



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

AGENDA*

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

IN-PERSON

CAMARILLO CITY HALL

COUNCIL CHAMBERS

601 CARMEN DRIVE

CAMARILLO, CA

FRIDAY, NOVEMBER 3, 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. Notification of at least 48 hours prior to meeting time will assist staff in assuring those reasonable arrangements can be made to provide accessibility to the meeting.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENTS – *Each individual speaker is limited to speaking to three (3) continuous minutes. The Commission may, either at the direction of the Chair or by majority vote of the Commission, waive this three-minute time limitation. Depending on the number of items on the agenda and the number of speakers, the Chair may, at his/her discretion, reduce the time of each speaker to two (2) continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes. Also, the Commission may terminate public comments if such comments become repetitious. Speakers may not yield their time to others without the consent of the Chair. Any written documents to be distributed or presented to the Commission shall be submitted to the Clerk of the Commission. This policy applies to Public Comments and comments on Agenda Items. Under the Brown Act, the Board should not take action on or discuss matters raised during the Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*

5. **CALTRANS REPORT** - *This item provides the opportunity for the Caltrans representative to give updates and status reports on current projects.*
6. **COMMISSIONERS/EXECUTIVE DIRECTOR 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.*
7. **ADDITIONS/REVISIONS** – *The Commission may add an item to the agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires two-thirds vote of the Commission. If there are less than two-thirds of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*
8. **CONSENT CALENDAR** - *All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.*
 - 8A. [APPROVE MINUTES OF OCTOBER 6, 2023, MEETING -PG.5](#)
Recommended Action:
 - *Approve the summary minutes of October 6, 2023.***Responsible Staff: Roxanna Ibarra**
 - 8B. [CALENDAR YEAR 2024 VCTC REGULAR MEETING SCHEDULE-PG.11](#)
Recommended Action:
 - *Adopt the following schedule of regular monthly VCTC meeting dates for 2024.***Responsible Staff: Roxanna Ibarra**
 - 8C. [MONTHLY BUDGET REPORT-PG.13](#)
Recommended Action:
 - *Receive and file the monthly September budget report.***Responsible Staff: Sally DeGeorge**
 - 8D. [FISCAL YEAR 2023/2024 CARRY-OVER BUDGET AMENDMENT TRANSIT GRANT ADMINISTRATION, LAFA FUNDING -PG.21](#)
Recommended Action:
 - *Amend the VCTC Fiscal Year 2023/2024 budget Transit Grant Administration budget by increasing LAFA revenues by \$7,425, staff costs by \$7,415 staffing expenditures and pass through expenditures by \$10.***Responsible Staff: Sally DeGeorge**
 - 8E. [SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR OCTOBER 2023-PG.23](#)
Recommended Action:
 - *Receive and file a report on Santa Paula Branch Line updates for the month of October 2023.***Responsible Staff: Amanda Fagan**
 - 8F. [TRANSIT STOPS-STATIONS NEEDS ASSESSMENT AND INFRASTRUCTURE IMPROVEMENTS REQUEST FOR PROPOSALS-PG.25](#)
Recommended Action:
 - *Authorize the Executive Director to finalize and issue Request for Proposals (RFP) for the Transit Stops-Stations Needs Assessment and Infrastructure Improvements project.***Responsible Staff: Aubrey Smith**

8G. [INCIDENT RESPONDER GRANT PROGRAM ROUND TWO \(2\) EXTENSIONS -PG.27](#)

Recommended Action:

- Approve a One-Year Extension for each of the Round Two (2) Incident Responder Grant Program Awards to the California Highway Patrol (CHP), Ventura County Sheriff's Office, and Santa Paula Police Department.

Responsible Staff: Caitlin Brooks

8H. [MEMORANDUM OF UNDERSTANDING FOR CONTACTLESS CARD READERS ON VCTC COASTAL EXPRESS COMMUTER BUSES PROJECT-PG.31](#)

Recommended Action:

- Approve the Memorandum of Understanding (MOU) with the Santa Barbara County Association of Governments (SBCAG) for the Contactless Card Readers on VCTC Intercity Coastal Express Commuter Buses project in an amount not to exceed \$500,000, for a period of performance beginning upon execution of the MOU through December 31, 2027.
- Approve and authorize the Executive Director to make immaterial amendments in accordance with the provisions set forth in the MOU.

Responsible Staff: Matt Miller

8I. [REQUEST FOR PROPOSALS FOR ON-DEMAND SCHEDULING & DISPATCHING SYSTEMS-PG.33](#)

Recommended Action:

- Authorize the Executive Director to release a request for proposals (RFP) for countywide on-demand scheduling and dispatching system.

Responsible Staff: Matt Miller

8J. [REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT TO RECONSTRUCT A PORTION OF THE SESPE CREEK OVERFLOW RAILROAD BRIDGE ON THE SANTA PAULA BRANCH LINE-PG.35](#)

Recommended Action:

- Approve an Amendment to the Santa Paula Branch Line Program Budget to increase expenditures by \$20,600 in Salaries, \$7,100 in Benefits, and \$23,900 in Indirect Costs, \$600,000 in Consultant Services, and \$40,000 in Legal Services, increase revenues by \$691,600 in the State Transit Assistance (STA) category, increase the STA transfer-in by \$691,600, increase STA transfer-out to the SPBL Fund by a corresponding \$691,600, and increase the transfer out of the SPBL to the General Fund by \$51,600.
- Approve release of the Request for Proposals for Construction Management Support Services to Reconstruct a Portion of the Sespe Creek Overflow Railroad Bridge.

Responsible Staff: Amanda Fagan

DISCUSSION CALENDAR:

9. [VENTURA COUNTY REGIONAL IMPROVEMENT PROGRAM-SUBMITTAL FOR 2024 STATE TRANSPORTATION IMPROVEMENT PROGRAM \(STIP\)-PG.39](#)

Recommended Action:

- Approve the 2024 STIP submittal to the California Transportation Commission.

Responsible Staff: Peter De Haan

10. [NOTICE OF HEARING REGARDING THE INTENTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION TO CONSIDER THE ADOPTION OF A RESOLUTION FINDING AND DETERMINING THAT THE PUBLIC INTEREST, CONVENIENCE AND NECESSITY REQUIRE THE ACQUISITION OF CERTAIN PROPERTY FOR PUBLIC PURPOSES- PG.43](#)

Recommended Action:

- Conduct a hearing on the proposed Resolution 2023-10 of Ventura County Transportation Commission (VCTC) finding and determining that the public interest, convenience and necessity require the acquisition of certain property for public purposes; and
- Review the evidence presented, including this staff report and public comments, and close the hearing; and
- Adopt the attached Resolution 2023-10 authorizing the commencement of eminent domain proceedings so as to acquire the property discussed herein. This action requires an affirmative two-thirds (2/3) vote of the Commission.

Responsible Staff: Aubrey Smith

11. [LOS ANGELES-SAN DIEGO-SAN LUIS OBISPO RAIL CORRIDOR AGENCY \(LOSSAN\) UPDATE-PG.47](#)

Recommended Action:

- Receive and file presentation from LOSSAN Managing Director.

Responsible Staff: Claire Grasty

12. [SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS UPDATE -PG.49](#)

Recommended Action:

- Receive and file a presentation from SCAG on the Connect SoCal 2024 Draft Plan.

Responsible Staff: Martin Erickson

13. GENERAL COUNSEL REPORTS-

14. 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

15. ADJOURN to 9:00 a.m. Friday, DECEMBER 1, 2023.



Item 8A

November 3, 2023

**MEETING MINUTES OF OCTOBER 6, 2023, VCTC COMMISSION MEETING
AT 9:00 A.M.**

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE was led by Commissioner Gorell.

ROLL CALL/MEMBERS PRESENT:

Bryan MacDonald, City of Oxnard
Carrie Broggie, City of Fillmore
Daniel Chavez, Citizen Rep., Cities
Jenny Crosswhite, City of Santa Paula
Suza Francina, City of Ojai
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
Martha McQueen-Legohn, City of Port Hueneme
Janice Parvin, County of Ventura
Gloria Roberts, Caltrans District 7 Director

ABSENT:

Matt LaVere, County of Ventura
Tony Trembley, City of Camarillo
Jim White, Citizen Rep., County

4. CLOSED SESSION-

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

General Counsel Steve Mattas made a request to move the closed session item to the end of the VCTC October 6, 2023, commission meeting. Chair MacDonald moved the closed session item to the last item on the agenda.

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

Bob Jolley, City of Fillmore resident, gave public comment objecting to graffiti-covered rail cars.

Amy Gurrola, City of Fillmore resident, gave public comment on the continued concerns of the storage of rail cars along Sespe Creek.

Tony Gitt, City of Thousand Oaks resident gave public comment regarding item 13, Transit Integration and Efficiency Study in support of alternative 2 with an accelerated timeline.

6. CALTRANS REPORT – Commissioner Roberts gave a PowerPoint presentation on the October Caltrans report to the commission.

7. COMMISSIONERS/EXECUTIVE DIRECTOR REPORT –

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

- VCTC is pleased to announce, “**Access for All in Ventura County,**” a new countywide on-demand transportation option for individuals who use wheelchairs that make using TNCs like Uber and Lyft inaccessible to them. Funded by a 10-cent fee on TNC trips made within the county, the Access for All grant program aims to increase wheelchair accessible transportation beyond traditional paratransit services. Beginning September 15, the new pilot program provides **on-demand wheelchair accessible transportation 24 hours a day/7 day a week anywhere within the county** at a cost comparable to Uber and Lyft. Grant funding for this pilot project was approved by the Commission at the May 12 meeting.
- **Santa Barbara Airbus will add the Camarillo Metrolink station as a stop** on its shuttle service to and from Los Angeles International Airport on Oct. 11. The shuttle service is expected to be a welcome option for Ventura County air travelers and is not expected to adversely impact the operating environment at the station.
- The VCTC Planning team participated in the **American Planning Association California Chapter Conference in Fresno, September 16 – 19**. The Conference included sessions on a variety of transportation-related items, including Vehicle Miles Traveled, High Speed Rail, mobility hubs, and integrating housing, land use and transportation.
- In collaboration with **Freeway Service Patrol (FSP)** contractor Platinum Tow & Transport, VCTC tested potential service and schedule changes to improve service deployment and benefit/cost ratios. For one week in September, FSP service was extended into the midday hours (10AM – 3PM) on FSP Beat 101-1 (Camarillo Springs Road to Ventura/LA County Line). The test resulted in higher Assists per Truck Hour and Direct Assists per Truck Hour for the midday hours than for the existing morning service hours. Staff are evaluating these results in relation to post-pandemic traffic patterns and anticipate FSP service schedule changes for 2024.
- VCTC will sponsor and participate in the Housing Opportunities Made Easier (HOME) Annual Conference on October 18.
- VCTC participated in the annual Mobility 21 Summit on September 29. The theme for this year’s Summit was the “Challenge of Change”. Vice-Chair LaVere participated on the Chair’s roundtable panel, Future Forward Southern California.

8. ADDITIONS/REVISIONS –There were no additions and revisions to the consent calendar.

9. CONSENT CALENDAR

Commissioner Engler moved to approve consent agenda items 9A through 9J. The motion was seconded by **Commissioner Parvin** and the motion passed unanimously.

Commissioners Chavez, Francina and McQueen-Legohn abstained from **item 9A. APPROVE MINUTES OF SEPTEMBER 8, 2023.**

9A. APPROVE MINUTES OF SEPTEMBER 8, 2023, MEETING

Recommendation:

- Approve the summary minutes of September 8, 2023.

9B. ADMINISTRATIVE CODE AMENDMENT

Recommendation:

- 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.

9C. JULY MONTHLY BUDGET REPORT

Recommendation:

- Receive and file the monthly July budget report.

9D. AUGUST MONTHLY BUDGET

Recommendation:

- Receive and file the monthly August budget report.

9E. CARRYOVER BUDGET AMENDMENT

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.

9F. 2023 ACCESS FOR ALL PROGRAM GRANT AGREEMENT

Recommendation:

- Receive and file.

9G. 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.

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

Recommendation:

- Approve a Memorandum with the Southern California Regional Rail Authority (SCRRA) to provide \$2,000,000 of the 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 for SCRRA.

9M. LEGISLATIVE UPDATE

Recommendation:

- Receive and file.

9J. 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 bus operated by Roadrunner Management Services, Inc. (“Roadrunner”) the contractor retained by VCTC to operate the Intercity bus service.

DISCUSSION CALENDAR:

10. 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 2023/2024 in Attachment A.

Heather Miller gave a verbal presentation on the Approval of Fiscal Year 2023/2024 Program of Projects and Public Hearing.

Chair MacDonald opened the public hearing at 9:27 a.m. There were no public comments. Chair MacDonald closed the public hearing at 9:28 a.m.

Commissioner Chavez moved to approve **item 10. APPROVAL OF FISCAL YEAR 2023/2024 PROGRAM OF PROJECTS AND PUBLIC HEARING.** **Commissioner Judge** seconded the motion and the motion passed unanimously.

11. 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.

Amanda Fagan gave a PowerPoint presentation regarding the Santa Paula Branch Line updates for the month of September 2023.

The commission received and filed the presentation.

12. 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.

Amanda Fagan introduced Terry Theobald, Chief Information Officer Ventura County who gave a PowerPoint presentation to the commission regarding the Regional Broadband Infrastructure Update-Santa Paula Branch Line Corridor.

The commission received and filed the presentation and report and gave direction to staff moving forward.

13. TRANSIT INTEGRATION AND EFFICIENCY STUDY

Recommendation:

- Approve the final draft Transit Integration and Efficiency Study
- Approve adoption of Alternative 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 Alternative 1 with incremental implementation of Alternative 1 commencing after approval.

Claire Grasty gave a PowerPoint presentation to the commission regarding the Transit Integration and Efficiency Study.

There were two public speakers regarding item 13.

Shaun Kroes with the City of Camarillo in support of Alternative 1.

Victor Kamhi in support of the continued efforts of the Transit Integration and Efficiency Study.

After discussion of the Transit Integration and Efficiency Study alternative options, **Commissioner Crosswhite** made a final motion as follows:

Commissioner Crosswhite made a motion to Approve the final draft Transit Integration and Efficiency Study, Approve Adoption of Alternative 1 and the continued study of Alternative 2 with incremental implementation of Alternative 1 commencing after approval. The motion was seconded by **Commissioner Long** and passed by majority vote.

Roll Call:

8-Yes

Jenny Crosswhite
Chris Engren
Bob Engler
Jeff Gorell
Kelly Long
Bryan MacDonald
Martha McQueen-Legohn
Janice Parvin

5-No

Daniel Chavez
Suza Francina
Mike Johnson
Mike Judge
Vianey Lopez

Abstain:

Carrie Broggie

Absent:

Matt LaVere
Tony Trembley
Jim White

The motion passed by majority vote.

14. FY2025-2034 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.

Chair MacDonald moved to approve item 14. **FY 2025-2034 SHORT RANGE TRANSIT PLAN UPDATE CONTRACT AWARD. Commissioner Gorell** seconded the motion and the motion passed unanimously.

15. VCTC GENERAL COUNSEL'S REPORT: There were none.

16. AGENCY REPORTS:

Southern California Association of Governments (SCAG Regional Council)

Primary: Commissioner Mike Judge

Commissioner Judge reported he attended all three SCAG Regional Council Meeting and committee meetings, and the Road Use Tax was on the agendas. The Road Use Tax is a coming change for the state of California. There is a report on the study coming out soon that he will share with the commissioners once it's completed.

Southern California Regional Rail Authority (Metrolink-SCRRRA)

Primary: Commissioner Tony Trembley

Alternate: Commissioner Daniel Chavez

Commissioner Chavez stated Metrolink had its last free fare event of the year for Clean Air Day and has seen a huge increase in ridership. He also reported Monday, October 9th is the start of the Student Adventure Pass.

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

Primary: Chair Bryan MacDonald
Alternate: Commissioner Jim White

Chair MacDonald stated LOSSAN will be giving an update presentation next month to VCTC during the monthly meeting.

Coastal Rail Coordinating Council

Primary: Chair Bryan MacDonald
Alternate: Commissioner Jeff Gorell

None.

California Association of Councils of Governments

Primary: Commissioner Mike Johnson

Commissioner Johnson stated CalCOG is in support of SB 825 which was authored by Senator Monique Limon and signed by Governor Newsom.

California Vanpool Authority (CalVans)

Primary: Commissioner Jim White
Alternate: Commissioner Mike Johnson

None.

CLOSED SESSION-

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

General Counsel Steve Mattas made a request to move the closed session item to the end of the VCTC October 6, 2023, commission meeting. Chair MacDonald moved the closed session item to the last item on the agenda.

The commission went into closed session at 11:58am. The commission reconvened at 12:41pm, General Counsel Steve Mattas stated there were no reportable actions to report at this time.

17. ADJOURNED to the next Ventura County Transportation Commission meeting of November 3, 2023, at 9:00 a.m.



Item 8B

November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: ROXANNA IBARRA, CLERK OF THE BOARD/EXECUTIVE ASSISTANT
SUBJECT: 2024 VCTC REGULAR MEETING SCHEDULE

RECOMMENDATION:

- Adopt the following schedule of the regular monthly VCTC meeting dates for 2024.

BACKGROUND:

It is recommended the following VCTC meeting date schedule be adopted for 2024. The May meeting has been moved to the second Friday due to the Southern California Association of Governments Regional Annual Conference. The July meeting will be held on the second Friday of the month as the first Friday falls on or near a holiday weekend.

Also, historically the Ventura County Transportation Commission (VCTC) has been holding commission meetings at the City of Camarillo Council Chambers. The City of Camarillo Council Chambers will be under construction for an extended period of time starting January 2024. During this time the Camarillo Council Chambers will be unavailable to VCTC.

VCTC will be holding their monthly commission meetings in the City of Camarillo at the Camarillo Library, 4101 Las Posas Rd., Camarillo, California, commencing with the January 5, 2024 meeting.

VCTC REGULAR MEETING SCHEDULE 2024

January 5
February 2
March 1
April 5
May 10-(Moved to the second Friday due to the SCAG-Annual Regional Conference)
June 7
July 12-(Moved to second Friday due to the July 4th holiday)
August- Dark
September 6
October 4
November 1
December 6



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Item 8C

November 3, 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 September 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 September 30, 2023, budget report indicates that the revenues were approximately 9.20% of the adopted budget while expenditures were approximately 11.90% 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 SEPTEMBER 30, 2023**

Assets and Deferred Outflows

Cash and Investments	\$ 64,608,732
Receivables/Due from other funds	2,714,060
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>
Total Assets and Deferred Outflows	<u><u>\$ 124,567,881</u></u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 1,893,551
Deferred Revenue	2,770,846
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>
Total Liabilities and Deferred Inflows:	<u><u>\$ 8,407,503</u></u>

Net Position:

Invested in Capital Assets	\$ 53,580,960
Fund Balance	<u>62,579,418</u>
Total Net Position	<u><u>\$ 116,160,378</u></u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2023**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Revenues												
Federal Revenues	\$ 972,030	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	958,247	\$ 280,946	\$ 2,211,223	\$ 22,714,210	(20,502,987)	9.73
State Revenues	248,458	3,709,394	0	0	0	0	0	0	3,957,852	64,420,654	(60,462,802)	6.14
Local Revenues	71,183	0	0	0	0	292,013	709,726	1,246,386	2,319,308	4,214,538	(1,895,230)	55.03
Other Revenues	1,009	0	0	0	0	0	0	0	1,009	0	1,009	0.00
Interest	0	0	0	0	0	0	0	0	0	890,000	(890,000)	0.00
Total Revenues	1,292,680	3,709,394	0	0	0	292,013	1,667,973	1,527,332	8,489,392	92,239,402	(83,750,010)	9.20
Expenditures												
Administration												
Personnel Expenditures	746,496	0	0	0	0	0	52,459	11,613	810,568	4,164,600	(3,354,032)	19.46
Legal Services	1,236	0	0	0	0	0	0	0	1,236	44,000	(42,764)	2.81
Professional Services	20,683	0	0	0	0	0	0	0	20,683	179,000	(158,317)	11.55
Office Leases	52,464	0	0	0	0	0	0	0	52,464	216,000	(163,536)	24.29
Office Expenditures	628,381	0	0	0	0	0	45,068	9,977	683,426	1,112,700	(429,274)	61.42
Total Administration	1,449,260	0	0	0	0	0	97,527	21,590	1,568,377	5,716,300	(4,147,923)	27.44
Programs and Projects												
Transit & Transportation Program												
Regional Transit Technology	18,443	0	0	0	0	0	0	0	18,443	1,615,000	(1,596,557)	1.14
SD-Accessible Mobility Service	82,637	0	0	0	0	0	0	0	82,637	404,200	(321,563)	20.44
VCTC Intercity Bus Services	0	0	0	0	0	0	1,565,865	0	1,565,865	12,975,200	(11,409,335)	12.07
Valley Express Bus Services	0	0	0	0	0	0	0	443,735	443,735	2,571,200	(2,127,465)	17.26
Transit Grant Administration	405,152	0	0	0	0	0	0	0	405,152	10,327,500	(9,922,348)	3.92
Total Transit & Transportation	506,232	0	0	0	0	0	1,565,865	443,735	2,515,832	27,893,100	(25,377,268)	9.02
Highway Program												
Motorist Aid Services	0	0	0	317,176	0	0	0	0	317,176	2,385,900	(2,068,724)	13.29
Highway Program Management	47,861	0	0	0	0	0	0	0	47,861	3,061,600	(3,013,739)	1.56
Total Highway	47,861	0	0	317,176	0	0	0	0	365,037	5,447,500	(5,082,463)	6.70

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2023**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Rail Program												
Metrolink & Commuter Rail	2,857,141	0	0	0	0	0	0	0	2,857,141	21,933,100	(19,075,959)	13.03
LOSSAN & Coastal Rail	515	0	0	0	0	0	0	0	515	10,500	(9,985)	4.90
Santa Paula Branch Line	0	0	0	0	0	12,808	0	0	12,808	826,500	(813,692)	1.55
Total Rail	2,857,656	0	0	0	0	12,808	0	0	2,870,464	22,770,100	(19,899,636)	12.61
Commuter Assistance Program												
Reg Transit Information Center	1,369	0	0	0	0	0	0	0	1,369	40,500	(39,131)	3.38
Rideshare Programs	43,477	0	0	0	0	0	0	0	43,477	346,000	(302,523)	12.57
Total Commuter Assistance	44,846	0	0	0	0	0	0	0	44,846	386,500	(341,654)	11.60
Planning & Programming												
TDA Administration	0	5,360,092	27,449	0	121	0	0	0	5,387,662	43,316,438	(37,928,776)	12.44
Transportation Programming	750	0	0	0	0	0	0	0	750	63,900	(63,150)	1.17
Regional Transportation Planning	86,285	0	0	0	0	0	0	0	86,285	917,900	(831,615)	9.40
Airport Land Use Commission	248	0	0	0	0	0	0	0	248	18,000	(17,752)	1.38
Regional Transit Planning	47,310	0	0	0	0	0	0	0	47,310	2,194,700	(2,147,390)	2.16
Total Planning & Programming	134,593	5,360,092	27,449	0	121	0	0	0	5,522,255	46,510,938	(40,988,683)	11.87
General Government												
Community Outreach	28,617	0	0	0	0	0	0	0	28,617	210,000	(181,383)	13.63
State & Federal Relations	39,630	0	0	0	0	0	0	0	39,630	113,400	(73,770)	34.95
Management & Administration	49,085	0	0	0	0	0	0	0	49,085	235,000	(185,915)	20.89
Total General Government	117,332	0	0	0	0	0	0	0	117,332	558,400	(441,068)	21.01
Total Expenditures	5,157,780	5,360,092	27,449	317,176	121	12,808	1,663,392	465,325	13,004,143	109,282,838	(96,278,695)	11.90

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2023**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Revenues over (under) expenditures	(3,865,100)	(1,650,698)	(27,449)	(317,176)	(121)	279,205	4,581	1,062,007	(4,514,751)	(17,043,436)	12,528,685	26.49
Other Financing Sources												
Transfers Into GF From LTF	5,483,731	0	0	0	0	0	0	0	5,483,731	10,953,295	(5,469,564)	50.06
Transfers Into GF From STA	1,079,591	0	0	0	0	0	0	0	1,079,591	3,776,797	(2,697,206)	28.58
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	9,672	0	0	0	0	0	0	0	9,672	66,400	(56,728)	14.57
Transfers Into GF From SPBL	51,580	0	0	0	0	0	0	0	51,580	103,100	(51,520)	50.03
Transfers Into SPBL From LTF	0	0	0	0	0	44,466	0	0	44,466	103,100	(58,634)	43.13
Transfers Into SPBL From STA	0	0	0	0	0	19,921	0	0	19,921	441,500	(421,579)	4.51
Transfers Into VI From STA	0	0	0	0	0	0	2,600,000	0	2,600,000	5,440,578	(2,840,578)	47.79
Transfers Out of LTF Into GF	0	(5,483,731)	0	0	0	0	0	0	(5,483,731)	(10,953,295)	5,469,564	50.06
Transfers Out of LTF Into SPBL	0	(44,466)	0	0	0	0	0	0	(44,466)	(103,100)	58,634	43.13
Transfers Out of STA Into GF	0	0	(1,079,591)	0	0	0	0	0	(1,079,591)	(3,776,797)	2,697,206	28.58
Transfers Out of STA Into SPBL	0	0	(19,921)	0	0	0	0	0	(19,921)	(441,500)	421,579	4.51
Transfers Out of STA Into VI	0	0	(2,600,000)	0	0	0	0	0	(2,600,000)	(5,440,578)	2,840,578	47.79
Transfers Out of SAFE Into GF	0	0	0	(9,672)	0	0	0	0	(9,672)	(66,400)	56,728	14.57
Transfers Out of SPBL Into GF	0	0	0	0	0	(51,580)	0	0	(51,580)	(103,100)	51,520	50.03
Transfers Out of SGR Into GF	0	0	0	0	0	0	0	0	0	(7,208,287)	7,208,287	0.00
Total Other Financing Sources	6,624,574	(5,528,197)	(3,699,512)	(9,672)	0	12,807	2,600,000	0	0	0	0	0.00
Net Change in Fund Balances	2,759,474	(7,178,895)	(3,726,961)	(326,848)	(121)	292,012	2,604,581	1,062,007	(4,514,751)	(17,043,436)	12,528,685	26.49
Beginning Fund Balance w/o capital assets	5,102,381	21,691,716	28,843,611	4,401,099	7,273,900	25,367	(26,850)	0	67,311,224	33,572,663	33,738,561	200.49
Long-term Pension/OPEB/Vacation/Lease/SBITA Net Adjustment*	(216,583)	0	0	0	0	0	(472)	0	(217,055)	0	(217,055)	0.00
Ending Fund Balance	\$ 7,645,272	\$ 14,512,821	\$ 25,116,650	\$ 4,074,251	\$ 7,273,779	\$ 317,379	\$ 2,577,259	\$ 1,062,007	\$ 62,579,418	\$ 16,529,227	\$ 46,050,191	378.60

*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 SEPTEMBER 30, 2023**

As stated in the Commission’s investment policy, the Commission’s investment objectives are safety, liquidity, return on investment, prudence, diversification, and public trust with the foremost objective being safety. VCTC has the ability to meet its expenditure requirements, at a minimum, for the next six months. Below is a summary of the Commission’s investments that comply with the Commission’s investment policy and bond documents, as applicable.

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo	Government Checking	N/A	EAC only	EAC only	\$ 4,583,125.45
LAIF	State Pool	N/A	\$ 0.00	3.15%	11,081,572.28
County of Ventura	Treasury Pool	N/A	0.00	3.59%	49,520,824.89
VCCF Bike Fund	Investment	N/A	Annually	annually	17,584.89
Total			\$ 0.00		\$65,203,107.51

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 8D

November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: SALLY DEGEORGE, FINANCE DIRECTOR
SUBJECT: FISCAL YEAR 2023/2024 CARRY-OVER BUDGET AMENDMENT
TRANSIT GRANT ADMINISTRATION, LAFA FUNDING

RECOMMENDATION:

- Amend the VCTC Fiscal Year 2023/2024 budget Transit Grant Administration budget by increasing LAFA revenues by \$7,425, staff costs by \$7,415 staffing expenditures and pass through expenditures by \$10.

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.

The Fiscal Year 2022/2023 Transit Grant Administration budget included funding for the Access for All grants that included expenditures for staff and pass-through funding to local agencies. The local agency pass-through and associated staff time was delayed and therefore needs to be carried over into Fiscal Year 2023/2024. Therefore, staff is recommending increasing the Local Access for All revenues by \$7,425 and increasing the expenditures by the same amount split \$10 for pass through to local agencies and \$7,415 for staffing costs including wages, fringe benefits and indirect costs.



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November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY

SUBJECT: SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR OCTOBER 2023

RECOMMENDATION:

- *Receive and file a report on Santa Paula Branch Line updates for the month of October 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. Verbal presentations on SPBL operations were provided at the June 2nd and October 6th, 2023 meetings, with written staff reports provided to the Commission with the July and September 2023 Agendas. The following report includes updates for the month of October 2023.

DISCUSSION:

October updates and activities include:

- On October 5, VCTC facilitated the Fall 2023 quarterly meeting of Cycle Cal Coast, a partnership between Ventura and Santa Barbara Counties focused on active transportation and cycling. First, a Senior Planner from the U.S. Department of Transportation's Volpe Center shared a presentation on the recently updated Federal Railroad Administration's Rails with Trails Best Practices and Lessons Learned Guidebook. Second, Robert J. Pinoli, Jr., President and CEO of Mendocino Railways, shared a presentation on their Skunk Train Rails with Trails project in Mendocino County. Third, VCTC Staff provided an overview and updates on the SPBL Trail Master Plan Update for the Saticoy to Piru sections of the trail. Lastly, the City of Ventura shared a presentation on the East Ventura to Saticoy section of the SPBL Trail planning and design progress.

- On October 11, at the request of the office of the Agricultural Commissioner, VCTC staff gave a presentation to the Agricultural Policy Advisory Committee (APAC) regarding Santa Paula Branch Line (SPBL) railroad operations and trail planning efforts. The presentation included discussion of railroad operations and the proposed update to the SPBL Trail Master Plan and Environmental Impact Report (EIR) for the Saticoy to Piru portion of the trail. Committee members and public attendees from the agricultural community expressed concerns regarding compatibility of a bicycle and pedestrian trail within commercial agricultural areas, notably trespass, liability, food safety, security, potential loss of agricultural land, and possible negative economic impacts to agriculture. VCTC will continue this dialogue with the Agricultural Commissioner's Office and APAC to address these concerns through the trail planning process, and to collaborate on other issues of mutual interest, such as goods movement. It is anticipated that an Advisory Committee will be formed to help guide the Trail Master Plan and EIR update, with anticipated participation from the Agricultural Commissioner's Office and APAC.
- On October 19, VCTC staff met with the Federal Emergency Management Agency (FEMA)'s Project Delivery Management team to discuss the status of the emergency response projects.
- VCTC staff continued to process Right of Entry (ROE) permits for the SPBL right-of-way. On October 25, VCTC staff met with the City of Ventura's Public Works Department to discuss access to the SPBL for field survey in the East Ventura to Saticoy section of the trail.
- 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 September, 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. SCAG was not able to provide a revised draft MOU to VCTC in time for programmatic and legal review in advance of the October 25th deadline for the November Commission meeting agenda. As a result, staff anticipates bringing the MOU to the Commission for approval at the December 2023 meeting.
- VCTC staff completed one lease reassignment (CalNRG) and continues to actively work on one (1) additional lease reassignment (Lindgren/Underwood), one (1) new private crossing agreement (Beylick Farms), and one (1) utility license agreement (County of Ventura/Broadband). Access lease information is available upon request.
- VCTC staff continued to work with Sierra Northern Railway to review and finalize the Fiscal Year 2022/2023 SPBL operations and maintenance invoices.
- Railroad engineering consultant team (RailPros) continued to work toward the final plans and design submittal for the Sespe Creek Overflow Railroad Bridge.
- Sierra Northern Railway resumed support for film and television production on the SPBL, with the end of the Writer's Guild of America strike. Sierra Northern Railway holds a trademark for "The Movie Railroad" and maintains the website <https://movierailroad.com/>.
- VCTC staff prepared a draft Request for Proposals for Construction Management Support Services and template contract for the repair and reconstruction of the Sespe Creek Overflow Railroad Bridge for Commission consideration, with Counsel and Risk Manager review.
- VCTC Executive Director and General Counsel worked with Sierra Northern Railway's parent company, Sierra Railroad, to work toward a solution to moving the stored rail cars away from the rural residential neighborhood west of Fillmore by the end of the calendar year.



Item 8F

November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

**SUBJECT: TRANSIT STOPS-STATIONS NEEDS ASSESSMENT AND INFRASTRUCTURE
IMPROVEMENTS REQUEST FOR PROPOSALS**

RECOMMENDATION:

- Authorize the Executive Director to finalize and issue Request for Proposals (RFP) for the Transit Stops-Stations Needs Assessment and Infrastructure Improvements project.

BACKGROUND:

The proposed project will implement strategies from the Ventura County Coordinated Public Transit-Human Services Transportation Plan (“Coordinated Plan”) to conduct an inventory and evaluate the accessibility of all bus stops and train stations countywide, and subsequently fund infrastructure improvements. The Transit Stops-Stations Needs Assessment and Infrastructure Improvements will be funded by the Southern California Association of Governments Regional Early Action Planning (REAP) 2.0 Grant Program. The REAP 2.0 program is a grant program that seeks to accelerate progress towards state housing goals and climate commitments through a strengthened partnership between the state, its regions, and local entities.

The Coordinated Plan examined Ventura County’s demographics and transportation environment with the aim of identifying the mobility needs of older adults, individuals with disabilities, people with low incomes, and veterans. During the Coordinated Plan preparation, transit agencies, educational practitioners, and committee members noted fixed route stops that remain difficult to access and unprotected from the elements as a key need in Ventura County. Improved access to stops and stations, with enhanced amenities, will facilitate increased ridership transit, which will reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions. The project will utilize a consulting firm to evaluate stops and stations countywide and serve as a model for SCAG’s REAP 2.0 program.

DISCUSSION:

The Transit Stops-Stations Needs Assessment and Infrastructure Improvements will implement strategies from the Coordinated Plan to conduct an inventory and evaluate the accessibility of all bus stops and train stations countywide, and subsequently fund infrastructure improvements. The project will allow VCTC to work with local communities and stakeholders to evaluate and fund community-supported improvements to

transit stops and stations throughout Ventura County. This will enhance connectivity for all ages and abilities to safely use transit as well as provide key first/last mile connections to housing.

Staff recommends the Board authorize the Executive Director to finalize and release the RFP for the Transit Stops-Stations Needs Assessment and Infrastructure Improvements. Staff will return to the Board for approval to award a contract following completion of the RFP and selection process. The procurement process timeline is as follows and is subject to change:

Procurement Schedule	
Task	Date
Issue RFP	11/3/2023
Pre-Proposal Conference	11/13/2023
Questions Due	11/21/2023
Answers Due	12/1/2023
Proposals Due	12/21/2023
Contract Award	3/1/2024

ATTACHMENTS

Attachment A - Draft Scope of Work



November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: CAITLIN BROOKS, PROGRAM MANAGER – TRANSPORTATION PLANNING
SUBJECT: INCIDENT RESPONDER GRANT PROGRAM ROUND TWO (2) EXTENSIONS

RECOMMENDATION:

- *Approve a One-Year Extension for each of the Round Two (2) Incident Responder Grant Program Awards to the California Highway Patrol (CHP), Ventura County Sheriff's Office, and Santa Paula Police Department.*

BACKGROUND:

The Ventura County Transportation Commission, acting in its capacity as the Service Authority for Freeway Emergencies (SAFE), manages the Motorist Aid Services Program, which is financed by a \$1 vehicle registration fee on all vehicles registered in Ventura County. Motorist Aid includes emergency roadside call boxes, Freeway Service Patrol and the Incident Responder Grant Program.

In November 2018, the Commission approved the development of new programs funded through the SAFE to provide expanded services to Ventura County motorists and established a policy to maintain a \$1.5 million reserve fund balance. In June 2019, the Commission established the Incident Responder Grant Program to provide financial assistance to agencies that respond to highway incidents.

Entities responding to freeway and highway incidents play a significant role in aiding the motorists involved as well as those simply caught in the resultant congestion until the incident is cleared. These entities use a variety of tools to assist motorists, from life saving devices to photographic equipment for incident analysis. These tools heighten the efficiency of incident responders allowing them to save lives and reduce congestion. To accommodate the purchase of the widest possible array of tools and/or equipment by agencies both large and small, the Commission established a wide range of grants available from \$5,000 to \$500,000. With Program approval in June 2019, the Commission also approved grant participant eligibility criteria, eligible expenditures, grant amount and frequency, expenditure life cycle, ownership requirements, and application process and scoring.

The first round of Incident Responder Grants provided five awards for a total of \$905,519.62, with award amounts ranging from \$45,000 to \$437,519.62. These awards supported the purchase of a major incident response vehicle, lighting systems, traffic control devices, changeable message signs, and a variety of other tools to improve incident response. Round 1 award recipients included the Fillmore Fire Department, Oxnard Police Department, Ventura Police Department, Ventura County Fire Protection District, and Ventura County Sheriff's Office.

In July 2021, the Ventura County SAFE approved program guidelines and initiation of the application process for a second round of grants for the Incident Responder Grant Program to provide up to \$1,000,000 to agencies that respond to highway incidents within Ventura County. VCTC received a total of seven (7) applications by the deadline. The total amount requested across the seven applications was \$1,653,690.45. In November 2021, the Ventura County SAFE awarded the panel recommended allocations to the following agencies:

Applicant	Award Amount
Oxnard Fire Department, with Ventura County Fire Protection District, Ventura City Fire Department, and Fillmore Fire Department	\$317,000
California Highway Patrol	\$259,000
Oxnard Police Department	\$148,000
Ventura County Sheriff's Office	\$139,000
Ventura City Fire Department / Ventura County Fire Department / Oxnard Fire Department	\$0
Santa Paula Police Department	\$119,000
Port Hueneme Police Department	\$18,000
TOTAL	\$1,000,000

DISCUSSION:

The Port Hueneme Police Department (PHPD), Oxnard Fire Department (OFD), Ventura County Fire Protection District (VCFPD), Ventura City Fire Department (VCFD), and Fillmore Fire Department (FFD) have acquired the Round 2 capital assets and fulfilled IRGP reporting requirements. PHPD completed the grant close out process, and once Ventura County SAFE receives the \$1,862.44 of unused funds from the OFD, VCFPD, VCFD, and FFD, their respective grant will be closed out. Oxnard Police Department (OPD) plans to expend Round 2 grant funds by the November 9, 2023 deadline and complete grant closeout by December 2023.

The California Highway Patrol (CHP), Ventura County Sheriff's Office (VCSO), and Santa Paula Police Department (SPPD) have not spent the total grant funds awarded in Round 2 of the program within the two (2) years allotted. All three agencies have each requested a one-year extension, which is allowable under the grant guidelines with approval from the SAFE Board.

To date, the CHP has not expended any of the \$259,000 in grant funds. CHP experienced project delays due to various administrative challenges, which resulted in VCTC entering an MOU with the CHP to allow CHP to be reimbursed for purchases under the grant, which is outside the IRGP standard process of up-front funding. The VCTC Board approved the MOU on January 6, 2023, and the final MOU was executed on January 24, 2023. However, the purchase requests were outside of the CHP fiscal year deadline and the CHP Moorpark Area could not initiate purchases until Fiscal Year 2023/2024. A budget amendment approved by the Commission on October 6, 2023 carried over these funds to Fiscal Year 2023/2024. The remaining items to be purchased include: 20 LIDAR devices, 2 Total Station Systems, 2 Message Boards, Scene Safety Lights (Globugs), and a Major Incident Response Trailer. It is anticipated that purchases will be complete by the December 31, 2024 deadline.

The VCSO has spent \$84,455.83 of the \$139,000 grant award, with a remaining balance of \$54,544.17. To date, VCSO has acquired a SMART VMS Trailer and 5 CDR/EDR Kits. VCSO experienced grant expenditure delays due to a high level of staff turnover in Fiscal Year 2022/2023. As a result, staff were unable to expend grant funds within the two-year allotment. The remaining items to purchase include: 1 Sign Trailer, 6 Digital Cameras, 2 UAV Patrol Drones, and Opticom EVP (an eligible expenditure but was not included in the funding recommendation calculation). It is anticipated that purchases will be completed by the December 31, 2024 deadline.

The SPPD has spent \$62,400.83 of the \$119,000 grant award, with a remaining balance of \$56,599.17. To date, SPPD has acquired a FARO Laser Scanner and Rubberneck Scene Barriers. SPPD experienced grant expenditure delays due to challenges locating a specific type of emergency response vehicle related to pandemic recovery supply chain issues. The remaining items to be purchased include: an Incident Response Vehicle, Wanco Sign Board, Globug Lighting Traffic Control Devices, Vericom Accelerometer and Master Tool Kit (due to market instability, SPPD may choose to not complete the purchase of the Incident Response Vehicle). It is anticipated that purchases will be complete by the December 31, 2024 deadline.

Approving the requested extensions will not affect the \$1.5 million reserve in the SAFE fund balance. The SAFE Fund Balance is estimated at approximately \$4.4 million (including the reserve) as of June, 2023.

The extension will also not affect the \$500,000 budgeted for Round Three (3) of the Incident Response Grant Program, which has a call for applications tentatively planned for January, 2024. A copy of the extension request letters from CHP, VCSO and SPPD are included in Attachment A.

Staff recommends the SAFE Board approve the requested extensions of the Round 2 grant awards to CHP, VCSO and SPPD to expend grant funds by December 31, 2024.



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Item 8H

November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: MATT MILLER, PROGRAM MANAGER – TRANSIT SERVICES
SUBJECT: MEMORANDUM OF UNDERSTANDING FOR CONTACTLESS CARD READERS ON VCTC COASTAL EXPRESS COMMUTER BUSES PROJECT

RECOMMENDATION:

- Approve the Memorandum of Understanding (MOU) with the Santa Barbara County Association of Governments (SBCAG) for the Contactless Card Readers on VCTC Intercity Coastal Express Commuter Buses project in an amount not to exceed \$500,000, for a period of performance beginning upon execution of the MOU through December 31, 2027.
- Approve and authorize the Executive Director to make immaterial amendments in accordance with the provisions set forth in the MOU.

BACKGROUND:

On June 28, 2023, the California Transportation Commission (CTC) awarded SBCAG and Caltrans \$132.4 million in Solutions for Congested Corridors Program (SCCP) funding to the Santa Barbara U.S. 101 Multimodal Corridor Project. SBCAG is the recipient of funding from the CTC for the five local projects and is thus responsible for managing the grant funds and delivery of the projects. One of the projects included contactless card readers for VCTC Intercity Coastal Express commuter buses. SBCAG and Caltrans along with implementing agencies will be entering into an SB1 Baseline Agreement that addresses timelines for project delivery and outlines the available funding.

DISCUSSION:

Staff worked with SBCAG to prepare an MOU for the Contactless Card Readers on VCTC Coastal Express Commuter Buses project (Attachment A). The MOU was approved by SBCAG at their October 19 meeting and must also be approved by the VCTC.

The funding allocation by CTC must be completed within the current fiscal year as required in the SB1 SCCP funding award. VCTC is the lead agency pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). The MOU identifies \$100,000 in Federal Transit Administration (FTA) funds, provided by VCTC, in addition to the \$400,000 in SCCP funds, to deliver the project. The FTA funds are included in the FY24 Regional Transit Technology budget.



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Item 81

November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: MATT MILLER, PROGRAM MANAGER
SUBJECT: REQUEST FOR PROPOSALS FOR ON-DEMAND SCHEDULING & DISPATCHING SYSTEM

RECOMMENDATION:

- Authorize the Executive Director to release a request for proposals (RFP) for countywide on-demand scheduling and dispatching system.

BACKGROUND:

In 2008, VCTC purchased Trapeze paratransit scheduling and dispatch software on behalf of Ventura County operators. Over time, some operators have procured new, modern platforms to manage their paratransit and dial-a-ride operations (together referred to as on-demand services), and others have decided to keep Trapeze. Due to the age of the current version of the Trapeze scheduling software being used at some agencies, VCTC is seeking to release an RFP to collect proposals and purchase a modern replacement system on behalf of those agencies who have not updated their software and those who have updated it but would like to consider other options.

DISCUSSION:

VCTC seeks to release an RFP for a cloud-hosted and cloud-based paratransit and microtransit scheduling and dispatch system. The scope of work includes functions currently being utilized by agencies to schedule ADA Paratransit trips plus requirements for passenger facing mobile and web app for scheduling/adjusting trips, making payments, tracking vehicles with real time arrival information, for both paratransit trips and, if desired by agencies, microtransit/general purpose dial-a-ride.

A draft scope of work for this RFP was shared with the TRANSCOM members to gather feedback and comments and to gauge their interest in participating in the RFP. All comments received by other agencies have been included in the scope of work. Valley Express and Camarillo Area Transit (CAT) intend to implement the system right away, while options will be provided so that the other agencies may join if they choose. The intention is to provide flexibility to agencies to utilize aspects of the system that best fits their operation (i.e. for paratransit service, for general purpose dial-a-ride, and/or microtransit) and allow agencies to join at a later date as their own contracts end. Combining joint procurements is one of the Supporting Actions in Transit Integration and Efficiency Study (TIES) Implementation Plan.

The goals for this project are to:

- Improve the passenger experience of those who are using on-demand transit options,
- Lower paratransit and on-demand trip cost,
- Increase paratransit and on-demand trip efficiency,
- Achieve improved cross-jurisdictional on-demand trip scheduling and
- Offer agencies the ability to introduce new on-demand transit programs.

Prior to final release of this RFP, VCTC intends to solicit final feedback from operators to be certain that the needs of all interested agencies may be met through this RFP.



November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY
SUBJECT: REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT TO RECONSTRUCT A PORTION OF THE SESPE CREEK OVERFLOW RAILROAD BRIDGE ON THE SANTA PAULA BRANCH LINE

RECOMMENDATION:

- *Approve an Amendment to the Santa Paula Branch Line (SPBL) Program Budget to increase expenditures by \$20,600 in Salaries, \$7,100 in Benefits, \$23,900 in Indirect Costs, \$600,000 in Consultant Services, and \$40,000 in Legal Services, increase revenues by \$691,600 in the State Transit Assistance (STA) category, increase the transfer-in by \$691,600 to SPBL from STA, increase STA transfer-out to the SPBL Fund by a corresponding \$691,600, and increase the transfer in to the General Fund from the SPBL by \$51,600, and increase the transfer out of the SPBL to the General Fund by \$51,600.*
- *Approve release of the Request for Proposals for Construction Management Support Services to Reconstruct a Portion of the Sespe Creek Overflow Railroad Bridge.*

BACKGROUND:

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

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

In addition to the damaged Sespe Creek Overflow bridge, several areas on the SPBL were identified where landslides had occurred and/or debris collected beneath bridges or in culverts. In particular, the Hopper Canyon area received substantial debris flows, with an estimated 6' – 8' of mud and debris. The SNR team worked quickly to clear debris and restore rail operational capabilities. The bulk of debris removal and repairs were completed by the end of February 2023.

On January 9th, prior to the bridge wash-out, railroad operator Sierra Northern Railway (SNR) relocated one locomotive from the rail yard in Fillmore to the SNR location in Santa Paula. As such, there is an operational

locomotive on either side of the bridge, enabling continued operations on both segments of the bridge on a temporary basis until the bridge can be repaired. However, the damaged bridge has substantially affected railroad operations, including creating the need to temporarily store rail cars west of Fillmore near Old Telegraph Road. Several community members have continued to express concerns related to visual impacts, graffiti and blight associated with the stored rail cars. VCTC is working with SNR to relocate the stored rail cars by the end of the year.

The Railroad Lease and Operations Agreement includes provisions covering responsibilities for repair or replacement of railroad facilities. In general, SNR is responsible for the cost of repair, replacement, or reconstruction of damaged railroad facilities for the railway to conduct its operations. However, in the case of “Damage Caused by Acts of God or Other Factors” (such as storm damage), the Agreement includes a provision for SNR and VCTC to cooperate to seek funding for repair or replacement of damaged railroad facilities.

VCTC staff considered several options to procure design, environmental, construction, and project management support in consultation with sister agencies, including Metrolink, Orange County Transportation Authority, and the County of Ventura Public Works Agency, and reviewed the FEMA Program Guidelines. Considering multiple factors and possible approaches, the Commission elected to follow a phased procurement approach and solicitation for the repair of Sespe Creek Overflow Railroad Bridge. Phase 1 includes design, engineering, environmental compliance and permitting, and preparation of bid documents to restore the pre-disaster design, capacity, and function of the Sespe Creek Overflow railroad bridge. Phase 2 will focus on construction and project management.

In June 2023, VCTC executed a contract with RailPros for Phase 1, with a scope of work that included compliance with State and Federal environmental laws and permitting requirements, structural design and engineering, development of specifications consistent with applicable standards, evaluating design variations to mitigate future hazards, project management, coordination with the railroad operator, and preparation of construction bid documents. As of October 2023, technical reports, plans, and specifications are advancing to the final draft stage. Due to seasonal/environmental factors, the on-site construction window is May – September during the driest period of the year. Off-site activities to prepare for the on-site construction activities can advance prior to May.

DISCUSSION:

VCTC Executive Director and Planning Director have spent considerably more time overseeing and managing the SPBL than anticipated, including managing the design and planning of the Sespe Bridge repairs, preparation of the subject RFP for Construction Management and upcoming Request for Bids for Construction, coordination with FEMA, and other activities related to oversight and management of the SPBL. As a result, additional funds are requested for Salaries, Benefits, and Indirect Costs for the SPBL Program Budget.

Outside Construction Management support services are needed to properly manage and oversee the repairs to the Sespe Bridge. Staff has prepared a Request for Proposals (RFP) from qualified contractors to provide construction management and engineering inspection services for the Sespe Creek Overflow Railroad Bridge Repair Project. The construction management scope of the work requires a diversity of expertise and the ability to respond to and/or resolve specialized contract issues. The scope of services is further detailed in Section 6 of the RFP. The proposed approach would have a Construction Management Support Services firm on board to assist VCTC with the Request for Bids and Construction Contractor selection process.

The projected schedule* would sequence as follows:

November 3, 2023 – Release RFP for Construction Management Support Services
December 1, 2023 – Release Request for Bids for Construction Contractor
December 8, 2023 – Proposals Due for Construction Management Support Services
January 5, 2024 – Commission to Consider Approval of Construction Management Contractor Selection

January 12, 2024 – Construction Management Firm under contract, Bids due for Construction Contractor
February 2, 2024 – Commission to Consider Approval of Construction Contractor Selection
February – April 2024 – Mobilization and Off-Site Construction Activities
May – August 2024 – On-Site Construction and Demobilization

* Dates are subject to change based on Commission direction, design and permitting schedules, availability of funding, and competing staff workload.

Preliminary estimates of repair and reconstruction costs for the Sespe Creek Overflow Bridge ranged from \$1.4 - \$2.3 million. However, after geotechnical and hydrological evaluation of the post-disaster site conditions and based on the results of the design process, the current construction cost estimate is around \$5 million. Construction Management costs are estimated at 12% of the total cost of construction, or \$600,000, based on the preliminary cost estimate prepared by the Sespe Bridge design team.

To provide for continued oversight and management of the SPBL and for Construction Management Support Services to reconstruct a portion of the Sespe Creek Overflow bridge, a budget amendment is requested to the Santa Paula Branch Line Program Budget as follows: Increase expenditures by \$20,600 in Salaries, \$7,100 in Benefits, \$23,900 in Indirect Costs, \$600,000 in Consultant Services, and \$40,000 in Legal Services, increase revenues by \$691,600 in the State Transit Assistance (STA) category, increase the transfer-in by \$691,600 to SPBL from STA, increase STA transfer-out to the SPBL Fund by a corresponding \$691,600, and increase the transfer in to the General Fund from the SPBL by \$51,600, and increase the transfer out of the SPBL to the General Fund by \$51,600.



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November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
**SUBJECT: VENTURA COUNTY REGIONAL IMPROVEMENT PROGRAM –
SUBMITTAL FOR 2024 STATE TRANSPORTATION IMPROVEMENT
PROGRAM (STIP)**

RECOMMENDATION:

- Approve the 2024 STIP submittal to the California Transportation Commission.

BACKGROUND:

State law requires the adoption and submittal of a five-year State Transportation Improvement Program (STIP) by December 15 of each odd-numbered year. The Ventura County Transportation Commission (VCTC) is the agency responsible for developing the STIP for Ventura County working cooperatively with Caltrans. The STIP is comprised of a five-year list of capital improvement projects to be funded from VCTC's share of STIP Regional Improvement Program (RIP) funds for the period starting July 1, 2024 (FY 2024/2025) and ending June 30, 2029 (FY 2028/2029).

The 2024 STIP for Ventura County is due to the California Transportation Commission (CTC) on December 15, 2023. Projects to be included in the STIP must be submitted to SCAG for modelling no later than September 22nd. The CTC is responsible for reviewing and approving STIP submittals. The CTC is scheduled to publish the 2024 STIP staff recommendations on March 1, 2024 and adopt the 2024 STIP on March 21-22, 2024.

DISCUSSION:

Each STIP covers a five-year period and adds two new years of programming capacity. The new STIP includes projects carried forward from the previous STIP plus new projects and reserves from among those proposed by regional agencies in their regional transportation improvement programs (RTIPs). The statewide capacity for the 2024 STIP Fund Estimate identifies net new capacity in the two years added to the STIP (2027/28 and 2028/29) and identifies additional capacity in the first three years of the 2024 STIP (2024/25 through 2026/27). County shares are calculated using the statutorily driven formula distribution taking into account population and highway lane miles. Ventura County's 2024 STIP share includes a net carryover/unprogrammed balance of \$80,977,000 and new County Share formula distribution funds of \$26,880,000 through 2028/29 for a total amount of \$107,857,000.

PROPOSED 2024 PROGRAM

Planning, Programming & Monitoring (PPM)

PPM is utilized annually by VCTC to fund planning and programming activities performed by VCTC staff and consultants and can be programmed up to a maximum of 5% of the county share. The 2024 STIP provides an additional \$899,000 in new PPM programming capacity for the four-year period starting FY 2024/25 and ending 2027/28. Staff recommends dividing all available funds in the four-year period equally for totals of \$487,000 per year as presented in Table 1. Additionally, \$445,000 in STIP PPM funds are available for programming in FY 2028/29. Staff recommends that \$455,000 in PPM funds be programmed in FY 2028/29.

Table 1: Proposed Programming of 2024 STIP PPM Funds

	(\$1,000)					
	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
Existing PPM funds Programmed in the 2022 STIP	\$350	\$350	\$350	\$0	\$0	\$1,050
Proposed Programming of New PPM funds	\$137	\$137	\$137	\$487	\$445	\$1,343
Proposed PPM funds for the 2024 STIP	\$487	\$487	\$487	\$487	\$445	\$2,393

US 101 Construction

Under VCTC’s adopted policy, the US 101 Improvement project is the priority for STIP funds. Without a source of local funds, the STIP can only provide a relatively small portion of what is required for the full project. However, upon completion of the environmental document currently underway, it will be possible to program whatever funds have accumulated for “Early Action” improvements to the US 101 project. Therefore, after subtracting \$2,393,000 in PPM funds and \$4,667,000 for the Camarillo Central Avenue Bike Lanes project described in the next paragraph, staff recommends that the remaining \$100,797,000 in Ventura County share STIP funds be carried over to the future. It is anticipated that the US 101 environmental clearance will be completed near the end of 2024, allowing the nomination of a specific “Early Action” improvement phase of the US 101 Improvement Project for the 2026 STIP.

Camarillo Central Avenue Bike Lanes

Staff recommends programming \$4,667,000 in 2024 STIP funds in FY 2025/26 to construct Class II bicycle lanes on both sides of Central Avenue from the Camarillo City limits to the US 101 Freeway Northbound off-ramp (approximately 1,700 ft.). This project will attract bicycle riders as it provides for safe bicycle travel in an area where no bike lanes currently exist. The proposed project will connect a critical gap on Central Avenue between the existing unincorporated Ventura County bike lanes that end at the Camarillo City limits to the Springville Bike Path currently under design in the City of Camarillo.

In 2022, VCTC selected the project for a mix of Congestion Mitigation and Air Quality (CMAQ) and Carbon Reduction Program (CRP) funding as part of its call for projects. However, the Federal Highway Administration later directed that only SCAG could select the CRP projects, so this project has remained with an unfunded balance pending a SCAG competitive call for projects. Staff is recommending, in view of the commitment that VCTC made to this project through its call for projects, that a small portion of the STIP balance otherwise committed to the US 101 project be programmed for the unfunded balance for Central Avenue, thus avoiding the need to wait for the opportunity to compete for CRP funds.

The Transportation Technical Advisory Committee (TTAC) approved this staff recommendation at its meeting on October 18th.

Attachment 1

Existing 2022 STIP RIP Funding Summary																
(\$1,000)																
Agency	Rte	PPNO	Project	Total	Project Totals by Fiscal Year					Project Totals by Component						
					Prior	24-25	25-26	26-27	27-28	28-29	R/W	Con	E&P	PS&E	R/W Sup	Con Sup
VCTC		9002	Planning, programming & monitoring	1,050		350	350	350	0	0		1,050				
			<i>TOTAL</i>	1,050		350	350	350	0	0						

Proposed Changes in Funding for the 2024 STIP RIP																
(\$1,000)																
Agency	Rte	PPNO	Project	Total	Project Totals by Fiscal Year					Project Totals by Component						
					Prior	24-25	25-26	26-27	27-28	28-29	R/W	Con	E&P	PS&E	R/W Sup	Con Sup
VCTC		9002	Planning, programming & monitoring	+1,343		+137	+137	+137	+487	+445		+1,343				
Camarillo			Camarillo Central Ave bike lanes	+4,667			+4,667					+4,667				
			<i>TOTAL</i>	+6,010		+137	+4,804	+137	+487	+445						

Proposed 2024 STIP RIP Funding Summary																
(\$1,000)																
Agency	Rte	PPNO	Project	Total	Project Totals by Fiscal Year					Project Totals by Component						
					Prior	24-25	25-26	26-27	27-28	28-29	R/W	Con	E&P	PS&E	R/W Sup	Con Sup
VCTC		9002	Planning, programming & monitoring	2,393		487	487	487	487	445		2,393				
Camarillo			Camarillo Central Ave bike lanes	4,667			4,667					4,667				
			<i>TOTAL</i>	7,060		487	5,154	487	487	445						



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November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

**SUBJECT: RESOLUTION OF NECESSITY FOR PROPERTY ACQUISITION – SIMI VALLEY
DOUBLE TRACK AND PLATFORM PROJECT
OWNER: DELAWARE HIDDEN VALLEY GRAND APT LLC
PROPERTY ADDRESSES: 5008 ARROYO LANE, SIMI VALLEY, CA 93063 AND 5112
HIDDEN VISTA COURT, SIMI VALLEY, CA 93606
PARCEL NUMBERS: SV:EST-002, SV: TCE-013, SV:TCE-014, SV:PART-001, SV:TCE-
004
APNS: 644-0-210-095, 115**

RECOMMENDATION:

- Conduct a hearing on the proposed Resolution 2023-10 of Ventura County Transportation Commission (VCTC) finding and determining that the public interest, convenience and necessity require the acquisition of certain property for public purposes; and
- Review the evidence presented, including this staff report and public comments, and close the hearing; and
- Adopt the attached Resolution 2023-10 authorizing the commencement of eminent domain proceedings so as to acquire the property discussed herein. This action requires an affirmative two-thirds (2/3) vote of the Commission.

BACKGROUND:

VCTC and the Southern California Regional Rail Authority (SCRRA/Metrolink) entered into a Memorandum of understanding (MOU) in December 2020 for Metrolink's Southern California Optimized Rail Expansion (SCORE) Simi Valley Double Track and Platform Project. SCRRA is the lead agency for the Project and is allocated Transit and Intercity Rail Capital Program (TIRCP) funding directly from the California Transportation Commission. VCTC will provide support services to SCRRA to deliver the project. The Project is a part of the SCORE program that will enable more frequent service across the Metrolink system.

This project will add 2.15 miles of track; up to 1.55 miles in the first segment of the project, and a further 0.6 miles in the second segment of the project. Segment 1 improvements would include three at-grade crossing improvements and up to two crossing improvements in segment 2, which would create a quiet zone ready corridor once both segments are complete. 1,400 feet of existing track will be shifted between East Los Angeles Avenue and Simi Valley Station. The improvements will require new track panels and warning devices at the following at-grade crossings: Sequoia Avenue (optional), Tapo Canyon Road, Tapo

Street, East Los Angeles Avenue, and Hidden Ranch Drive. Simi Valley Station is included in segment 1 improvements and will require a new Metrolink safety standard pedestrian crossing and a new 680 foot long second platform.

At the December 2021 Commission meeting, the Commission authorized SCRRA/Metrolink to proceed with property acquisition offers and negotiation activities for the Simi Valley Double Track and Platform Improvement Project.

DISCUSSION:

It has been determined that at least one of the parcels needed for the construction of the project requires a Resolution of Necessity (RON) for Property Acquisition as the Offer to Purchase has not been accepted.

The parcels identified in Resolution 2023-10 (the "Property") consists of vacant land located at 5008 Arroyo Lane, Simi Valley, described as follows 1) Storm Drain Easement, Parcel No. SV:EST-002, 4,104 square feet in size, 2) Temporary Construction Easement, Parcel No. SV:TCE-013, 1,987 square feet in size and 3) Temporary Construction Easement, Parcel No. SV:TCE-014, 6,181 square feet in size; and vacant land located at 5112 Hidden Vista Court, Simi Valley, described as follows: 4) Acquisition in Fee for Sidewalk, Parcel No. SV:Part-001, and 5) Temporary Construction Easement, Parcel No. SV:TCE-004. The Temporary Construction Easements are required for the duration of the construction and then will be subsequently released. The easement for the storm drain and the signal relocation will be permanent acquisitions. All areas are located outside the property wall, between the wall and the railroad tracks.

On May 5, 2023, SCRRA/Metrolink Staff tendered an offer to the Property Owner.

SCRRA staff and its Right of Way agents have attempted in earnest to negotiate a settlement agreement, and although negotiations are ongoing and will continue, the acquisition of the Property has not been consummated. VCTC requires possession and use of the Property before work on the property can commence and as there are no assurances that an agreement between the parties will be reached in order to meet the construction schedule, a Resolution of Necessity is being requested.

Pursuant to California Government Code sections 6500 et seq., 7267.2, 37350.5, and 40401 et seq. and 40404, and California Code of Civil Procedure Section 1230.010 et seq., 1240.410 and 1240.020, Cal. Pub. Util. §130220.5, and Section 19, Article I of the California Constitution, and other authorities, VCTC is authorized to acquire the aforementioned subject property in its entirety by eminent domain, provided certain procedural steps are followed.

VCTC must make an offer to purchase to the property owner, which offer must be transmitted in writing, based upon an appraisal. VCTC tendered a statutory Offer to Purchase to the property owner as required by law based upon an approved appraisal (**Exhibit 1**). To date, the offer has not been accepted.

It is now necessary that an action in eminent domain be commenced to acquire the property interests referenced above. Prior to the filing of the action, VCTC must hold a hearing on the proposed Resolution of Necessity, (**Exhibit 2**) and provide the owner of the affected property an opportunity to be heard, provided that the owner has timely filed a request to be heard in writing with VCTC prior to the hearing.

In addition, the hearing must be duly noticed. The proper notice was mailed to affected property owner via United States Postal Service Certified Mail on Thursday, October 12, 2023. Attached is a copy of the Notice of Hearing and Request to Be Heard, which were delivered in accordance with the applicable statutes (**Exhibit 3**).

After conducting the public hearing, if the Committee finds that the public necessity so requires, VCTC should adopt the attached Resolution of Necessity 2023-10, authorizing condemnation proceedings for the purpose of acquiring the Property.

The findings which need to be made, are as set forth in the Resolution of Necessity. Specifically, the Committee must find:

1. *That the public interest and necessity require the acquisition of the proposed project.*

As proposed, the Project will serve public purposes, as discussed above;

2. *That the Project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury.*

The addition of the 2.13 miles of railroad siding track immediately adjacent to the existing railroad track within the existing railroad right-of-way, and the addition of the new platform at Simi Valley Station, will improve the capacity, safety and reliability of the commuter rail system on the Ventura Corridor. The improvements at five (5) existing highway-rail grade crossings will improve safety and reliability, and make the crossings quiet-zone ready. The project has been planned and designed to maximize public benefits whilst minimizing both long-term impacts and temporary construction impacts to local residents and businesses.

3. *That the Property is necessary for the proposed Project.*

The Simi Valley Double Track and Platform Project is critical in adding capacity to the Ventura County Line and expanding the Simi Valley station. The improvements will enable up to 30-minute bi-direction peak services between Moorpark and Los Angeles. The property interests to be acquired are necessary for the Simi Valley Double Track and Platform Project.

4. *That VCTC made the offer to purchase as required by section 7267.2 of the California Government Code.*

The Statutory Offer to Purchase was tendered to the owner of the Property on May 5, 2023.

5. *That the necessary notice of hearing to consider the adoption of the Resolution of Necessity has been given, as required by Code of Civil Procedure section 1245.235.*

As evidenced by **Exhibit 3**, this has been done.

6. *That VCTC has complied with CEQA.*

Per Public Resources Code § 21080.13, the Simi Valley Double Track and Platform Project Final EIR was certified by the SCRRRA Board on July 23, 2021. This environmental document was coordinated with VCTC and included the location at, and in the vicinity of, both the Simi valley Station and the Hidden Ranch Drive grade crossing, and therefore the Final EIR has satisfied CEQA requirements. A Mitigation Monitoring and Reporting Program was adopted to ensure that mitigation measures are implemented as detailed in the environmental document.

7. *The Property is necessary for the purpose specified in Section 1240.350 of the Code of Civil Procedure, in that it appears reasonably necessary and appropriate (after taking into account any hardship to the owner of the additional property) that at least some of the property to be acquired is needed to provide utility service to, or access to a public road from, any property that is not acquired for such public use but which is cut off from utility service or access to a public road as a result of the acquisition by the public entity.*

The purpose of this hearing is to determine whether to commence eminent domain proceedings against the property described above. The eminent domain law affords owners a right to a jury trial on the question

of just compensation to be paid for the property interests at issue. Issues relating to compensation are not appropriately addressed at this hearing. However, negotiations for the acquisition of the property interests are ongoing, and such negotiations will not be discontinued if VCTC adopts the Resolution of Necessity as recommended.

BUDGET IMPACT: None

ATTACHMENTS

Exhibit 1- Offer Letter dated May 5, 2023

Exhibit 2- Resolution of Necessity No. 2023-10 with Exhibits

Exhibit 3- Notice of Hearing and Request to Be Heard



November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT

SUBJECT: LOS ANGELES – SAN DIEGO – SAN LUIS OBISPO RAIL CORRIDOR AGENCY (LOSSAN) UPDATE

RECOMMENDATION:

- Receive and file presentation from LOSSAN Managing Director

BACKGROUND:

The 351-mile Los Angeles – San Diego – San Luis Obispo Rail Corridor (LOSSAN) travels through a six-county coastal region in Southern California and is the second busiest intercity passenger rail corridor in the United States and the busiest state-supported Amtrak route. The LOSSAN Corridor service includes 41 stations and more than 150 daily passenger trains, with an annual ridership of nearly 3 million on Amtrak Pacific Surfliner intercity trains and 5 million on Metrolink and COASTER commuter trains. Commissioner MacDonald is VCTC's primary LOSSAN member and the Vice Chair and Commissioner White is the alternate.

DISCUSSION:

Track Issues

The LOSSAN Corridor and Pacific Surfliner service endured many challenges over the last 14 months due to erosion, landslides and storms along the right-of-way. These issues led to a significant loss of ridership and cost the agency both in lost revenue and the expense of bus bridges.

On September 30, 2022, a hillside failed adjacent to the railroad right-of-way in San Clemente in south Orange County. This failure pushed the railroad tracks toward the Pacific Ocean, necessitating the closure of the railroad to implement emergency repairs. Weekend service was restored February 4, 2023, and the tracks fully reopened on April 17, 2023. On April 27, 2023, roughly two miles north of the previous slide, a landslide occurred above the rail corridor and below the Casa Romantica Cultural Center and Gardens in San Clemente. As a result, the railroad was again closed out of an abundance of caution to provide time for the City of San Clemente to grade the hillside. On May 27, 2023, the railroad was again reopened in time to support travel for Memorial Day weekend. On June 5, 2023, the tracks below the Casa Romantica Cultural Center and Gardens closed again due to ongoing movement of the adjacent hillside, finally reopening on July 17, 2023.

Additionally, there were multiple other track closures this year, primarily due to storm-related issues north of Santa Barbara, Del Mar and Grover Beach. In part to address these issues, the State Senate convened a subcommittee related to LOSSAN resiliency and in parallel, the California State Transportation Agency (CalSTA) convened a working group for elected officials, stakeholders, and agencies to strategize and collaborate on corridor-wide issues. The first meeting was held October 10, 2023 and future meetings will be held quarterly.

X Games

LOSSAN and the Pacific Surfliner were integral to the success of the X Games held in Ventura in July, which led to a significant ridership increase and a great alternative to driving for the attendees. In the months leading up to the three-day event, LOSSAN worked closely with Visit Ventura, X Games, and VCTC to highlight the Pacific Surfliner service. LOSSAN installed a branded train wrap on board two Pacific Surfliner train cars, a discount on train travel and event admission, digital promotions, inclusion on the event website, and more.

Train service is a great alternative to driving to events, particularly ones held at the fairgrounds, and VCTC looks forward to working with LOSSAN and partner agencies to support events in the future. In particular, we look forward to coordinating to support the California Strawberry Festival, which is already beginning in an effort to avoid the issues experienced last year.

Codeshare Program

Codeshare is a partnership program between LOSSAN and Metrolink that allows Metrolink Ventura County Line ticket holders to ride select Amtrak Pacific Surfliner trains and vice versa between Los Angeles and Ventura. Currently, there are two daily northbound and two southbound Amtrak Pacific Surfliner codeshare trains and, as part of a pilot program, the program will be expanded to all Pacific Surfliner trains between Los Angeles and Ventura beginning November 1 and lasting eight months.

Expanding this program has been a high priority for VCTC, particularly for weekend trains. When Metrolink implemented additional weekend service in July 2023 on the Ventura County Line on behalf of VCTC and L.A. Metro, the trains were scheduled at times to fill in longer gaps of Pacific Surfliner service with the goal of creating a network system and providing more frequency to train passengers between the two services. The intention is to add service throughout the day, helping to take the burden off of Pacific Surfliner service and reduce crowding issues, while also making the service more attractive along the Ventura County Line. The codeshare program also increases attractiveness of the service through increased affordability, especially through the availability of Metrolink weekend passes, as it is often much cheaper to drive a car than take the Pacific Surfliner service otherwise for people traveling together, even with higher gas prices.

Without the codeshare throughout the day on weekends, the Metrolink service is not as attractive to passengers since the Metrolink schedule on its own only provides three and four hours for passengers to explore their destination when traveling to the end of the line. Staff hopes the increase in codeshare trains will increase ridership, while also helping to reduce crowding issues on the Pacific Surfliner service through the network schedule.



Item 12

November 3, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR

SUBJECT: SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) UPDATE AND PRESENTATION

RECOMMENDATION:

- This item is to receive presentation from SCAG on the Connect SoCal 2024 Draft Plan.

BACKGROUND:

Kome Ajise, SCAG Executive Director, will provide a presentation on the Connect SoCal 2024 Draft Plan.



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