the duration of the contract term and beyond if the service is still in operation and grant funds are still being expended.



Item 9G

October 6, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: AUBREY SMITH, PROGRAM MANAGER – REGIONAL TRANSIT SERVICES**  
**CLAIRE GRASTY, DIRECTOR OF TRANSIT SERVICES**  
**SUBJECT: CONTRACT AMENDMENT WITH RAILPROS, INC.**

**RECOMMENDATION:**

- Approve the Contract Amendment #1 with RailPros, Inc. in the amount of \$81,027 and authorize the Executive Director to execute the contract amendment.

**BACKGROUND:**

In April 2023, the Commission approved a contract with RailPros, Inc. to provide design and project management services support for the Camarillo Rail Station Americans with Disabilities Act (ADA) Improvement Project. The contract with RailPros, Inc. allows VCTC to request changes to the Scope of Services. The initial Request for Proposals (RFP) for design and project management support services did not include any tasks related to environmental assistance as staff did not anticipate that it would need support with preparing environmental documents.

**DISCUSSION:**

In July 2023, the California Transportation Commission (CTC) approved \$74.8 million from the Solutions for Congested Corridors Program (SCCP) to support the construction of four rail, active transportation and electric vehicle charging projects in Ventura County. As part of the grant award, VCTC included \$3 million for construction of ADA improvements to support the work required as part of the Department of Justice (DOJ) settlement agreement. The funds were included as part of the Camarillo Station Pedestrian Underpass Project in the SCCP award. The SCCP requires VCTC to have environmental clearance for awarded projects by December 2023. VCTC is ready to submit the documentation for CEQA clearance however, VCTC staff has recently received an initial cost estimate for construction of ADA improvements for the Camarillo ADA Improvement Project which will require additional funding beyond the \$3 million allocation. Therefore, VCTC will need to seek federal funding to ensure that the project can be fully funded prior to the anticipated start of construction.

As part of the pursuit for federal funding, VCTC will need to perform an environmental assessment and have it approved by the Federal Transit Administration (FTA) by December 2023 for the Camarillo Rail Station ADA Improvement Project to keep the \$3 million per the SCCP guidelines. Staff has determined that based on a cost estimate for construction provided by RailPros, Inc., that VCTC would need to develop a Request for Proposals to procure a consulting firm to help develop the National environmental Policy Act (NEPA) Categorical Exclusion (CatEx). This would take

several months and would cause VCTC to miss the deadline to receive NEPA CatEx approval by the December 2023 deadline.

Therefore, VCTC has determined that amending the contract with RailPros, Inc. to prepare the NEPA CatEx is the most cost-effective and timely approach to ensuring that VCTC can meet the deadline to have the Camarillo ADA Improvement Project environmentally cleared by the deadline identified as part of the SCCP guidelines.

Therefore, staff's recommendation is to approve Amendment 1 to the RailPros, Inc. Consulting contract in the amount of \$81,027 to prepare a NEPA CatEx with supporting documentation.





Item 9H

October 6, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT: Memorandum of Understanding between Ventura County Transportation Commission (VCTC) and Southern California Regional Rail Authority (SCRRA) for State Transit Assistance (STA) Funding for the Simi Valley Double Track and Station Improvement Project**

**RECOMMENDATION:**

- Approve a Memorandum of Understanding with the Southern California Regional Rail Authority (SCRRA) to provide \$2,000,000 of State Transit Assistance (STA) Funding for the Simi Valley Double Track and Station Improvement Project.
- Authorize the Executive Director to execute the Memorandum of Understanding contingent upon acceptance of any final edits from SCRRA.
- Authorize the Director of Finance to reimburse \$2,000,000 to SCRRA for Simi Valley Double Track and Improvement Project.

**BACKGROUND:**

SCRRA was awarded an \$875,708,000 Transit and Intercity Rail Capital Program (TIRCP) grant in April 2018 by California State Transportation Agency (CalSTA) for a program of projects known as the Southern California Optimized Rail Expansion (SCORE) Program. The SCORE Program is a series of system wide improvement Projects that combined will allow increases to service across the Metrolink System. A key component of the SCORE Program is the "Simi Valley Double Track and Station Improvement Project", for which SCRRA serves as the lead implementing agency.

The project consists of the addition of approximately 2.15 miles of railroad track, construction of a second platform and new pedestrian underpass at the Simi Valley Station, and improvements at Sequoia Avenue, Tapo Canyon Road, Tapo Street, E. Los Angeles Avenue, and Hidden Ranch Drive grade crossings that will create a Quiet Zone ready corridor. These improvements will enable more frequent service, improve service reliability, and enhance safety for pedestrians.

**DISCUSSION:**

SCRRA, as the lead agency primarily responsible for all environmental clearance, design, and construction of the project, has funded and has contracted for capital improvements for this project. In December 2020, VCTC and SCRRA executed an MOU Agreement under which

VCTC would provide support services to SCRRRA during the delivery of the project, such as assistance with utility relocations, public outreach, and right-of-way acquisitions. At its January 12, 2018, Commission meeting, VCTC took action to support SCRRRA's TIRCP application including contributing \$2,000,000 of local match if the project was awarded. Accordingly, VCTC has allocated \$2,000,000 of STA funding to provide to SCRRRA for construction activities for the project in the FY 2022/2023 budget, which will be carried over into the FY 2023-2024 budget. The STA funding will serve as a contribution towards the base construction cost of the project.



Item 9I

October 6, 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**

The new federal fiscal year begins Oct. 1. At the time this report was prepared, Congress had yet to pass budget legislation that would keep the government funded through the new fiscal year. Without an approved budget in place, the federal government will shut down Oct. 1. Congress does have the option of passing a continuing resolution that would extend the current spending levels through a predetermined date while members work on a new budget bill.

As of Sept. 26, Congress had not passed a continuing resolution. In the case of a shutdown, Federal Transit Administration (FTA) employees will not be furloughed, and FTA will be able to reimburse transit agencies for previously approved projects, according to the Department of Transportation and the American Public Transportation Association (APTA). However, the FTA might not be able to approve new grants during a shutdown. In addition, furloughs at other federal agencies could impact the FTA's work. The Federal Highway Administration (FHWA) will continue to use Highway Trust Fund revenue to pay its staff and reimburse states for project work, as was done in prior shutdown.

**State Issues**

The state Legislature wrapped up its work Sept. 14, which was the last day for each house to pass bills. Legislators sent hundreds of bills to Gov. Gavin Newsom, who has until Oct. 14 to sign or veto bills approved by the Legislature. State lawmakers began their interim recess in September and will reconvene in January 2024.

## Senate Bill 125

The California State Transportation Agency (CalSTA) in September continued to work with stakeholders to refine guidelines for the Senate Bill 125 Transit Program. The program, part of the approved transportation transit trailer bill, extends statutory relief provided to transit operators during the pandemic, establishes accountability measures for agencies that receive certain transit funding from the approved budget bill, and requires the development of a transit transformation task force to create policy recommendations to sustain and grow public transit. CalSTA was expected to publish the final guidelines by Sept. 30.

## ACA 1

In September, the Legislature approved ACA 1 (Aguiar-Curry), a constitutional amendment that would allow a city, county, or special district, with 55% voter approval, to incur bonded indebtedness or impose specified special taxes to fund projects for affordable housing, permanent supportive housing, or public infrastructure, as specified. ACA 1 would decrease the voter approval requirement from the current two-thirds to 55%. Public infrastructure could include, among other things, improvements to public transit and streets and highways. Proceeds from the sale of the bonds could not be used for operations. ACA 1 would require annual audits and the appointment of an oversight committee to ensure bond proceeds are used only for the purposes described in any measure approved by voters. ACA 1 is subject to voter approval. It is scheduled to appear on the primary election ballot in March 2024.

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



# CALIFORNIA ADVISORS, LLC

## VENTURA COUNTY TRANSPORTATION COMMISSION MONTHLY STATE ADVOCACY REPORT SEPTEMBER 2023

### Legislative Update

The 2023 - 2024 legislative session ended on Thursday, September 14th, a few minutes after the midnight deadline. The 72-hour in print rule required that all bills be in final form by Monday evening. This meant no last-minute amendments could be struck, somewhat limiting the Legislature's ability to make big deals in the closing days. By all counts it was a very productive year, with more than 3,000 bills passing through the legislative process. Currently the Governor has little more than 300 bills on his desk awaiting action. The Governor has until October 14th to sign or veto bills.

Last year, in issuing vetoes, the governor constantly mentioned the need for fiscal discipline with lower-than-expected state revenues and that was before the \$30 billion-plus budget deficit this year. On September 18<sup>th</sup> the Department of Finance (DOF) reported that revenues came in 11% above projections in August, putting the state on track in the first two months of the fiscal year.

Legislators have returned to their districts during the interim and will focus on local events and campaigning efforts. Although the Legislature is on recess, the California Advisors team is continuing to keep close contact with the Capitol and will keep VCTC updated on any developments. Lastly, the Legislature will reconvene on January 3, 2024, to begin the new legislative session.

### Other Items of Interest

#### ACA 1 (Aguiar-Curry)

ACA 1 would amend the California Constitution to allow a city, county, or special district, with 55% voter approval, to incur general obligation (GO) bonds or impose specified special taxes to fund projects for affordable housing, permanent supportive housing, or public infrastructure.

Specifically, the measure decreases the current requirement for 2/3 voter approval to 55%. It requires that the propositions include accountability provisions including requirements that the proceeds from the bonds or taxes only be used for the purposes specified in the measure, not salaries or operating expenses, the list of projects the measure will fund and requires that the local government (city, county or special district) has evaluated alternative funding resources and conduct annual performance audits, and independent financial audits that are available to the public. A citizens' oversight committee must

also be appointed to ensure that the proceeds of the bonds or special tax are expended only for the purposes described in the measure approved by the voters.

Eligible “public infrastructure” projects include: Water or protect water quality; Sanitary sewer; Treatment of wastewater or reduction of pollution from stormwater runoff; Protection of property from impacts of sea level rise; Parks and recreation facilities; Open space; Improvements to transit and streets and highways; Flood control; Broadband internet access service expansion in underserved areas; Local hospital construction; Public safety buildings or facilities, equipment related to fire suppression, emergency response equipment, or interoperable communications equipment for direct and exclusive use by fire, emergency response, police or sheriff personnel; and, Public library facilities.

ACA 1 passed out of the Legislature and is slated to be on the Primary Election ballot in March of 2024.

### **ACA 13 (Ward)**

ACA 13 would require any future ballot measures to increase voter approval measures also pass by the same margin. The measure would only apply to future measures and would not impact the two-thirds vote requirement for special taxes.

ACA 13 is the Legislature’s response to a measure that recently qualified for the 2024 ballot, which was put forward by a business coalition and would significantly raise the threshold for passing new state and local taxes by requiring voters to approve any increase passed by the Legislature. It would also impose a two-thirds vote requirement on all local taxes. An amendment was made the last week of session to also ensure it applied to measures on the same ballot as ACA 13.

ACA 13 passed both Houses of the Legislature but is being held at the Assembly Desk until later this fall to ensure it will be on the General Election ballot in November of 2024.

### **Upcoming Bill Deadlines**

**October 14** – Last day for Governor to sign or veto bills passed by the Legislature.

**January 3** - Legislature reconvene for a second year of session.

*Below is a list of VCTC tracked newly introduced bills:*

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

**Introduced:** 12/5/2022

**Status:** 9/14/2023-Failed Deadline pursuant to Rule 61(a)(14). (Last location was INACTIVE FILE on 9/11/2023) (May be acted upon Jan 2024)

**Summary:** The Transportation Agency is under the supervision of the Secretary of Transportation, who has the power of general supervision over the Department of the California Highway Patrol, the California Transportation Commission, the Department of Motor Vehicles, the Department of Transportation, the High-Speed Rail Authority, and the Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun. The secretary, among other duties, is charged with developing and reporting to the Governor on legislative, budgetary, and administrative programs to accomplish

coordinated planning and policy formulation in matters of public interest, including transportation projects. On and after January 1, 2025, and to the extent applicable and cost effective, this bill would require the agency, the Department of Transportation, and the California Transportation Commission to incorporate specified principles into their existing program funding guidelines and processes.

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

**Introduced:** 2/2/2023

**Status:** 9/22/2023-Approved by the Governor. Chaptered by Secretary of State - Chapter 201, Statutes of 2023.

**Summary:** Current law authorizes a local agency, as defined, with approval of its governing body, to procure design-build contracts for public works projects in excess of \$1,000,000, awarding the contract either to the lowest bid or the best value. "Local agency" is defined, in part, for this purpose to include specified local and regional agencies responsible for the construction of transit projects, including any joint powers authority formed to provide transit service. 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 delete from the definition of "local agency" any joint powers authority formed to provide transit services, and would instead expand that definition to include any joint powers authority responsible for the construction of transit projects, thereby authorizing additional joint powers authorities to use the above-described design-build procurement process. The bill would extend the repeal date to January 1, 2031.

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

**Introduced:** 2/8/2023

**Status:** 9/15/2023-Enrolled and presented to the Governor at 4 p.m.

**Summary:** The Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding providing for the ability of the public to observe and provide comments. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. This bill would revise the authority of a legislative body to hold a teleconference meeting under those abbreviated teleconferencing procedures when a declared state of emergency is in effect. Specifically, the bill would extend indefinitely that authority in the circumstances under which the legislative body either (1) meets for the purpose of determining whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees, or (2) has previously made that determination.

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

**Introduced:** 2/9/2023

**Status:** 9/14/2023-Failed Deadline pursuant to Rule 61(a)(14). (Last location was INACTIVE FILE on 9/11/2023) (May be acted upon Jan 2024)

**Summary:** Current law declares that the fostering, continuance, and development of public transportation systems are a matter of state concern. Current law authorizes the Department of Transportation to administer various programs and allocates moneys for various public transportation purposes. Upon the appropriation of moneys by the Legislature, this bill would create the Youth Transit Pass Pilot Program, administered by the department, 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.

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

**Introduced:** 2/13/2023

**Status:** 9/21/2023-Enrolled and presented to the Governor at 3:30 p.m.

**Summary:** Would, upon the appropriation of funds by the Legislature, require the California Transportation Commission to acquire public domain or procure commercially available or open-source licensed 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, as provided. This bill would authorize the commission to provide a direct allocation of funding to local agencies for the above purposes, and would require state and local agencies that receive the funds or access to data, modeling, and analytic software tools to submit reports to the commission no later than August 1, 2026, regarding their use of the data, modeling, and analytic software tools. The bill would require the commission, based on those reports, to submit a report to the Legislature no later than June 1, 2027, regarding the use of the data, modeling, and analytic software tools by state and local agencies. This bill would authorize the commission to establish best practices for use of data in transportation planning and to identify data elements that should be made available to state and local agencies for transportation planning.

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

**Introduced:** 2/15/2023

**Status:** 9/13/2023-Enrolled and presented to the Governor at 3 p.m.

**Summary:** Current law authorizes the Sacramento Regional Transit 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 1335 (Zbur D) Local government: transportation planning and land use: sustainable communities strategy.**

**Introduced:** 2/16/2023

**Status:** 9/1/2023-Failed Deadline pursuant to Rule 61(a)(11). (Last location was APPR. on 7/12/2023)(May be acted upon Jan 2024)

**Summary:** Current law requires specified designated transportation planning agencies to prepare and adopt a regional transportation plan directed at achieving a coordinated and balanced regional transportation system, as described. Current law requires the plan to include specified information, including a sustainable communities strategy prepared by each metropolitan planning organization, and requires each transportation planning agency to adopt and submit, every 4 years, an updated plan to the California Transportation Commission and the Department of Transportation. Current law requires the sustainable communities strategy to include specified information, including an identification of areas within the region sufficient to house all the population of the region over the course of the planning period of the regional transportation plan, as specified, and an identification of areas within the region sufficient to house an 8-year projection of the regional housing need for the region, as specified. This bill would additionally require each metropolitan planning organization to include in the sustainable communities strategy the total number of new housing units necessary to house all the population of the region over the course of the planning period of the regional transportation plan, as specified, and the total number of new housing units necessary to house the above-described 8-year projection, as specified.

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

**Introduced:** 2/16/2023

**Status:** 9/1/2023-Failed Deadline pursuant to Rule 61(a)(11). (Last location was APPR. SUSPENSE FILE on 8/21/2023) (May be acted upon Jan 2024)

**Summary:** Existing law, the Government Claims Act, generally requires the presentation of all claims for money or damages against local public entities and the state. Existing 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. Existing 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 authorize 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 authorize the Controller to conduct any audits necessary to carry out their constitutional and statutory duties and responsibilities under the law. The bill would require, if an audit is conducted as specified, the Controller to provide a report with specified information from these audits to the Legislature by June 30 following the completion of the audit and would require the Controller to allow all auditees in the report a reasonable period of time to review and comment on the section of the report relating to the auditee, as described. The bill would make related legislative findings and declarations.

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

**Introduced:** 2/17/2023

**Status:** 9/13/2023-Enrolled and presented to the Governor at 3 p.m.

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

**Introduced:** 2/17/2023

**Status:** 9/21/2023-Enrolled and presented to the Governor at 3:30 p.m.

**Summary:** Would, no later than January 1, 2029, 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, 2029, 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.

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

**Introduced:** 2/9/2023

**Status:** 9/11/2023-Enrolled and presented to the Governor at 3 p.m.

**Summary:** Would, until January 1, 2026, authorize an eligible legislative body to use alternate teleconferencing provisions related to notice, agenda, and public participation, as prescribed, if the city council has adopted an authorizing resolution and 2/3 of an eligible legislative body votes to use the alternate teleconferencing provisions. The bill would define "eligible legislative body" for this purpose to mean a neighborhood council that is an advisory body with the purpose to promote more citizen participation in government and make government more responsive to local needs that is established pursuant to the charter of a city with a population of more than 3,000,000 people that is subject to the act. The bill would require an eligible legislative body authorized under the bill to provide publicly accessible physical locations for public participation, as prescribed. The bill would also require that at least a quorum of the members of the neighborhood council participate from locations within the boundaries of the city in which the neighborhood council is established. The bill would require that, at least once per year, at least a quorum of the members of the eligible legislative body participate in person from a singular physical location that is open to the public and within the boundaries of the eligible legislative body.

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

**Introduced:** 2/14/2023

**Status:** 9/14/2023-Ordered to inactive file on request of Assembly Member Bryan.

**Summary:** The Ralph M. Brown Act generally requires for teleconferencing that the legislative body of a local agency that elects to use teleconferencing post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each

teleconference location be accessible to the public. Current law also requires that, during the teleconference, at least a quorum of the members of the legislative body participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. 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 expand the circumstances of "just cause" to apply to the situation in which an immunocompromised child, parent, grandparent, or other specified relative requires the member to participate remotely.

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

**Introduced:** 2/14/2023

**Status:** 9/13/2023-Enrolled and presented to the Governor at 4 p.m.

**Summary:** Current law establishes the Department of Transportation and provides that the Director of Transportation shall perform all duties, exercise all powers and jurisdiction, assume and discharge all responsibilities, and carry out and effect all purposes vested by law in the department, except as otherwise provided by law. This bill would require the director to appoint a Chief Advisor on Bicycling and Active Transportation, to serve as the department's primary advisor on all issues related to bicycle transportation, safety, and infrastructure, as specified.

**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:** 9/7/2023-Enrolled and presented to the Governor at 4 p.m.

**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 that treats, pumps, stores, or conveys water, wastewater, recycled water, advanced treated water, or supporting facilities. Current law defines "progressive design-build" as a project delivery process in which both the design and

construction of a project are procured from a single entity that is selected through a qualifications-based selection at the earliest feasible stage of the project. Current law requires the selected entity and its general partners or joint venture members to verify specified information under penalty of perjury. Current law requires local agencies to report to the Legislature by January 1, 2028, regarding the use of the progressive design-build process, as specified. This bill, until January 1, 2029, would similarly authorize a transit district, municipal operator, consolidated agency, joint powers authority, regional transportation agency, or local or regional agency, as described, to use the progressive design-build process for up to 10 public works projects in excess of \$5,000,000 for each project.

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

**Introduced:** 2/16/2023

**Status:** 9/15/2023-Enrolled and presented to the Governor at 3 p.m.

**Summary:** Current law authorizes the Department of Transportation, subject to approval of the Secretary of Transportation, to enter into an interagency transfer agreement under which a joint powers board assumes responsibility for administering the state-funded intercity rail service in a particular corridor, including the LOSSAN Rail Corridor. Current law provides for the allocation of state funds by the secretary to a joint powers board under an interagency transfer agreement based on an annual business plan for the intercity rail corridor and subsequent appropriation of state funds. Existing law requires the joint powers board to submit the annual business plan to the secretary for review and recommendation by April 1 of each year. Current law requires the business plan to include, among other things, a report on the performance of the corridor service, an overall operating plan, short-term and long-term capital improvement programs, funding requirements for the upcoming fiscal year, and an action plan with specific performance goals and objectives. This bill would require the LOSSAN Rail Corridor Agency, as part of the annual business plan submitted to the secretary, to include a description of the effects of climate change on the LOSSAN corridor, to identify projects planned to increase climate resiliency on the corridor, and to discuss possible funding options for those identified projects, as specified. To the extent the bill would add 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:** 9/21/2023-Enrolled and presented to the Governor at 4 p.m.

**Summary:** Current law requires the Department of Transportation to improve and maintain state highways. This bill would require the department, beginning September 1, 2024, to annually prepare and make available on its internet website information and data about activities on the state highway system from the prior fiscal year. The bill would also require the department to prepare and post on its internet website, no later than September 1, 2024, data and information about activities on the state highway system covering the period from July 1, 2018, 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 on its internet website data and information 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:** 9/7/2023-Enrolled and presented to the Governor at 4 p.m.

**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. This bill would, until January 1, 2030, provide additional authority for cities, counties, cities and counties, or special districts to use the progressive design-build process for up to 10 public works in excess of \$5,000,000, not limited to water-related projects, excluding projects on state-owned or state-operated facilities. The bill would require information to be provided under penalty of perjury and would require similar reports due 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:** 9/15/2023-Enrolled and presented to the Governor at 3 p.m.

**Summary:** Current law, if the Department of Transportation determines that real property, or an interest in the property, acquired for highway purposes is no longer necessary for those purposes, authorizes the department to sell or exchange the property or property interest in the manner and upon terms, standards, and conditions established by the California Transportation Commission, as provided. 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 Task Force, 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 the State Route 710 Terminus adjacent areas, as defined. The bill would repeal these provisions on January 1, 2027.

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

**Introduced:** 2/17/2023

**Status:** 9/21/2023-Enrolled and presented to the Governor at 4 p.m.

**Summary:** Current law prescribes requirements for the disposal of surplus land by a local agency. Current law defines “surplus land” to generally mean land owned in fee simple by a local agency for which the local agency’s governing body takes formal action in a public meeting declaring that the land is surplus and not necessary for the agency’s use. Current law defines “agency’s use” to include land that is being used, is planned to be used pursuant to a written plan adopted by the local agency’s governing board, or is disposed of to support agency work or operations. Current law excludes from “agency’s use” commercial or industrial uses or activities, or property disposed of for the sole purpose of investment or generation of revenue, unless the local agency is a district, except as specified, and the agency’s governing body takes specified actions in a public meeting. Current law excludes from these requirements the disposal of exempt surplus land by an agency of the state or any local government. Current law requires a local agency to declare land as either surplus land or exempt surplus land, as supported by written findings, before a local agency may take any action to dispose of it. Under current law, exempt surplus land includes, among other types of land, property that is used by a district for an “agency’s use” as expressly authorized, land for specified developments, including a mixed-use development, if put out to open, competitive bid by a local agency, as specified, and surplus land that is subject to specified valid legal restrictions. Current law defines for a local agency that is a district, except for those districts whose primary mission is to supply the public with a transportation system, “agency’s use” to include commercial or industrial uses or activities, or property disposed of for the sole purpose of investment or generation of revenue. This bill would define the term “dispose” for these purposes to mean the sale of the surplus property or a lease of any surplus property entered into on or after January 1, 2024, for a term longer than 15 years, including renewal options, as specified.

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

**Introduced:** 2/17/2023

**Status:** 7/13/2023-Approved by the Governor. Chaptered by Secretary of State. Chapter 77, Statutes of 2023.

**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:** 9/8/2023-Approved by the Governor. Chaptered by Secretary of State. Chapter 186, Statutes of 2023.

**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."

<b>VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY October 6, 2023</b>			
<b>BILL/AUTHOR</b>	<b>SUBJECT</b>	<b>POSITION</b>	<b>STATUS</b>
AB 6 Friedman	Transportation planning: Regional Transportation Plans: Solutions for Congested Corridors Program: Reduction of Greenhouse Gas Emissions	Monitor	Passed Assembly. Ordered to Senate. Now a two-year bill.
AB 7 Friedman	Transportation: Project Selection Process	Monitor	Ordered to inactive file.
AB 96 Kalra	Public employment: local public transit agencies: autonomous transit vehicle technology	Monitor	Passed Senate. Presented to governor Sept. 21.
AB 411 Bennett	California Recreational Trails and Greenways Act	Monitor	At Assembly Appropriations Committee. Referred to Suspense File.
AB 463 Hart	Electricity: prioritization of service: public transit vehicles	Monitor	Passed Assembly Utilities and Energy Committee. Referred to Appropriations Committee Suspense File.
AB 557 Hart	Open meetings: local agencies: teleconferences	Monitor	Passed Senate. Presented to governor Sept. 14.
AB 610 Holden	Youth transit pass pilot program: free youth transit passes	Monitor	Ordered to inactive file.
AB 817 Pacheco, Wilson	Open meetings: teleconferencing: subsidiary bodies	Monitor	Referred to Committee on Local Government
SB 411 Portantino	Open meetings: teleconferences: neighborhood councils	Monitor	Passed Assembly Local Government Committee. Ordered to third reading.
SB 768 Caballero	CEQA: vehicle miles traveled: statement of overriding considerations	Monitor	Referred to Senate Environmental Quality Committee



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**Item 9J**

**October 6, 2023**

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: STEVE MATTAS, GENERAL COUNSEL**

**SUBJECT: PERSONAL INJURY CLAIM FOR DAMAGES**

**RECOMMENDATION:**

- It is recommended that the Ventura County Transportation Commission (“VCTC”) reject a claim for damages submitted on behalf of Laura Johnson arising from a vehicle collision between a vehicle driven by Ms. Johnson and a bus operated by Roadrunner Management Services, Inc. (“Roadrunner”), the contractor retained by VCTC to operate the intercity bus service.

**DISCUSSION:**

On September 7, 2023, VCTC received a claim for damages from Laura Johnson (“Claimant”) for personal injuries stemming from an alleged incident involving a collision with a Roadrunner operated bus on April 7, 2023.

Pursuant to Section 23 of the Intercity Transit Services Agreement between VCTC and Roadrunner, VCTC has tendered the claim to Roadrunner for handling and resolution. Therefore, it is recommended that VCTC reject the claim.



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Steven T. Mattas  
Attorney at Law  
Direct Dial: (510) 808-2007  
smattas@meyersnave.com

September 18, 2023

**Via Certified Mail**

Matthew Booterbaugh, Deputy CEO  
Roadrunner Management Services, Inc.  
240 South Glenn Drive  
Camarillo, California 93010

and

Matthew Booterbaugh, Deputy CEO  
RAPT Dev  
3800 Sandshell Drive, Suite 180  
Fort Worth, TX 76137

**Re: Claim of Laura Johnson Re: April 7, 2023 Incident**

Dear Mr. Booterbaugh:

I am writing to you in my capacity as General Counsel for the Ventura County Transportation Commission (“VCTC”). Pursuant to Section 23 of the Intercity Transit Services Agreement between VCTC and Roadrunner Management Services, Inc. (“Roadrunner”) for the operation of bus service, enclosed is a claim filed by Laura Johnson (“Claimant”) in connection with a April 7, 2023 bus incident. This claim was received by VCTC on Thursday, September 7, 2023.

Demand is hereby made by VCTC to Roadrunner for defense and indemnification regarding this claim as provided for in the Agreement referenced above. Please provide written confirmation at your earliest convenience to confirm that Roadrunner will accept tender of the defense and indemnification in this matter.

If you have any questions or concerns, please feel free to contact me.

Roadrunner Management Services, Inc.  
September 18, 2023  
Page 2

Regards,

A handwritten signature in blue ink, appearing to read "Steve Mattas", with a long horizontal flourish extending to the right.

Steve Mattas  
VCTC General Counsel

Enclosure: Laura Johnson Claim

cc: Martin Erickson  
Roxanna Ibarra



## FILING A CLAIM FOR DAMAGES WITH THE GOVERNMENT ENTITY

Dear Claimant:

These instructions apply to County of Ventura and its separate districts. The requirements and procedure for recovering damages are outlined in the California Government Code commencing with §900. Subject to a few exceptions, you are required to file a timely claim with the **Board of Supervisors**. In most cases, as further discussed below, to be timely, the claim must be filed within six (6) months of the date of accrual. For your convenience, the County of Ventura provides a claim form you may elect to use to assist you in presenting your claim for consideration. Instructions for use of the claim form are outlined below.

### INSTRUCTIONS FOR COMPLETING THE COUNTY'S CLAIM FORM

Please type or print clearly, using black or blue ink, all of the information requested on Claim Form.

- 1. Claimant, Notification and General Information** – In the top section of the claim form, state full legal name, address and date of birth for the claimant. Also provide the name and mailing address where claims information should be sent if other than the claimant. Provide the telephone number where additional information can be obtained.
- 2. Date of Accident** - It is critical that you provide the date of the accident or event that caused the damage for which you seek compensation. Failure to provide this information will cause your claim to be returned as insufficient. (See discussion below).
- 3. Place of Accident** – Describe the location of the accident or event with sufficient particularity to be able to identify the location on a map and visit the scene. Be sure to indicate if it is within a city or unincorporated area of the County.
- 4. Property Damage** – If the claim seeks recovery of property damage, describe the nature and extent of the damage and the method used to calculate the claimed amount. If someone else owns the property, provide their name, address and telephone number. Attach copies of repair bills or at least two damage estimates that support your claim. In the case of lost property, evidence of ownership and replacement costs will expedite the handling of your claim.
- 5. Personal Injury** – If the claim seeks recovery for personal injury or wrongful death, describe the nature and extent of the injuries, medical treatment received, and any other information relevant to assist in consideration of your claim.
- 6. Liability** – Describe how the event occurred and the facts and circumstances why you believe the County of Ventura or its special districts are liable for your damage.
- 7. Amount of Claim** - State the total amount you are claiming as a result of the alleged damage/injury. Indicate if costs or damage is continuing and describe the basis for this assertion. If the total amount is unspecified or exceeds \$10,000, designate the appropriate court jurisdiction for the claim. If available attach copies of all bills, payment receipts, and cost estimate(s). Provide an itemization and total of all damages.

8. **Witnesses** – Provide the names and contact information of any witnesses to the accident, including public employees involved in the incident.
9. **Signature** - Government Code §910.2 provides: “The Claim shall be signed by the Claimant or by some person on his /her behalf.” Failure to sign the claim will result in return of the claim as insufficient.
10. **Additional Space** – If additional space is needed feel free to attach additional pages.

The date of the incident must be provided on the claim form. Pursuant to Government Code §911.2, claims relating to causes of action for personal injury, wrongful death, property damage, and crop damage must be presented no later than six (6) months after the incident date.

Government Code §911.4 provides for an Application for Leave to Present a Late Claim for these types of claims presented beyond the six months, and within one year. All other types of claims must be presented within one year.

Once you have completed the claim form, mail or deliver it with all supporting documents to the:

**CLERK OF THE BOARD OF SUPERVISORS  
COUNTY OF VENTURA  
HALL OF ADMINISTRATION BUILDING, 4TH FLOOR  
800 SOUTH VICTORIA AVENUE, L#1920  
VENTURA, CALIFORNIA 93009**

A clear postmark date on an envelope or the received stamp by the Clerk of the Board of Supervisors for claims made by personal service will be deemed the date of presentation to the Board of Supervisors.

#### WHAT HAPPENS NEXT?

Your claim will be reviewed and investigated by the Risk Management Department. You should hear back on the status of your claim within 45 days of the presentation of your claim.

Medicare recipients seeking compensation for personal injuries or medical expenses may be required to provide their Medicare Identification Number pursuant to 42 USC §1395y.

Claims submitted are public records and must be disclosed upon request.

# Claim for Damage or Injury

Use Black or Blue Ink or Type  
Attach Additional Pages if Necessary

Mail Claim To:  
**Clerk of the Board of Supervisors**  
**County of Ventura**  
**800 S. Victoria Ave., L#1920**  
**Ventura, CA 93009**

Clerk of the Board Stamp

## CLAIMANT, NOTIFICATION AND GENERAL INFORMATION

CLAIMANT FULL NAME Laura Johnson		CLAIMANT ADDRESS (REQUIRED) 960 Roble Lane, Santa Barbara, CA 93103
PERSON TO BE NOTIFIED OF ANY ACTION TAKEN ON CLAIM Jonathan Howell, Esq.		NOTIFICATION ADDRESS (IF DIFFERENT THAN ABOVE) 6303 Owensmouth Ave, Fl 10, Ste 1014, Woodland Hills, CA 91367
CLAIMANT DATE OF BIRTH 05/21/1983	MEDICARE BENEFICIARY <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PHONE NUMBER(S) 310-339-8744 <span style="float: right;">+</span>
DATE OF ACCIDENT 04/07/2023	ACCIDENT TIME AM/PM. 3:00 PM	EMAIL ADDRESS (OPTIONAL) jon@howelljustice.com <span style="float: right;">+</span>
PLACE OF ACCIDENT (COMPLETE ADDRESS AND DESCRIPTION TO LOCATE ON A MAP) See attached.		

## PROPERTY DAMAGE

DESCRIBE PROPERTY DAMAGE CLAIMED, INCLUDING LOCATION, NATURE OF DAMAGE, CAUSE AND HOW VALUE IS CALCULATED:

See attached.

## PERSONAL INJURY

STATE THE NATURE AND EXTENT OF CLAIMANT'S INJURY WHICH FORMS THE BASIS OF THIS CLAIM:

See attached.

## LIABILITY

INDICATE HOW THE ACCIDENT HAPPENED, WHY YOU FEEL THE COUNTY IS LIABLE AND NAME OF INVOLVED COUNTY EMPLOYEE(S):

See attached.

## AMOUNT OF CLAIM

PROPERTY DAMAGE: 5512.43	Personal Injury \$: 1,000,000	TOTAL AMOUNT OF CLAIMS: 1,005,512.43
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## WITNESSES

NAME(S)/ADDRESS(ES):

Laura Johnson and Charles Hesterberger - see attached police report

### CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIMS OR MAKING FALSE STATEMENTS

Every person who, with intent to defraud, presents for allowance or payment any false or fraudulent claim is guilty of a felony. (See California Penal Code §72).

I DECLARE UNDER THE PENALTIES OF PERJURY OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS CORRECT AND THAT THE AMOUNT OF THIS CLAIM COVERS ONLY DAMAGES AND INJURIES CAUSED BY THE ACCIDENT DESCRIBED ABOVE.

X



SIGNATURE OF CLAIMANT

DATE

## NOTICE TO CLAIMANT

In order for your claim to receive proper consideration you are requested to supply the information called for on both sides of this form. All material facts should be stated on this form, as it will be the basis of further action upon your claim. The instructions set forth below should be read carefully before the form is prepared.

### INSTRUCTIONS

Claims must be signed by the property owner, injured party, or the person representing the claimant. Unsigned claim forms cannot be honored. See Government Code §910.2.

The amount claimed must be substantiated by competent evidence before a claim can be paid. Whether attached to the claim form, or submitted subsequently, evidence supporting the amount claimed may include:

- (a) In support of a claim for personal injury or death, the claimant should submit documentation evidencing the injuries sustained, treatment rendered, the degree of permanent disability, and evidence of paid medical bills. It is recommended that medical evidence **NOT** be attached to the claim form, but that such substantiation of damages be provided upon request. The Claim Form and attachments thereto is a public record and subject to public inspection.
- (b) In support of claims for damage to property which has been or can be repaired, submit at least two itemized signed repair estimates or statements of damages by reliable, disinterested concerns, or if payment has been made, the itemized signed receipts evidencing repaired and payment.
- (c) In support of claims for lost property or property that cannot be economically repaired, submit documentation of the original cost of the property, the date of purchase, and the value of the property before and after accident. The statements demonstrating the value of the property should be by disinterested competent persons, preferably reputable dealers, persons familiar with the type of property, or advertisements for the same or similar property.

The completed Claim Form must be mailed or delivered to the **Clerk of the Board of Supervisors** at the address on the prior page. Questions should be directed to the County of Ventura, CEO Risk Management Department at (805) 654-3197.

### INSTRUCTIONS REGARDING INSURANCE COVERAGE

In order that claims may be properly adjusted by Risk Management or **your** insurance company, it is essential that the claimant provide the following information regarding any insurance coverage available for the loss or injury.

<b>DO YOU HAVE ANY INSURANCE COVERAGE FOR THE LOSS?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF "YES", GIVE NAME AND ADDRESS OF INSURANCE COMPANY AND POLICY NUMBER</b> Farmers Insurance; P.O. Box 268994, Oklahoma City, OK 73126; Policy No.: 52386-56-48	
<b>HAVE YOU FILED A CLAIM ON YOUR INSURANCE CARRIER IN THIS INSTANCE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF "YES", WHAT IS YOUR DEDUCTIBLE?</b> n/a	<b>INSURANCE COMPANY'S CLAIM NO.?</b> 7005926803-1

**IF A CLAIM HAS BEEN FILED, WHAT ACTION HAS YOUR INSURER TAKEN, OR WHAT ACTION DOES IT PURPOSE TO TAKE WITH REFERENCE TO YOUR CLAIM? (It is necessary that you ascertain these facts)**

None than other open claim because the crash is clearly the defendant's fault.

**PLEASE PROVIDE NAME OF INSURANCE CARRIER, ADDRESS AND POLICY NUMBER**

Farmers Insurance

**NAME OF CLAIMANT**

Laura Johnson

1 JONATHAN E. HOWELL, ESQ. (SBN: 251576)  
2 LAW OFFICES OF JONATHAN HOWELL  
3 6303 Owensmouth Ave, Fl 10, Ste 1014  
4 Woodland Hills, CA 91367  
5 Telephone: (888) 712-0017  
6 Facsimile: (310) 955-1022  
7 Email: Jon@Howelljustice.com

8  
9  
10 Attorneys for Plaintiff,  
11 LAURA JOHNSON

12  
13  
14 LAURA JOHNSON, an individual,

15 Plaintiff,

16 v.

17 COUNTY OF VENTURA; VENTURA  
18 COUNTY TRANSPORTATION  
19 COMMISSION, and Does 1-50,

20 Defendants

CLAIM FOR PERSONAL INJURIES  
(GOVT CODE §910)

UNLIMITED CIVIL CASE

21 1. You are hereby notified that LAURA JOHNSON, and by and through her  
22 attorney JONATHAN HOWELL, ESQ. 6303 Owensmouth Ave, Fl 10, Ste 1014, Woodland  
23 Hills, CA 91367, claims damages from: the COUNTY OF VENTURA, VENTURA COUNTY  
24 TRANSPORTATION COMMISSION, and Does 1-50.

25 2. Name of Claimant: LAURA JOHNSON

26 3. Name and post office address to which the person presenting his/her claim  
27 desires notices to be sent: Claimant's attorney: JONATHAN HOWELL, ESQ., 6303  
28 Owensmouth Ave, Fl 10, Ste 1014, Woodland Hills, CA 91367.

4. The date, place and other circumstances of the occurrence or transaction which  
gave rise to the claim asserted: On or about April 7, 2023 at approximately 3:00 p.m., the



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Claimant was traveling northbound on the 101 Highway near Milpas St. in Santa Barbara, CA when the defendant collided with the rear end of her vehicle, causing her car to spin out and hit the center median. **See attached traffic collision report.**

The claim is being presented because there was a dangerous course of action taken by a government entity and its employee or agent for which the above-named government entity was responsible and caused injury to the claimant.

At all times relevant hereto, the above named governmental entity and its employees negligently, carelessly, recklessly, unskillfully, unlawfully, tortuously, grossly, wantonly, and wrongfully owned, possessed, maintained, operated, supervised, managed, entrusted, inspected, serviced, repaired, controlled the subject vehicle as well as negligently, carelessly, recklessly, skillfully, grossly, unlawfully, tortuously, wantonly, and wrongfully hired, supervised, managed its employees as to cause injury to the claimant.

The above-named entity and its employees were negligent, including grossly negligent, thus causing the Claimant’s injuries. The above-named entity and its employees had a legal duty to conform their conduct to the standard of care of a reasonable person in the same circumstances. They owed a duty to all foreseeable persons, including the Plaintiff. Defendants and each of them breached that duty causing the incident described herein.

As a further direct result of these acts and failures to act by the above-named entity and its employees and each of them, are also liable for Plaintiff’s injuries under the Government Code, including but not limited to Gov. Code §§ 815.2(a), 820(a), 830.8, 835 and 840.2

5. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim: As a proximate result of each and all of the aforesaid acts and omissions of the above named governmental entity and its employees, and each of them, Claimant was injured about the body and its members and was rendered sick, sore, lame and disabled and was injured in health, strength, activity, a portion of said injuries being permanent. As a result of said injuries, Claimant has had, and in the future will have physical, mental and emotional pain, suffering, worrying and

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anxiety. By reason of said injuries and consequences, Claimant has sustained general damages in an amount which is within the unlimited jurisdiction of the Superior Court.

By reason of said injuries, Claimant has incurred, and probably will incur in the future, hospital, surgical, medical, nursing and household expenses, all to further Claimant's damage, according to proof.

By reason of said injuries, Claimant will be partially disabled in the future, and has sustained damage to his future earning capacity.

By reason of said injuries, Claimant has sustained damage to his future earning capacity, all to further his damage, according to proof.

Specifically, the physical injuries include, but are not limited to back and neck pain and broken teeth requiring dental treatment.



6. The name or names of the public employees or employee causing the injury, damage, or loss, if known: The name of the public employee or employees include Charles Hesterberg. Other names are not presently known.

7. The amount claimed if it totals less than \$10,000.00: This matter constitutes an unlimited civil case and exceeds \$10,000.00 per California Government Code § 910(F).

DATE: August 30, 2023

HOWELL LLP

By:   
JONATHAN E. HOWELL  
Attorneys for Plaintiff,  
LAURA JOHNSON

SPECIAL CONDITIONS		NUMBER INJURED <b>1</b>	HIT & RUN FELONY <input type="checkbox"/>	CITY <b>SANTA BARBARA</b>	JUDICIAL DISTRICT <b>SANTA BARBARA SUPERIOR COURT FIGUEROA DIVISION</b>	LOCAL REPORT NUMBER <b>9760-2023-00332</b>		
		NUMBER KILLED <b>0</b>	HIT & RUN MISDEMEANOR <input type="checkbox"/>	COUNTY <b>SANTA BARBARA</b>	REPORTING DISTRICT <b>011</b>	BEAT	DAY OF WEEK <b>S M T W T F S</b>	
				TOW AWAY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
<b>LOCATION</b>	CRASH OCCURRED ON <b>US-101 N/B</b>		CRASH DATE MO. DAY YEAR <b>04/07/2023</b>	CRASH TIME (2400) <b>1510</b>	NOTIFICATION DATE MO. DAY YEAR <b>04/07/2023</b>	NOTIF. TIME (2400) <b>1514</b>	NCIC # <b>9760</b>	
	OFFICER ID <b>015830</b>		AT INTERSECTION WITH <input type="checkbox"/> OR: <b>0.37 MILES SOUTH of MILPAS ST</b>		STATE HWY REL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		DIGITAL MEDIA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	GPS COORDINATES FOR LOCATION (LOC.) AND AREA(S) OF IMPACT (AOI) <input checked="" type="checkbox"/> SAME AS LOCATION <input type="checkbox"/> REFER TO NARRATIVE							
	LOC.	LAT. <b>34.420228</b>	LONG. <b>-119.670116</b>	AOI 1	LAT. <b>34.420228</b>	LONG. <b>-119.670116</b>	AOI 2	LAT.
	AOI 3	LAT.	LONG.	AOI 4	LAT.	LONG.	AOI 5	LAT.
ADDTL AOI(S) <input type="checkbox"/>								
<b>PARTY 1</b>	DRIVER'S LICENSE NUMBER <b>A0852058</b>	STATE <b>CA</b>	CLASS <b>B</b>	AIR BAG <b>M</b>	SAFETY EQUIP. <b>G</b>	VEH. YEAR <b>2015</b>	MAKE/MODEL/COLOR <b>MCI BUS BLU/BLK</b>	
DRIVER	NAME (FIRST, MIDDLE, LAST) <b>CHARLES JOHN HESTERBERG</b>		OWNER'S NAME <input type="checkbox"/> SAME AS DRIVER		VENTURA COUNTY TRANS COMMISSION			
PEDESTRIAN	STREET ADDRESS <b>807 BEACHNUT AVE</b>		OWNER'S ADDRESS <input type="checkbox"/> SAME AS DRIVER		950 COUNTY SQUARE DR #207 VENTURA CA 93003			
PARKED VEHICLE	CITY/STATE/ZIP <b>SIMI VALLEY CA 93065</b>		DISPOSITION OF VEHICLE ON ORDERS OF: <input type="checkbox"/> OFFICER <input checked="" type="checkbox"/> DRIVER <input type="checkbox"/> OTHER		DRIVEN AWAY			
BICYCLIST	SEX <b>M</b>	HAIR <b>BRN</b>	EYES <b>HZL</b>	HEIGHT <b>6' 0"</b>	WEIGHT <b>175</b>	BIRTHDATE Mo. Day Year <b>04/16/1951</b>	RACE <b>W</b>	
OTHER	HOME PHONE <b>(818) 674-7641</b>		BUSINESS PHONE <b>(805) 322-3306</b>		VEHICLE IDENTIFICATION NUMBER: <b>1M86DMBA8FP013754</b>			
OPERATOR	INSURANCE CARRIER <b>NATIONAL UNION OF PITTSBURGH</b>		POLICY NUMBER <b>AL 4805366</b>		VEHICLE TYPE <b>11</b>	DESCRIBE VEHICLE DAMAGE <input type="checkbox"/> UNK. <input type="checkbox"/> NONE <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> MOD. <input type="checkbox"/> MAJOR <input type="checkbox"/> ROLL-OVER		
DIR OF TRAVEL	ON STREET OR HIGHWAY <b>US-101</b>	LANE <b>1</b>	THRU LANES <b>3</b>	TOTAL LANES <b>3</b>	SPEED LIMIT <b>65</b>	CA <b>429604</b> DOT _____		
						CAL-T _____ TCP/PSC _____ MCMX _____		
<b>PARTY 2</b>	DRIVER'S LICENSE NUMBER <b>D1622293</b>	STATE <b>CA</b>	CLASS <b>C</b>	AIR BAG <b>L</b>	SAFETY EQUIP. <b>G</b>	VEH. YEAR <b>2008</b>	MAKE/MODEL/COLOR <b>TOYT SCION XD GRY</b>	
DRIVER	NAME (FIRST, MIDDLE, LAST) <b>LAURA KINSINGER JOHNSON</b>		OWNER'S NAME <input checked="" type="checkbox"/> SAME AS DRIVER		OWNER'S ADDRESS <input checked="" type="checkbox"/> SAME AS DRIVER			
PEDESTRIAN	STREET ADDRESS <b>960 ROBLE LANE</b>		DISPOSITION OF VEHICLE ON ORDERS OF: <input type="checkbox"/> OFFICER <input checked="" type="checkbox"/> DRIVER <input type="checkbox"/> OTHER		BOB HOLZER TOWING - (805)962-5518 (AAA)			
PARKED VEHICLE	CITY/STATE/ZIP <b>SANTA BARBARA CA 93103</b>		PRIOR MECHANICAL DEFECTS: <input checked="" type="checkbox"/> NONE APPARENT <input type="checkbox"/> REFER TO NARRATIVE		VEHICLE IDENTIFICATION NUMBER: <b>01</b>			
BICYCLIST	SEX <b>F</b>	HAIR <b>BRN</b>	EYES <b>BLU</b>	HEIGHT <b>5' 9"</b>	WEIGHT <b>140</b>	BIRTHDATE Mo. Day Year <b>05/21/1983</b>	RACE <b>W</b>	
OTHER	HOME PHONE <b>(805) 252-3389</b>		BUSINESS PHONE <b>UNKNOWN</b>		DESCRIBE VEHICLE DAMAGE <input type="checkbox"/> UNK. <input type="checkbox"/> NONE <input type="checkbox"/> MINOR <input type="checkbox"/> MOD. <input checked="" type="checkbox"/> MAJOR <input type="checkbox"/> ROLL-OVER			
OPERATOR	INSURANCE CARRIER <b>METROMILE INSUR SERVICES</b>		POLICY NUMBER <b>31-161107-10-01</b>		COMPACT - TOP 			
DIR OF TRAVEL	ON STREET OR HIGHWAY <b>US-101</b>	LANE <b>1</b>	THRU LANES <b>3</b>	TOTAL LANES <b>3</b>	SPEED LIMIT <b>65</b>	CA _____ DOT _____		
						CAL-T _____ TCP/PSC _____ MCMX _____		
<b>PARTY 3</b>	DRIVER'S LICENSE NUMBER	STATE	CLASS	AIR BAG	SAFETY EQUIP.	VEH. YEAR	MAKE/MODEL/COLOR	
DRIVER	NAME (FIRST, MIDDLE, LAST)		OWNER'S NAME <input type="checkbox"/> SAME AS DRIVER		OWNER'S ADDRESS <input type="checkbox"/> SAME AS DRIVER			
PEDESTRIAN	STREET ADDRESS		DISPOSITION OF VEHICLE ON ORDERS OF: <input type="checkbox"/> OFFICER <input type="checkbox"/> DRIVER <input type="checkbox"/> OTHER		PRIOR MECHANICAL DEFECTS: <input type="checkbox"/> NONE APPARENT <input type="checkbox"/> REFER TO NARRATIVE			
PARKED VEHICLE	CITY/STATE/ZIP		VEHICLE IDENTIFICATION NUMBER:		VEHICLE TYPE			
BICYCLIST	SEX	HAIR	EYES	HEIGHT	WEIGHT	BIRTHDATE Mo. Day Year	RACE	
OTHER	HOME PHONE		BUSINESS PHONE		DESCRIBE VEHICLE DAMAGE <input type="checkbox"/> UNK. <input type="checkbox"/> NONE <input type="checkbox"/> MINOR <input type="checkbox"/> MOD. <input type="checkbox"/> MAJOR <input type="checkbox"/> ROLL-OVER			
OPERATOR	INSURANCE CARRIER		POLICY NUMBER		COMPACT - TOP 			
DIR OF TRAVEL	ON STREET OR HIGHWAY	LANE	THRU LANES	TOTAL LANES	SPEED LIMIT	CA _____ DOT _____		
						CAL-T _____ TCP/PSC _____ MCMX _____		
PREPARER'S NAME <b>B. ALLEN, 015830</b>			DISPATCH NOTIFIED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		REVIEWER'S NAME <b>M. SANCHEZ, 017314</b>		DATE REVIEWED <b>04/17/2023</b>	



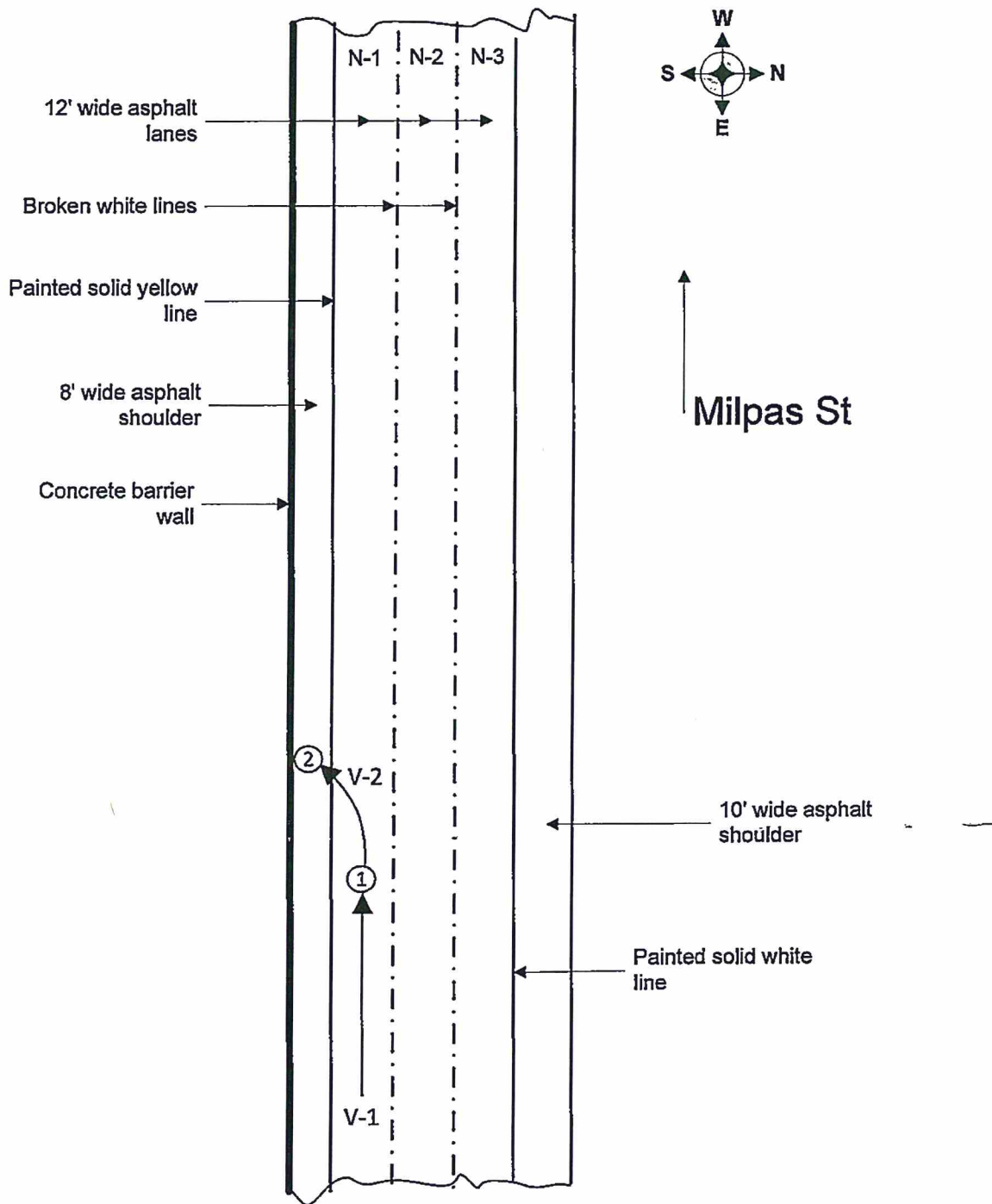
CRASH DATE (MO. DAY YEAR) 04/07/2023				CRASH TIME (2400) 1510				NCIC # 9760				OFFICER ID 015830				NUMBER 9760-2023-00332			
WITNESS ONLY	PASSENGER ONLY	AGE	SEX	EXTENT OF INJURY ("X" ONE)				INJURED WAS ("X" ONE)				PARTY NUMBER	SEAT POS.	AIR BAG	SAFETY EQUIP.	EJECTED			
				FATAL INJURY	SUSPECTED SERIOUS INJURY	SUSPECTED MINOR INJURY	POSSIBLE INJURY	DRIVER	PASS.	PED.	BICYCLIST						OTHER	OPER.	
<input type="checkbox"/> #	<input type="checkbox"/>	39	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	1	L	G	0	
NAME / D. O. B. / ADDRESS LAURA KINSINGER JOHNSON (05/21/1983) 960 ROBLE LANE SANTA BARBARA CA 93103														TELEPHONE (805) 252-3389					
(INJURED ONLY) TRANSPORTED BY: AMR - (805)688-6550								EMS RUN NUMBER:				TAKEN TO: SANTA BARBARA COTTAGE HOSPITAL SAN...							
DESCRIBE INJURIES COMPLAINT OF PAIN TO NECK, HEAD, AND LOWER BACK																			
<input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED																			
<input type="checkbox"/> #	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NAME / D. O. B. / ADDRESS														TELEPHONE					
(INJURED ONLY) TRANSPORTED BY:								EMS RUN NUMBER:				TAKEN TO:							
DESCRIBE INJURIES																			
<input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED																			
<input type="checkbox"/> #	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NAME / D. O. B. / ADDRESS														TELEPHONE					
(INJURED ONLY) TRANSPORTED BY:								EMS RUN NUMBER:				TAKEN TO:							
DESCRIBE INJURIES																			
<input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED																			
<input type="checkbox"/> #	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NAME / D. O. B. / ADDRESS														TELEPHONE					
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NAME / D. O. B. / ADDRESS														TELEPHONE					
(INJURED ONLY) TRANSPORTED BY:								EMS RUN NUMBER:				TAKEN TO:							
DESCRIBE INJURIES																			
<input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED																			
PREPARER'S NAME B. ALLEN				ID NUMBER 015830				MO. DAY YEAR 04/07/2023				REVIEWER'S NAME M. SANCHEZ, 017314				MO. DAY YEAR 04/17/2023			

**SKETCH DIAGRAM**

DATE OF CRASH (MO. DAY YEAR)	TIME (2400)	NCIC #	OFFICER ID	NUMBER
04/07/2023	1510	9760	015830	9760-2023-00332

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE = )

# US-101 N/B



PREPARED BY	ID NUMBER	MO. DAY YEAR	REVIEWER'S NAME	MO. DAY YEAR
B. ALLEN	015830	04/07/2023	M. SANCHEZ, 017314	04/17/2023

DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D.	NUMBER
04/07/2023	1510	9760	015830	9760-2023-00332

1 All times, speeds, and measurements throughout this report are approximate. Measurements were  
 2 obtained using visual estimation and GPS unless otherwise stated. All opinions and conclusions were  
 3 based on evidence and/or statements.

4  
 5

6 **STATEMENTS (IN ESSENCE):**

7

8 Party #1 (P-1, Hesterberg) related he was driving Vehicle #1 (V-1, MCI) n/b on US-101, s/of  
 9 Milpas St u/c, in the #1 lane, 50-55 mph, directly behind V-2 (Toyota). P-1 suddenly observed V-2  
 10 stopping for traffic ahead as the front of V-1 approached the rear of V-2. P-1 applied V-1's brakes  
 11 but was unable to stop in time and the front of V-1 struck the rear of V-2.

12

13 Party #2 (P-2, Johnson) related she was driving Vehicle #2 (V-2, Toyota Scion) n/b on US-101,  
 14 s/of Milpas St u/c, in the #1 lane, at 40-50 mph. P-2 observed traffic suddenly stopping directly  
 15 ahead as P-2 applied V-2's brakes and began stopping V-2. P-2 looked in the rear view mirror  
 16 and observed V-1 directly behind, quickly approaching the rear of V-2. V-1 was unable to stop  
 17 and the front of V-1 struck the rear of V-2. That impact propelled V-2 forward and to the left, into  
 18 the center divider, as the front of V-2 struck a center divider wall.

19

20 **SUMMARY / CAUSE:**

21

22 P-1 (Hesterberg) was driving V-1 (MCI) n/b on US-101, s/of Milpas St u/c, in the #1 lane, at 50-55  
 23 mph. P-2 (Johnson) was driving V-2 (Toyota) n/b on US-101, in the #1 lane, at 40-50 mph,  
 24 directly in front of V-1. P-2 applied V-2 brakes and began stopping V-2 for stopping traffic ahead.  
 25 P-1 observed V-2 directly ahead as V-1 quickly approached the rear of V-2. P-1 applied V-1's  
 26 brakes but due to the unsafe speed at which P-1 was driving at (22350 VC), P-1 was unable to  
 27 stop in time. The front of V-1 struck the rear of V-2 [AOI #1]. That impact propelled V-2 forward  
 28 and to the left, into the center divider, and the front of V-2 struck the center divider wall [AOI #2].

PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
B. ALLEN	015830	04/07/2023	M. SANCHEZ, 017314	04/17/2023

**TRUCK / BUS CRASH SUPPLEMENTAL REPORT**

CHP 555D (Rev. 2-22) OPI 062

PARTY NUMBER 1
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CRASH DATE 04/07/2023	CRASH TIME (2400) 1510	NCIC # 9760	OFFICER ID 015830	LOCAL REPORT NUMBER 9760-2023-00332
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GENERAL INSTRUCTIONS - COMPLETE THIS FORM FOR EACH QUALIFYING VEHICLE IF THE CRASH MEETS CRITERIA ON BACK OF THIS FORM.

**QUALIFYING INFORMATION**

THIS FORM IS BEING COMPLETED BECAUSE THIS VEHICLE IS:

- A truck or truck combination with a gross vehicle weight rating (GVWR) or gross combination weight rating (GCWR) greater than 10,000 pounds
- A bus with seats for 9 or more persons, including driver
- A vehicle of any type displaying hazardous materials (HM) placards (includes auto, light truck, van, 10,000 lbs. or less)

TOTAL INVOLVED VEHICLES IN THE CRASH 2	AT THE TIME OF THE CRASH, THIS VEHICLE WAS: <input checked="" type="checkbox"/> Operating on a trafficway open to the public (in-transport) <input type="checkbox"/> Parked on or off the trafficway
NUMBER OF PERSONS SUSTAINING FATAL INJURIES 0	COMMERCIAL DRIVER LICENSE (CDL): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
NUMBER OF INJURED PERSONS TRANSPORTED FOR IMMEDIATE MEDICAL TREATMENT 1	CDL CLASS (Check only one): <input type="checkbox"/> Class A <input checked="" type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Class D <input type="checkbox"/> Class M
NUMBER OF VEHICLES TOWED FROM SCENE DUE TO DISABLING DAMAGE 1	

**VEHICLE INFORMATION**

<p>VEHICLE CONFIGURATION (Enter one code from below)</p> <p style="text-align: center;"><b>4</b></p> <p>1 - Passenger Car (only if vehicle has Hazardous Materials Placard) 2 - Light Truck (only if vehicle has Hazardous Materials Placard) 3 - Bus (seats for 9-15 people, including driver) 4 - Bus (seats for 16 people or more, including driver) 5 - Single-Unit Truck (2 axles, 6 tires) 6 - Single-Unit Truck (3 or more axles) 7 - Truck / Trailer(s) (Single-Unit Truck with Trailer(s)) 8 - Truck / Tractor (without trailer, bobtail, or saddle mount) 9 - Tractor / Semi-Trailer (one trailer) 10 - Tractor / Doubles (two trailers) 11 - Tractor / Triples (three trailers) 99 - Other Truck &gt; 10,000 lbs. (not listed above)</p> <p>GVWR / GCWR (Enter one code from below. Use GCWR for truck combinations)</p> <p style="text-align: center;"><b>3</b></p> <p>1 - 10,000 lbs. or Less 2 - 10,001 - 26,000 lbs. 3 - Greater than 26,000 lbs.</p> <p>Bus Use (Enter one code from below)</p> <p style="text-align: center;"><b>5</b></p> <p>0 - Not a Bus 1 - School (Public or Private) 2 - Transit 3 - Intercity 4 - Charter 5 - Other</p>	<p>CARGO BODY TYPE (Enter one code from below)</p> <p style="text-align: center;"><b>2</b></p> <p>0 - Not Applicable / No Cargo Body 1 - Bus (seats for 9-15 people, including driver) 2 - Bus (seats for 16 people or more, including driver) 3 - Van / Enclosed Box 4 - Cargo Tank 5 - Flatbed 6 - Dump 7 - Concrete Mixer 8 - Auto Transporter 9 - Garbage / Refuse 10 - Grain, Chips, Gravel 11 - Pole 12 - Vehicle Towing Another Motor Vehicle 13 - Intermodal Chassis 14 - Logging 98 - Other Cargo Body (not listed above)</p> <p>HAZARDOUS MATERIALS INVOLVEMENT (Excluding vehicle fuel system) WAS THE VEHICLE DISPLAYING HM PLACARDS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>IF YES, INCLUDE THE FOLLOWING INFORMATION FROM ONE OF THE PLACARDS: 4-Digit UN/NA identification number or placard name, if none: _____ Hazard Class or Division from bottom of placard: _____</p> <p>Was HM released from this vehicle's cargo? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>
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**MOTOR CARRIER INFORMATION**

CARRIER TYPE (Check only one): <input checked="" type="checkbox"/> Interstate <input type="checkbox"/> Intrastate <input type="checkbox"/> Non-commerce - government <input type="checkbox"/> Non-commerce - other trucks > 10,000 lbs. GVWR / GCWR			
CARRIER NAME ROADRUNNER MANAGEMENT SERVICES, INC.		PHONE NUMBER (805) 607-6246	
CARRIER ADDRESS (NUMBER AND STREET/P.O. BOX) 240 S. GLENN DR		CITY CAMARILLO	STATE ZIP CODE CA 93010
CARRIER IDENTIFICATION NUMBERS <input type="checkbox"/> None	USDOT	MC / MX	CA 429604

**SEQUENCE OF EVENTS**

NOTE: FOR THIS VEHICLE, LIST UP TO FOUR EVENTS

Event 1: **13**    Event 2:     Event 3:     Event 4:

- |   |  |   |
|---|--|---|
| <p><b>NON-COLLISIONS</b></p> <p>1 Ran Off Road<br/>2 Jackknife<br/>3 Overturn (Rollover)<br/>4 Downhill Runaway<br/>5 Cargo Loss or Shift<br/>6 Explosion or Fire<br/>7 Separation of Units<br/>8 Cross Median / Centerline</p> | <p><b>NON-COLLISIONS (continued)</b></p> <p>9 Equipment Failure (Tires, Brakes, Steering, etc.)<br/>10 Other Non-Collision</p> <p><b>COLLISION INVOLVING / WITH</b></p> <p>12 Pedestrian<br/>13 Motor Vehicle In-Transport<br/>14 Parked Motor Vehicle</p> | <p><b>COLLISION INVOLVING / WITH (continued)</b></p> <p>15 Train<br/>16 Pedalcycle<br/>17 Animal<br/>18 Fixed Object<br/>19 Work Zone Maintenance Equipment<br/>20 Other Moveable Object<br/>98 Other (Describe):</p> |
|---|--|---|

PREPARED BY B. ALLEN, 015830	REVIEWED BY M. SANCHEZ	DATE 04/17/2023
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1 **PROOF OF SERVICE**

2 STATE OF CALIFORNIA, COUNTY OF LOS ANGELES:

3 I am employed in the County of Los Angeles, State of California. I am over the age of  
4 eighteen years and not a party to the within action. My business address is 6303  
Owensmouth Ave, 10<sup>th</sup> Fl., Ste. 1014, Woodland Hills CA 91367.

5 On August 30, 2023, I served the document(s), described as **CLAIM FOR DAMAGES**  
6 **AGAINST GOVERNMENTAL ENTITY** on the parties in this action by placing true copies  
thereof in sealed envelopes addressed as follows:

7 (PLEASE SEE SERVICE LIST)

8  (BY MAIL) I am readily familiar with the firm's practice of collection and processing  
9 correspondence for mailing. Under that practice it would be deposited with the U.S. Postal  
10 Service on the same day with postage thereon fully prepaid at Beverly Hills, California in  
11 the ordinary course of business. I am aware that on motion of the party served, service is  
presumed invalid if postal collection date or postage meter date is more than one business  
day after date of deposit for mailing in affidavit.

12  (BY ELECTRONIC MAIL) I caused the documents to be sent to the persons at the emails  
13 listed in the attached service list. I did not receive, within a reasonable time after the  
transmission, any electronic message or other indication that the transmission was  
14 unsuccessful.

15  (BY FACSIMILE) I caused the above-named document to be transmitted by facsimile  
16 transmission, from fax number 310-550-9051 to the office(s) of the addressee(s) at the  
facsimile number(s) indicated above. The transmission was reported as complete and  
17 without error. A copy of the transmission report properly issued by the transmitting  
facsimile machine is attached hereto.

18  (BY OVERNIGHT COURIER) I caused the envelope to be deposited in a box regularly  
19 maintained by Federal Express in Woodland Hills, CA, in an envelope designated by the  
express carrier, with delivery fees pre-paid, for delivery on the next business day to the  
20 office(s) of the addressee(s).

21  (STATE) I declare under penalty of perjury under the laws of the State of California that  
the foregoing is true and correct.

22 Executed on August 30, 2023 at Los Angeles, California, 91367

23  
24 

25  
26 MARIA CLOOS

27  
28  

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PROOF OF SERVICE

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**SERVICE LIST:**

Ventura County Transportation Commission  
Roxanna Ibarra  
Clerk of the Board  
751 E. Daily Dr. STE. 420  
Camarillo, CA 93010

Clerk of the Board of Supervisors  
County of Ventura  
Hall of Administration Building, 4<sup>th</sup> Floor  
800 South Victoria Avenue, L#1920  
Ventura, CA 93009

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**SERVICE LIST**



October 6, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: HEATHER MILLER, PROGRAM MANAGER**  
**SUBJECT: APPROVAL OF FISCAL YEAR 2023/2024 PROGRAM OF PROJECTS AND PUBLIC HEARING**

**RECOMMENDATION:**

- Open public hearing and receive testimony.
- Approve the Program of Projects (POP) for federal transit operating, planning and capital assistance for Fiscal Year (FY) 2023/24 in Attachment A.

**BACKGROUND:**

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review transit projects proposed to be funded with federal dollars. As the designated recipient of federal transit funds, the VCTC is required to hold a public hearing and adopt a yearly Program of Projects (POP) which lists projects to be funded with federal funds in each of the four urban areas in Ventura County including the Oxnard/Ventura, Thousand Oaks/Moorpark, Simi Valley, and Camarillo urbanized areas as defined by the U.S. Census Bureau. The POP public notice was published in the Ventura County Star on October 3<sup>rd</sup> inviting public comment.

**DISCUSSION:**

The attached FY 2024 Program of Projects table includes the recommended projects for each of the urbanized areas in Ventura County based on anticipated FY 2024 funds, prior year carry-over funds, and federal discretionary (competitive) funds.

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

It should be noted that the amount of funds this year is lower than last year due to reduced carryover. As the Commission might recall, the FY 2022 POP was prepared prior to the passage

of the federal Infrastructure Investment and Jobs Act (IIJA) which significantly increased annual transportation apportionments including Section 5307 funding. Based on feedback from the operators, VCTC did not increase the POP that year to accommodate the extra IIJA funds, but instead carried the extra funds over to the FY 2023 POP. As a result, the FY 2023 POP programmed the IIJA increases for both FY 2022 and FY 2023. Starting this year, the FY 2024 POP will only contain one year's worth of the IIJA funding increase, resulting in the available funds being less than last year, but still greater than the year before.

Fund categories in the POP include FTA Section 5307 funds which are used for transit capital and operating assistance and for transportation-related planning. Unless otherwise indicated, the POP assumes FTA 5307 funds. FTA Section 5339 funds provide capital funding to replace, rehabilitate and purchase buses and related equipment, and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. FTA Section 5337 Metrolink generated revenue funds are used for Metrolink Preventive Maintenance and Capital Rehabilitation projects.

Additionally, discretionary (competitive) funds in the POP include second year funding for projects selected in the most recent FTA Section 5310 (Seniors and Disabled) and 5307/Jobs Access/Reverse Commute (JARC) Call for Projects; as well as Congestion Mitigation and Air Quality Improvement (CMAQ) funded transit projects approved in 2022 by the VCTC with funds provided by the IIJA anticipated to be obligated in the coming year.

As a reminder, the POP is based on estimates for FY 2023/24 federal transit funding; should the adopted FY 2024 Federal transportation budget be lower than these estimates, it will be necessary to make changes to the Program of Projects.

The Transit Operators Committee (TRANSCOM) approved the FY 2024 Program of Projects on September 13, 2023.

**Program of Projects**

The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2023/24 Fiscal Year (FY 2024). The funds available in FY 2024 are estimated to be \$850,000 in Section 5310 funds and \$23,041,000 in other funds for the Oxnard UA, \$479,000 in Section 5310 funds and \$11,353,000 in other funds for the Thousand Oaks UA, \$2,999,000 for the Camarillo UA, and \$4,679,000 for the Simi Valley UA, based on anticipated FY 2024 funds, prior year carry-over funds, and federal discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, October 6, 2023 in the Camarillo City Council Chamber, 601 Carmen Drive, in Camarillo. The POP is available for public inspection at 751 E. Daily Drive, Suite 420, Camarillo CA 93010, and online at <https://www.govventura.org/work-with-vctc/grant-opportunities/>. Unless a subsequent list is published, this list will become the final Program of Projects for inclusion in the Southern California Association of Governments' Federal Transportation Improvement Program.

**FY 2023/24 Federal Transit Program of Projects**

	Total Cost	Federal Share	Local Share & Other
<b>OXNARD/VENTURA URBANIZED AREA</b>			
<b>Gold Coast Transit</b>			
<u>Operating Assistance</u>			
Operating Assistance (FY 24/25)	\$ 4,850,402	\$ 2,425,201	\$ 2,425,201
Late Night and Sunrise Demo Project (JARC)	\$ 336,000	\$ 168,000	\$ 168,000
Unhoused Employment Transportation (JARC)	\$ 360,000	\$ 180,000	\$ 180,000
Total Operating	<u>\$ 5,546,402</u>	<u>\$ 2,773,201</u>	<u>\$ 2,773,201</u>
<u>Capital Assistance</u>			
Preventive Maintenance (FY 24/25)	\$ 2,203,239	\$ 1,762,591	\$ 440,648
Operations and Maintenance Facility Debt Service	\$ 758,606	\$ 606,885	\$ 151,721
Operations and Maintenance Facility Debt Service (5339 Funds)	\$ 625,661	\$ 625,661	\$ -
ADA Paratransit Service (FY 24/25)	\$ 1,556,193	\$ 1,244,954	\$ 311,239
Total Capital	<u>\$ 5,143,699</u>	<u>\$ 4,240,091</u>	<u>\$ 903,608</u>
Total Gold Coast	<u>\$10,690,101</u>	<u>\$ 7,013,292</u>	<u>\$ 3,676,809</u>
<b>Ventura County Transportation Commission</b>			
<u>Operating Assistance</u>			
VCTC Intercity Operating Assistance (FY 24/25)	\$ 3,697,530	\$ 1,848,765	\$ 1,848,765
Ventura County Human Services Agency RAIN TLC Work Reliability Transport (JARC)	\$ 20,804	\$ 16,643	\$ 4,161
Total Operating	<u>\$ 3,718,334</u>	<u>\$ 1,865,408</u>	<u>\$ 1,852,926</u>
<u>Planning Assistance</u>			
Bus Service Planning (FY 24/25)	\$ 113,596	\$ 90,877	\$ 22,719
Regional Transit Information Center (FY 24/25)	\$ 500,000	\$ 400,000	\$ 100,000
Countywide Transit Outreach (FY 23/24) (CMAQ Funds)	\$ 636,000	\$ 636,000	\$ -
Total Planning	<u>\$ 1,249,596</u>	<u>\$ 1,126,877</u>	<u>\$ 122,719</u>
<u>Capital Assistance</u>			
Fare Collection/APC Data Management (5307)	\$ 506,875	\$ 405,500	\$ 101,375
Fare/APC/AVL Equipment	\$ 312,500	\$ 250,000	\$ 62,500
VCTC Intercity Preventive Maintenance (FY 24/25)	\$ 587,283	\$ 587,283	\$ -
VCTC Intercity Rehab / Facility Lease (FY 23/24) (Sec 5339)	\$ 191,865	\$ 191,865	\$ -
Metroink Preventive Maintenance (FY 24/25)	\$ 2,675,417	\$ 2,675,417	\$ -
Metroink Capital Rehab (FY 24/25)(Sec 5337)	\$ 7,825,006	\$ 7,825,006	\$ -
Total Capital	<u>\$12,098,946</u>	<u>\$ 11,935,071</u>	<u>\$ 163,875</u>
Total VCTC	<u>\$17,066,876</u>	<u>\$ 14,927,356</u>	<u>\$ 2,139,520</u>
<b>Valley Express</b>			
<u>Operating Assistance</u>			
Operating Assistance (FY 24/25)	\$ 1,319,438	\$ 659,719	\$ 659,719
Total Operating	<u>\$ 1,319,438</u>	<u>\$ 659,719</u>	<u>\$ 659,719</u>
<u>Capital Assistance</u>			
Preventive Maintenance (FY 24/25)	\$ 549,766	\$ 439,813	\$ 109,953
Total Capital	<u>\$ 549,766</u>	<u>\$ 439,813</u>	<u>\$ 109,953</u>
Total Valley Express	<u>\$ 1,869,204</u>	<u>\$ 1,099,532</u>	<u>\$ 769,672</u>
<b>TOTAL</b>	<u><b>\$29,626,181</b></u>	<u><b>\$ 23,040,180</b></u>	<u><b>\$ 6,586,001</b></u>

**FY 2023/24 Federal Transit Program of Projects**

	<b>Total Cost</b>	<b>Federal Share</b>	<b>Local Share &amp; Other</b>
<b>THOUSAND OAKS/MOORPARK URBANIZED AREA</b>			
<b>Ventura County Transportation Commission</b>			
<u>Operating Assistance</u>			
Ventura County Human Services Agency RAIN TLC Work Reliability Transport (JARC)	\$ 85,893	\$ 68,714	\$ 17,179
Total Operating	\$ 85,893	\$ 68,714	\$ 17,179
<u>Planning Assistance</u>			
Transit Planning and Prioritization (FY 24/25)	\$ 292,671	\$ 234,137	\$ 58,534
Bus Service Planning (FY 24/25)	\$ 566,404	\$ 453,123	\$ 113,281
Total Planning	\$ 859,075	\$ 687,260	\$ 171,815
<u>Capital Assistance</u>			
Two (2) Expansion Electric Buses (CMAQ)	\$ 1,500,000	\$ 1,327,950	\$ 172,050
VCTC Intercity Preventive Maintenance (FY 23/24)	\$ 649,744	\$ 519,795	\$ 129,949
VCTC Intercity Rehab / Facility Lease (FY 23/24) (Sec 5339)	\$ 119,580	\$ 95,664	\$ -
Metrolink Preventive Maintenance (FY 24/25)	\$ 987,709	\$ 987,709	\$ -
Metrolink Capital Rehab (FY 24/25)(Sec 5337)	\$ 3,082,809	\$ 3,082,809	\$ -
Metrolink Prev Maintenance (FY 24/25)(Sec 5337)	\$ 2,336,874	\$ 2,336,874	\$ -
Total Capital	\$ 8,676,716	\$ 8,350,801	\$ 301,999
Total VCTC	\$ 9,621,683	\$ 9,106,775	\$ 490,992
<b>City of Thousand Oaks</b>			
<u>Planning Assistance</u>			
Transit Planning	\$ 375,000	\$ 300,000	\$ 75,000
Total Planning	\$ 375,000	\$ 300,000	\$ 75,000
<u>Operating Assistance</u>			
Operating Assistance	\$ 815,802	\$ 407,901	\$ 407,901
Employee Rideshare Operations (JARC)	\$ 50,000	\$ 25,000	\$ 25,000
Total Operating	\$ 865,802	\$ 432,901	\$ 432,901
<u>Capital Assistance</u>			
Van Purchase Employee Rideshare (JARC)	\$ 50,000	\$ 25,000	\$ 25,000
Replacement Bus Wash	\$ 625,000	\$ 500,000	\$ 125,000
Bus Shelter Enhance and Replace (Sec 5339)	\$ 189,509	\$ 151,607	\$ 37,902
Bus Shelter Enhance and Replace	\$ 435,491	\$ 348,393	\$ 87,098
Total Capital	\$ 1,300,000	\$ 1,025,000	\$ 275,000
Total Thousand Oaks	\$ 2,540,802	\$ 1,757,901	\$ 782,901
<b>City of Moorpark</b>			
<u>Operating Assistance</u>			
Operating Assistance (FY 23/24)	\$ 200,000	\$ 100,000	\$ 100,000
Pilot On-Demand Rideshare Program	\$ 655,000	\$ 262,000	\$ 393,000
DAR Operating Assistance	\$ 251,818	\$ 125,909	\$ 125,909
Total Moorpark	\$ 1,106,818	\$ 487,909	\$ 618,909
TOTAL	\$ 13,269,303	\$ 11,352,585	\$ 1,892,802
<b>CAMARILLO URBANIZED AREA</b>			
<b>Ventura County Transportation Commission</b>			
<u>Planning Assistance</u>			
Transit Planning and Prioritization (FY 24/25)	\$ 376,379	\$ 301,103	\$ 75,276
Total VCTC	\$ 376,379	\$ 301,103	\$ 75,276
<b>City of Camarillo</b>			
<u>Operating Assistance</u>			
Operating Assistance (FY 24/25)	\$ 1,547,192	\$ 773,596	\$ 773,596
Metrolink Station Maintenance FY 24/25)	\$ 70,000	\$ 35,000	\$ 35,000
Total Operating	\$ 1,617,192	\$ 808,596	\$ 808,596
<u>Capital Assistance</u>			
Two (2) Electric Vehicle Replacement	\$ 417,288	\$ 333,830	\$ 83,458
Four (4) Replacement Buses ICE (Sec 5339)	\$ 438,039	\$ 350,431	\$ 87,608
Two (2) Replacement Buses ICE (Sec 5307)	\$ 192,784	\$ 154,227	\$ 38,557
ADA Paratransit Service (FY 24/25)	\$ 234,598	\$ 187,678	\$ 46,920
Bus Preventive Maintenance (FY 24/25)	\$ 1,077,961	\$ 862,369	\$ 215,592
Total Capital	\$ 1,282,708	\$ 1,888,535	\$ 256,542
Total Camarillo	\$ 2,899,900	\$ 2,697,131	\$ 1,065,138
TOTAL	\$ 3,276,279	\$ 2,998,234	\$ 1,140,414

<b>FY 2023/24 Federal Transit Program of Projects</b>			
	<b>Total Cost</b>	<b>Federal Share</b>	<b>Local Share &amp; Other</b>
<b>SIMI VALLEY URBANIZED AREA</b>			
<b>Ventura County Transportation Commission</b>			
<u>Planning Assistance</u>			
Transit Planning and Prioritization (FY 24/25)	\$ 674,700	\$ 539,760	\$ 134,940
Total VCTC	\$ 674,700	\$ 539,760	\$ 134,940
<b>City of Simi Valley</b>			
<u>Operating Assistance</u>			
Operating Assistance (FY 24/25)	\$ 5,004,282	\$ 2,502,141	\$ 2,502,141
Total Operating	\$ 5,004,282	\$ 2,502,141	\$ 2,502,141
<u>Capital Assistance</u>			
Six (6) Electric Chargers/Installation (FY 2021 5339) (Portion 1)	\$ 383,423	\$ 306,738	\$ 76,685
Six (6) Electric Charger/Installation (FY 2023 5339) (Portion 2)	\$ 419,986	\$ 335,989	\$ 83,997
Bus Wash System (5339)	\$ 419,986	\$ 335,989	\$ 83,997
Preventive Maintenance (FY 24/25)	\$ 359,700	\$ 287,760	\$ 71,940
Non Fixed-Route ADA Paratransit Capital (5307)	\$ 462,453	\$ 369,962	\$ 92,491
Total Capital	<u>\$ 2,045,548</u>	<u>\$ 1,636,438</u>	<u>\$ 409,110</u>
Total Simi Valley	<u>\$ 7,049,830</u>	<u>\$ 4,138,579</u>	<u>\$ 2,911,251</u>
TOTAL	<u>\$ 7,724,530</u>	<u>\$ 4,678,339</u>	<u>\$ 3,046,191</u>
<b>FY 23/24 SECTION 5310 PROGRAM OF PROJECTS</b>			
	<b>Total Cost</b>	<b>Federal Share</b>	<b>Local Share &amp; Other</b>
<b>OXNARD/VENTURA URBANIZED AREA</b>			
<u>Planning Assistance</u>			
Program Administration	\$ 46,000	\$ 46,000	\$ -
<u>Operating Assistance</u>			
Caregivers Transportation for Low Income Seniors	\$ 90,000	\$ 45,000	\$ 45,000
Area Agency on Aging MediRide Program	\$ 410,000	\$ 205,000	
<u>Capital Assistance</u>			
Interface One-Call One-Click	\$ 166,250	\$ 133,000	\$ -
Camarillo Healthcare District Replace 2 Paratransit (Portion 1)	\$ 126,250	\$ 101,000	\$ 25,250
GCTD Aging Accessible Vehicle Replacement	\$ 400,000	\$ 320,000	\$ 80,000
TOTAL	<u>\$ 1,238,500</u>	<u>\$ 850,000</u>	<u>\$ 150,250</u>
<b>THOUSAND OAKS/MOORPARK URBANIZED AREA</b>			
<u>Planning Assistance</u>			
Program Administration	\$ 31,000	\$ 31,000	\$ -
<u>Operating Assistance</u>			
Area Agency on Aging MediRide Program	\$ 280,000	\$ 140,000	
Caregivers Transportation for Low Income Seniors	\$ 60,000	\$ 30,000	\$ 30,000
ECTA Saturday Senior ADA Service	\$ 40,000	\$ 20,000	\$ -
<u>Capital Assistance</u>			
Interface One-Call One-Click	\$ 113,750	\$ 91,000	\$ -
Camarillo Healthcare District Replace 2 Paratransit (Portion 2)	\$ 83,750	\$ 67,000	\$ 16,750
ECTA Intercity Senior ADA Service Vehicle Lease	\$ 125,000	\$ 100,000	\$ 25,000
TOTAL	<u>\$ 733,500</u>	<u>\$ 479,000</u>	<u>\$ 71,750</u>



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October 6, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT: SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR SEPTEMBER 2023**

**RECOMMENDATION:**

- *Receive and file a report on Santa Paula Branch Line updates for the month of September 2023.*

**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.

The adopted Ventura County Transportation Commission (VCTC) Strategic Plan for Fiscal Years 2022/2023 – 2027/2028 includes three objectives related to the Santa Paula Branch Line (SPBL):

- A8. Update the Santa Paula Branch Line (SPBL) trail master plan, validate trail alignment, connections, and amenities, and update existing conditions to facilitate trail completion, with stakeholder engagement.
- B21. Partner with Sierra Northern Railway, corridor cities and the County to operate, maintain, and improve the Santa Paula Branch Line railroad and right-of-way corridor as a countywide community asset, ensuring outreach to stakeholders in the process.
- B22. Continue to address encroachment into the Santa Paula Branch Line right-of-way through leasing activities to ensure safety of operations and protection of the asset and infrastructure.

At the request of members of the Commission, VCTC staff initiated regular updates on activities related to the SPBL. A verbal presentation on SPBL operations was provided at the June 2, 2023 meeting, with written staff reports provided to the Commission with the July and September 2023 Agendas. The following report includes updates for the month of September 2023.

**DISCUSSION:**

September updates and activities include:

- As follow up to the August 29 meeting at the Agriculture Commissioner's Office regarding SPBL operations, principally to discuss agricultural operator concerns about railbikes, three areas of compromise regarding railbike operations were reached:
  - Mendocino Railway, which operates the Sunburst Railbikes, agreed to attach flags to the railbikes to increase visibility (similar to the way off-road vehicles attach flags). This was completed as of September 20.
  - Mendocino Railway agreed to shift the scheduled start times for the Sunburst railbikes tours by one hour to allow for additional time in the mornings for agricultural spraying activities to occur.

Tours will begin at 10:00 a.m. and 2:00 p.m., Thursdays – Sundays, starting with the 2024 calendar year reservation schedule.

- Mendocino Railway inserted language into its railbikes guest waiver from the right-to-farm ordinance, as requested by the Farm Bureau.
- Mendocino Railway and Sierra Northern Railway are considering other potential measures to address grower concerns, such as more detailed sharing of the railbike operations schedules.
- In response to public comments provided during the September 8 Commission Meeting on September 8, VCTC staff contacted Sierra Northern Railway to request maintenance to the right-of-way (weed abatement, vegetation removal, and removal of offensive graffiti). Sierra Northern conducted an inspection on the morning of September 11, completed removal of observed obscene graffiti, repainted electrical boxes, removed a discarded mattress found on the right of way, and cleared weeds on the railroad tracks and within the walking path during the week that followed.
- On September 12, SPBL tenant Parallel Systems, a company founded to create autonomous battery-electric rail vehicles, publicly introduced its second-generation rail vehicles with plans to integrate into the existing rail network alongside conventional freight trains. Parallel is conducting critical testing to verify the system's ability to use the general rail network and developing tools and software to allow rail customers to operate Parallel vehicles from their existing dispatching and train control systems.
- On the morning of September 20, VCTC received a report of trash and debris at the intersection of the SPBL and Ventura County Watershed Protection District property and on the bridge over Santa Paula Creek (near 12<sup>th</sup> Street in Santa Paula). Sierra Northern visited the site upon notification, and by the time of receipt of the report, the debris had already been removed from the bridge. It should be noted that, while community interest in keeping the right of way clean is appreciated, walking on the railroad bridges and tracks is potentially dangerous and considered trespass. To report trash or other concerns on the railroad right-of-way, community members should contact (530) 490-1446, and the team from Sierra Northern Railway will conduct a cleanup.
- In response to concerns expressed by the Ventura County Farm Bureau regarding communications with farmworkers and the farm labor community, VCTC continues to work with Sierra Northern and other partners to share existing information and resources and to develop Spanish-language information on rail safety specific to the SPBL corridor to communicate with farmworkers and farm labor contractors operating near the SPBL.
- In recognition of Rail Safety Week September 18 – 24, VCTC shared rail safety messages through the agency's social media channels, including bi-lingual public service announcements from Operation Life Saver, and requested community partners and corridor cities to share through their networks.
- VCTC staff prepared a draft final scope of work for the Santa Paula Branch Line Trail Master Plan Update and EIR/EIS project for inclusion in the Memorandum of Understanding (MOU) with the Southern California Association of Governments (SCAG) as part of the Regional Early Action Planning (REAP) County Transportation Commissions Partnership Program grant award. Staff anticipates bringing the MOU to the Commission for approval at the November 2023 meeting.
- A Notice of Exemption from the California Environmental Quality Act (CEQA) was prepared for the reconstruction of the Sespe Creek Overflow Bridge and was recorded with the Ventura County Clerk and Recorder and filed with the State Clearinghouse on August 24. The 35-day statute of limitations to challenge VCTC's determination that the project is exempt from CEQA expired on September 28, with no challenges having been filed or received.
- VCTC staff coordinated six (6) Right of Entry (ROE) permits for Southern California Edison to replace deteriorated poles on SPBL right-of-way. VCTC staff also coordinated with esVolta on a ROE permit to complete field survey work associated with a utility license agreement for the Black Walnut battery energy storage project in Santa Paula.
- VCTC staff are actively working on two (2) lease reassignments (Lindgren/Underwood, CalNRG), one (1) new private crossing agreement (Beylick Farms), and one (1) utility license agreement (County of Ventura/Broadband). Access lease information was also provided to one (1) agricultural operator of neighboring farms upon request and is pending a response from the farm manager (Ball).
- VCTC staff reviewed and requested additional clarifying information and revisions to the Fiscal Year 2022/2023 SPBL operations and maintenance invoices from Sierra Northern Railway. As of Agenda posting, VCTC staff continue to review the invoices and associated records.
- VCTC staff and the railroad engineering consultant team (RailPros) met virtually with representatives of the Ventura County Watershed Protection District and Public Works Agency's Roads & Transportation

Department to discuss site access and permit requirements for the construction phase of the Sespe Creek Overflow Railroad Bridge on September 25.

- The Federal Railroad Administration (FRA) announced awards for the Fiscal Year 2022 Consolidated Rail Infrastructure and Safety Improvements (CRISI) grant program on September 25. Sierra Northern Railway applied for a \$10 million grant for improvements to the SPBL to be matched by a \$10 million investment from Sierra Northern, for a total investment of \$20 million to improve the signals, tracks, bridges, and infrastructure of the SPBL. The FRA did not select the Sierra Northern Railway project for an award in the Fiscal Year 2022 cycle, with a substantial portion of available funds (over \$200 million) allocated to the California High Speed Rail project. It is anticipated that Sierra Northern will resubmit an application for the next CRISI grant cycle.
- VCTC staff and Sierra Northern Railway's Ventura Division Manager participated in a site inspection of the Sespe Creek Overflow Railroad Bridge with the Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES) on September 27.
- With the anticipated end of the Writers Guild of America strike, Sierra Northern is hopeful that film and television production will return to the SPBL soon. Film and television production is an important source of revenue for railroad operations and contributes to the local economy of Heritage Valley cities and countywide. Sierra Northern Railway holds a trademark for The Movie Railroad and maintains the website <https://movierailroad.com/>.



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October 6, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT: REGIONAL BROADBAND INFRASTRUCTURE UPDATE – SANTA PAULA BRANCH LINE CORRIDOR**

**RECOMMENDATION:**

- *Receive a presentation and provide direction to staff regarding regional broadband infrastructure and use of the Santa Paula Branch Line right-of-way for broadband development.*

**BACKGROUND:**

The Ventura County Transportation Commission (VCTC) serves as the regional transportation planning agency for Ventura County and is committed to continually improving Ventura County's transportation system through enhanced mobility and to preserving the quality of life enjoyed by Ventura County residents. Telework, telehealth, and improved access to remote services through broadband infrastructure can help to reduce emissions and manage congestion and are an important piece of solving 21<sup>st</sup> Century transportation challenges. VCTC owns and manages the 32-mile Santa Paula Branch Line (SPBL) railroad, which extends from Ventura through Santa Paula, Fillmore, and Piru, through the Santa Clara River Valley and the along State Route 126 corridor. This area has a particular need for improved broadband access, and the SPBL corridor has been identified as a key resource for middle mile broadband deployment.

On May 7, 2021, County of Ventura Chief Information Officer Terry Theobald presented to the Commission an overview of the County's efforts related to regional broadband infrastructure deployment, with a focus on middle mile infrastructure, with an update to the Commission presented on January 6, 2023. To support the County's planning efforts, VCTC staff provided past studies, maps, and a draft utilities license agreement template for use of the SPBL corridor.

In advance of a September 30, 2023 deadline, the County of Ventura submitted an application for an SB 156 Last Mile grant to construct a Fiber-to-the-Home (FTTH) network to connect unserved households, businesses, and anchor institutions within Ventura County. The project will establish 245,848 feet of new fiber optic backbone cable across Ventura County, completing sections of the Statewide Middle Mile Backbone Network (MMBN) while providing last-mile distribution and connections within the most critically unserved cities, communities, and unincorporated areas in Ventura County. This project is a partnership between the County of Ventura, Astound Broadband, and the State of California's Department of Technology (CDT). The project includes construction of 27.5 miles of fiber optic cable along the SPBL right-of-way.

The SPBL right-of-way provides a more efficient and cost-effective means of installing fiber optic cable compared to alternative routes (such as SR-126). The Railroad Lease and Operations Agreement with

Sierra Northern Railway retains the right to VCTC to enter Third-Party Lease, License and Franchise Agreements, including the installation, use, and maintenance of broadband, communication lines, cellular facilities (including small cell equipment) and private and public utility lines and equipment.

VCTC staff have continued to communicate with the County CIO and Magellan Advisors regarding preparation of a draft utility license agreement. The working draft license agreement diverges from the standard SPBL utility license agreement template with respect to fees. For a project of this scale, affecting 27.5 miles of the right-of-way, the standard VCTC processing fee of \$1,000 would be inadequate to cover the costs of VCTC review of engineering and construction documents, coordination with the railroad operator and the County, and other costs. Staff have developed preliminary cost estimates and discussed reimbursement provisions related to a cost recovery clause to be included in the utility license agreement. In addition, the \$300 annual license fee that VCTC has historically used for perpendicular underground utility crossings and other small-scale licensed areas is also not aligned with the scale of the broadband project. Staff have discussed a fee structure and compensation arrangement that meets common goals, such as securing VCTC access to fiber installed as part of the project. If an annual fee is preferred, Staff recommends that the level of compensation cover the cost of VCTC and SPBL operator obligations related to the license and consider the value of access to the railroad right-of-way.

Staff developed a draft scope of work for Plan Check and Engineering Services related to review of broadband infrastructure plans and specifications and are developing an approach to procuring consultant support to assist VCTC with review of the project plans and engineering specifications. Staff anticipates bringing forward the utility license agreement for Commission approval at the November 3, 2023 meeting.

Mr. Theobald will provide the Commission with an update on the status of regional broadband infrastructure initiatives in Ventura County, with a focus on a proposed SPBL right-of-way section of the project. Staff requests Commission direction on cost recovery, fee structure and continued efforts to develop a utility license agreement with the County of Ventura for access to the SPBL right-of-way for installation of broadband infrastructure.



Item 13

October 6, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: CLAIRE GRASY, DIRECTOR OF PUBLIC TRANSIT**

**SUBJECT: FINAL TRANSIT INTEGRATION AND EFFICIENCY STUDY (TIES)**

**RECOMMENDATION:**

- Approve the final draft Transit Integration and Efficiency Study
- Approve adoption of Alternatives 1 and 2 with incremental implementation of Alternative 1 commencing after approval, and incremental implementation of Alternative 2 beginning in 2028.
- Alternate recommendation: Approve adoption of Alternatives 1 with incremental implementation of Alternative 1 commencing after approval.

**BACKGROUND:**

At the February 2021 Commission meeting, the Commission selected Fehr and Peers to lead the Transit Integration and Efficiency Study (TIES), with the goal of evaluating ways to improve the region's public transit network. The study focuses on strategies both to improve economic/operational efficiencies as well as potential opportunities for service integration with the goal to grow ridership and/or improve rider experience for people who are current or future customers of the various transit providers in Ventura County.

This study was initiated at the request of the Commissioners with the goals listed above to address some of the issues listed below:

- The impact COVID-19 has had on transit ridership and operations.
- Systemic race and equity issues nationwide that were underscored by the pandemic, including for public transit which has historically served under-represented communities and communities of color.
- Declining transit ridership in southern California that was occurring even before the pandemic, due in large part to increased vehicle ownership.

Since the study began, the following has occurred:

- The City of Moorpark launched a microtransit pilot (MCT On Demand).
- The City of Camarillo began using TDA money for transit as of fiscal year 2022.

- More agencies provide service planning information through Google Maps (publishing General Transit Feed Specification, or GTFS) through a cooperative agreement with VCTC.
- Gold Coast Transit District began operating a late-night safe rides on-demand program and South Oxnard microtransit program.
- VCTC organized a youth free ride program that is offered on all transit agencies in the County.
- VCTC has increased joint procurements, including the Short Range Transit Plan (STRP), that includes Ventura County operators and the upcoming paratransit scheduling software Request for Proposals (RFP).
- VCTC has received grant funding for the Countywide Paratransit Integration Analysis, which will begin in October, and the Transit Stops and Stations Assessment and Capital Grant Program.

## **DISCUSSION:**

As part of the TIES process, the following was conducted:

- Individual Commissioner interviews
- Operator Working Group (OWG) meetings with transit partners and agency staff
- Completed an Existing Conditions report
- Conducted multiple surveys
- Held meetings with all Ventura County city managers
- Presented the TIES to most city councils
- Analyzed the latest transit trends and travel demand data both near and medium term

Through this process, numerous strategies were identified to improve integration and the passengers experience. The TIES report grouped these strategies into the following alternatives:

- **Alternative 1: Partial consolidation**
  - Subregional Demand-Response (paratransit and dial-a-ride) Consolidation and Increased Agency Coordination.
  - Consolidate East County demand-response services into ECTA as a new, formalized organization, with all other agency-cities retaining administrative control of fixed-routes.
- **Alternative 2: Moderate Consolidation**
  - Countywide Paratransit, and Subregional Fixed-Route Consolidation.
  - Consolidation of all demand-response (paratransit and dial-a-ride) operations into a new countywide agency. Consolidation of fixed-route operations by geography with Simi Valley, Thousand Oaks, Moorpark, with VCTC East County Route becoming an east county transit agency, and all other services being consolidated with Gold Coast Transit District (GCTD).
- **Alternative 3: Full Consolidation**
  - Consolidation of all transit operations into Gold Coast Transit District, with VCTC retaining only RTPA/Transportation Commission functions.

At the Commission's direction, staff has presented the TIES and alternatives to all the city councils and GCTD (with the exception of Port Hueneme and Ventura who elected not to have presentations) in the months since the February Commission meeting. The alternatives within the study have remained unchanged since the draft but the study has been further refined based on input from the operators.

The most notable change to the study is the addition of the Implementation Plan. The timeline and order of the strategies reflect what staff felt is most achievable and realistic based on the outreach conducted with the stakeholders, including the OWG, city managers and city councils. The Implementation Plan spreads out the strategies from Alternatives 1 and 2 over 10 years, beginning with Alternative 1 strategies that are easier to implement, are already happening or are of high importance. More complicated Alternative 1 strategies are listed in later years. Alternative 2 strategies begin occurring in 2028, beginning with the planning and negotiation phases, working to full implementation in 2034. Working



groups for finance, legal and labor could be implemented prior to 2028. Strategies from Alternative 3 were not included as there was significant opposition to this Alternative from the operators.

As there has been varying support for both alternatives 1 and 2, staff are recommending implementing Alternative 1 after adoption and transitioning to Alternative 2 in 2028, with the goal of all strategies completed by 2034. As there has not been full support for Alternative 2, Alternative 2 strategy implementation does not begin until 2028 and will be done incrementally in an effort to be respectful of the further study and financial information needed, the resources available and the complicated nature of these tasks.

If Alternative 1 only is selected, efforts to begin implementation would begin after adoption. Since there are so many strategies in Alternative 1 and some go beyond 2028, the timeline for completion may still be 10 years, though that could potentially be sped up.

The TIES can be used as a “roadmap” for transit in Ventura County, outlining goals through incremental improvements but it is non-binding and based on consensus. Additionally, if Alternative 1, transitioning to Alternative 2, is adopted as recommended, this could be revisited in the future, if necessary, especially if Alternative 2 is determined to be infeasible or the cost benefit is not positive as it is studied further.

Using the TIES as a “roadmap” to incremental integration and consolidation through the Implementation Plan allows for further analysis and planning to take place while still implementing strategies in Alternative 1.



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October 6, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: AUBREY SMITH, PROGRAM MANAGER – REGIONAL TRANSIT PLANNING**  
**SUBJECT: FY2025 – FY2034 SHORT RANGE TRANSIT PLAN UPDATE CONTRACT AWARD**

**RECOMMENDATION**

- Recommend approval award of contract for development of Short-Range Transit Plan (SRTP) Update to Fehr & Peers for a not-to-exceed amount of \$714,933
- Authorize the Executive Director to negotiate all remaining terms of the contract for the SRTP Update in a form and substance approved by VCTC legal counsel.

**BACKGROUND**

VCTC's last SRTP was developed in 2015 and provided strategies for improved regional coordination and connectivity, to establish a cohesive and consistent set of transit services. The SRTP also provided a framework for future transit ridership growth with the primary goal of enhancing customer experience and increasing the viability of transit within Ventura County. However, many significant events have occurred since the last update, such as the COVID-19 pandemic, which has altered the transit service landscape. Tasks contained within the scope of work were intended to help VCTC and transit operators understand the current and projected impacts to transit service within Ventura County. The SRTP will feature focused analyses pertaining to customer markets, service needs, fare structures, capital investments, marketing efforts, cost/revenue projections, service plans, and stakeholder input. The SRTP will incorporate recommended strategies from past studies and plans including: VCTC Goals and Strategic Plan, Transit Integration and Efficiency Study (TIES), 2022 Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan), Zero Emission Bus (ZEB) Plans, Transportation Emergency Preparedness Plan (TEPP), and the Comprehensive Transportation Plan (CTP).

On June 2, 2022, VCTC staff released a Request for Proposals (RFP) for a consulting firm to develop and update VCTC's SRTP to help VCTC and other bus operators with understanding the short, medium, and long-term outlook of transit service in the region. The deadline to receive proposals was June 28, 2022, and VCTC received one proposal from Fehr & Peers.

**EVALUATION PROCESS**

Due to the nature of receiving a single bid, VCTC conducted a review of the specifications for undue restrictiveness and reached out to seven (7) prospective proposers to understand why they did not submit

a proposal. VCTC received responses from most of the non-proposers and they shared that they chose not to submit a proposal due to following factors:

- Other project commitments during RFP/project timeframe and did not have the capacity to put together a proposal
- Unfamiliarity with Ventura County

VCTC reviewed the specifications contained in the scope of work and feedback from the non-proposer and determined that the lack of proposals was caused by conditions beyond VCTC's control. As part of the proposal evaluation process, the evaluation panel provided written memos as to why Fehr & Peers was qualified to perform the work in the scope of work.

Fehr & Peers is able to provide and meet the requirements specified in the scope of work because the firm has an extensive track record of transit planning in regions with similar operating environments as Ventura County. Fehr & Peers has also developed a strong and growing relationship with VCTC and the SRTP stakeholders during the development of the Transit Integration & Efficiency Study (TIES). Fehr & Peers has partnered with AMMA Transit Planning who are experts in equity and community engagement-driven service planning, including a specialization in paratransit. AMMA has contributed to national research and best practices on paratransit policy, service delivery, and system integration and supported other regions on similar projects to this SRTP.

Staff recommends approval of the contract with Fehr & Peers to develop VCTC's FY2025-2034 SRTP Update.