



**VENTURA COUNTY TRANSPORTATION COMMISSION  
LOCAL TRANSPORTATION AUTHORITY  
AIRPORT LAND USE COMMISSION  
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
CONSOLIDATED TRANSPORTATION SERVICE AGENCY  
CONGESTION MANAGEMENT AGENCY**  
[www.goventura.org](http://www.goventura.org)

**AGENDA\***

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

**IN-PERSON**

**CAMARILLO CITY HALL**

**COUNCIL CHAMBERS**

**601 CARMEN DRIVE**

**CAMARILLO, CA**

**FRIDAY, DECEMBER 1, 2023**

**9:00 A.M.**

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

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. 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. **CLOSED SESSION** – Conference with Real Property Negotiators  
(Pursuant to Government Code Section 54956.8)  
Property: Santa Paula Branch Line Railroad Right of Way  
Negotiating Parties: VCTC and Sierra Northern Railway  
Under negotiation: Terms and Conditions Related to Operating/Lease Agreement
  
6. **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 NOVEMBER 3, 2023, MEETING -PG.5](#)  
**Recommended Action:**
  - *Approve the summary minutes of November 3, 2023.***Responsible Staff: Roxanna Ibarra**
  
- 8B. [MONTHLY BUDGET REPORT-PG.11](#)  
**Recommended Action:**
  - *Receive and file the monthly budget report for October 2023.***Responsible Staff: Sally DeGeorge**
  
- 8C. [ANNUAL COMPREHENSIVE FINANCIAL REPORT AND SINGLE AUDIT-PG.19](#)  
**Recommended Action:**
  - *Approve the audited Annual Comprehensive Financial Report (ACFR) and Single Audit for Fiscal Year 2022/2023.***Responsible Staff: Sally DeGeorge**
  
- 8D. [MEMORANDUM OF UNDERSTANDING \(MOU\) BETWEEN COUNTY TRANSPORTATION COMMISSIONS AND SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS \(SCAG\) TO ADDRESS FEDERAL PLANNING FINDINGS FOR TRANSPORTATION IMPROVEMENT PROGRAM \(TIP\) -PG.21](#)  
**Recommended Action:**
  - *Authorize Executive Director to execute the attached MOU between SCAG and the county transportation commissions, to address federally-required project selection process changes.***Responsible Staff: Peter De Haan**

- 8E. [ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT \(TDA\) FISCAL YEAR \(FY\) 2023/24 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS- PG.35](#)  
**Recommended Action:**
- Approve the allocation of Fiscal Year 2023/2024 Transportation Development Act (TDA) Article 3 Bike Path Maintenance funds totaling \$252,631 as shown in the attached table.
- Responsible Staff: Heather Miller**
- 8F. [FISCAL YEAR 2024-25 TRANSPORTATION DEVELOPMENT ACT \(TDA\) UNMET TRANSIT NEEDS \(UTN\) DEFINITIONS AND SCHEDULE -PG.37](#)  
**Recommended Action:**
- Review and approve the Fiscal Year 2024/2025 Unmet Transit Needs definitions and schedule.
- Responsible Staff: Claire Grasty and Dolores Lopez**
- 8G. [BUS AND RAIL RIDERSHIP AND PERFORMANCE MEASURES REPORT- PG.43](#)  
**Recommended Action:**
- Receive and file.
- Responsible Staff: Aubrey Smith and Dolores Lopez**
- 8H. [TRANSIT STOPS-STATIONS NEEDS ASSESSMENT AND INFRASTRUCTURE IMPROVEMENTS REQUEST FOR PROPOSALS-PG.49](#)  
**Recommended Action:**
- Ratify the updated Request for Proposals (RFP) for the Transit Stops-Stations Needs Assessment and Infrastructure Improvements project.
- Responsible Staff: Claire Grasty**
- 8I. [SHORT RANGE TRANSIT PLAN CONTRACT AMENDMENT WITH FEHR AND PEERS-PG.51](#)  
**Recommendation:**
- Approve the Contract Amendment #1 with Fehr & Peers and authorize the Executive Director to execute the contract amendment.
- Responsible Staff: Claire Grasty**

**DISCUSSION CALENDAR:**

9. [SENATE BILL 125 RECOMMENDED PROJECTS -PG.55](#)  
**Recommendation:**
- Approve Senate Bill 125 project lists.
- Responsible Staff: Claire Grasty**
10. [SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR NOVEMBER 2023-PG.63](#)  
**Recommendation:**
- Receive and file a report on Santa Paula Branch Line updates for the month of November 2023.
- Responsible Staff: Amanda Fagan**
11. [SANTA PAULA BRANCH LINE TRAIL MASTER PLAN UPDATE AND ENVIRONMENTAL IMPACT REPORT/ENVIRONMENTAL IMPACT STATEMENT REQUEST FOR PROPOSALS-PG.65](#)  
**Recommendation:**
- Approve release of the Request for Proposals for Consultant Services to Update the Santa Paula Branch Line Trail Master Plan and Environmental Impact Report/Environmental Impact Statement.
- Responsible Staff: Amanda Fagan**

12. [SCAG REGIONAL EARLY ACTION PLANNING COUNTY TRANSPORTATION COMMISSIONS PARTNERSHIP PROGRAM MEMORANDUM OF UNDERSTANDING-PG.69](#)

**Recommendation:**

- Approve a Memorandum of Understanding (MOU) with the Southern California Association of Governments (SCAG) to accept a Regional Early Action Planning County Transportation Commissions Partnership Program (REAP CTC PP) grant award in an amount of \$3,777,000.
- Authorize the Executive Director to make immaterial amendments in accordance with the provisions set forth in the MOU.
- Approve an Amendment to the Santa Paula Branch Line Program Budget to increase revenues by \$1,677,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$1,677,000 in the Consultant Services category.
- Approve an Amendment to the Regional Transportation Planning Program Budget to increase revenues by \$300,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$300,000 in the Consultant Services category.
- Approve an Amendment to the Regional Transit Planning Program Budget to increase revenues by \$1,800,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$1,800,000 in the Consultant Services category.

**Responsible Staff: Amanda Fagan**

13. [FIRST AMENDMENT TO THE SANTA PAULA BRANCH LINE RAILROAD LEASE AND OPERATIONS AGREEMENT-PG.73](#)

**Recommended Action:**

- Approve Amendment No. 1 to the Santa Paula Branch Line Railroad Lease and Operations Agreement.

**Responsible Staff: Martin Erickson**

14. GENERAL COUNSEL REPORTS-

15. AGENCY REPORTS:

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

Primary: Commissioner Mike Judge

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

Primary: Commissioner Tony Trembley  
Alternate: 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

16. **ADJOURN to 9:00 a.m. Friday, JANUARY 5, 2024, AT THE CAMARILLO LIBRARY LOCATED AT 4101 LAS POSAS RD. CAMARILLO, CA 93010.**



Item 8A

December 1, 2023

**MEETING MINUTES OF NOVEMBER 3, 2023, REGULAR VCTC COMMISSION MEETING AND SPECIAL MEETING AT 9:00 A.M.**

**CALL TO ORDER:**

Chair MacDonald jointly called the regular meeting of the Ventura County Transportation Commission and the Special Meeting 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 Trembley.

**ROLL CALL/MEMBERS PRESENT:**

Bryan MacDonald, City of Oxnard  
Matt LaVere, County of Ventura  
Carrie Broggie, City of Fillmore  
Jenny Crosswhite, City of Santa Paula  
Chris Enegren, City of Moorpark  
Bob Engler, City of Thousand Oaks  
Mike Johnson, City of Ventura  
Kelly Long, County of Ventura  
Vianey Lopez, County of Ventura  
Martha McQueen-Legohn, City of Port Hueneme  
Janice Parvin, County of Ventura  
Tony Trembley, City of Camarillo  
Jim White, County Rep., Ventura County  
Gloria Roberts, Caltrans District 7 Director

**ABSENT:**

Daniel Chavez, Cities Rep., Cities  
Suza Francina, City of Ojai  
Jeff Gorell, County of Ventura  
Mike Judge, City of Simi Valley

**SPECIAL MEETING AGENDA:**

**1. PUBLIC COMMENTS** – There was one public comment.

Susan Jolley, City of Fillmore resident, gave public comment regarding the continued concern of the storage of rail cars along Sespe Creek.

## 2. CLOSED SESSION – CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code Section 54956.8)

Property: Santa Paula Branch Line Railroad Right of Way

Negotiating Parties: VCTC and Sierra Northern Railway

Under negotiations: Terms and Conditions Related to Operating/Lease Agreement

At 9:06 a.m. Chair MacDonald stated the commission would move into closed session and would report out into the regular agenda.

The commission reconvened out of closed session at 10:11 a.m. General Counsel Steve Mattas stated there were no reportable actions from closed session at this time.

Special Meeting was adjourned at 10:13 a.m.

Regular session resumed at 10:14 a.m.

4. **PUBLIC COMMENT** – There were no public comments under the regular November 3, 2023, agenda.

5. **CALTRANS REPORT** – Commissioner Roberts gave a PowerPoint presentation on the November Caltrans report to the commission.

## 6. COMMISSIONERS/EXECUTIVE DIRECTOR REPORT –

Chair MacDonald stated he got a call from a constituent concerning the Nyeland Acres area. Chair MacDonald reached out to Commissioner Roberts, she reached out to Caltrans in our area and Caltrans was able to clean the Nyeland Acres area. Chair MacDonald thanked Commissioner Roberts and Caltrans for their excellent job and partnership.

Commissioner White also thanked Commissioner Roberts and Caltrans for their assistance with a bike safety project in Carpinteria. He stated they came out and cleaned up the area and appreciates Caltrans' and Commissioner Roberts work on getting this done.

Commissioner Johnson also thanked Commissioner Roberts and Caltrans for the project in Ventura and the communication between the city of Ventura and Caltrans. Commissioner Johnson also stated Gold Coast Transit District is proceeding with the purchase of five hydrogen fuel cell buses and the old buses have to come off the road. He thanked GCTD staff publicly for GCTD's recovery of ridership and said they are only a couple hundred short from pre-pandemic numbers. Commissioner Johnson stated GCTD is embarking on a fare increase study.

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

- VCTC is excited that the **Codeshare program will be expanded to all Metrolink and Amtrak (LOSSAN)** trains running between LA Union Station and Ventura on a pilot basis beginning November 6 and lasting through the end of the fiscal year. 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. 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.
- VCTC is excited to have received a **Clean CA grant from Caltrans for Bus Stop Improvements** for Gold Coast Transit District. The grant for \$500,000 will fund design, hardscape improvements, shelters, benches, solar lighting and waste receptacles at select stops in the service area. VCTC is happy to partner with GCTD to support improving heavily utilized bus stops.
- VCTC is joining Gold Coast Transit District, Simi Valley transit and Thousand Oaks transit to host a **Disadvantaged Business Enterprise (DBE) outreach event** from 9-11 a.m. Nov. 7 at the Gold Coast administrative office, 1901 Auto Center Drive in Oxnard. Small-business owners are invited to learn how to become certified as a DBE and compete for transit and transportation contracts. A representative from LA Metro will give a presentation on how to become a certified DBE, and representatives from each local agency will be on site to meet with participants and answer questions.

- VCTC joined regional transit agencies in **celebrating Rideshare Week Oct. 2-6**. During Rideshare Week, people are encouraged to take public transit, carpool, bike or walk instead of driving alone in a vehicle. Ventura County residents were encouraged to pledge to rideshare through a special VCTC webpage, and four people who pledged were selected at random to receive Amazon gift cards. VCTC received 165 pledges, an increase of 33 pledges from 2022.
- VCTC's Spanish-language outreach campaign, **Buenas con VCTC, recently won a 2023 APTA AdWheel Grand Award** for best marketing and communications educational initiative. This is the second AdWheel award for Buenas con VCTC. The Grand Award was presented at the American Public Transportation Association (APTA) TRANSform Conference & Expo on Oct. 10 in Orlando. VCTC created the Buenas con VCTC campaign in partnership with outreach consultant Celtis Ventures Inc.
- In its role as the Service Authority for Freeway Emergencies (SAFE), VCTC facilitated a demonstration with California Highway Patrol and Freeway Service Patrol contractor Platinum Tow & Transport, Inc. of a **mobile electric vehicle charging system** on October 25. The system allows mobile charging of electric vehicles at a rate of one mile per minute of charge. VCTC, CHP, and Platinum Tow will further explore the potential for installing mobile EV charging on a **Freeway Service Patrol** truck to evaluate usefulness and performance. Approximately 3% of FSP direct motorist assists for the Ventura County FSP program are provided to electric vehicles. The EV share of vehicles sold was 16% in 2022, which is up from 7% in 2019.
- VCTC participated in the **Ventura County Farmworker Housing Study Focus Group Meeting** on October 25th. VCTC hosted a Focus Group dedicated to the interrelation of transportation and housing. The Focus Group enabled VCTC to gather important data on mode of travel, vehicle access, cost of housing and transportation, safety, and public transit usage. Feedback gathered from Farmworkers during the Focus Group will be combined with the transportation-related data gathered through the County-led Farmworker Housing Survey to inform planning, services, outreach and engagement by VCTC and other transportation agencies and transit operators in Ventura County. Key transportation challenges identified included cost, safety, and limited awareness of who to turn to for help with transportation issues. VCTC contributed as a funding partner to the Farmworker Housing Study, leveraging a small investment of Local Transportation Funds to gather important information from an otherwise hard to reach population within Ventura County.  
VCTC convened the **Arroyo Simi Bridge Suicide Prevention Task Force on October 27**. Important updates included physical solutions, environmental review of the barrier fence project which was completed by Caltrans, and final design of the barrier fence is underway, with anticipated completion Summer 2024 for a final funding decision by the California Transportation Commission in August 2024.
- 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.
- Mr. Erickson introduced new VCTC employee Senior Accountant Deisy Contreras to the commission.

**7. ADDITIONS/REVISIONS** –Executive Director Martin Erickson stated item **8E. Santa Paula Branch Line Monthly Updates for October 2023** would be moved from the consent calendar to the discussion calendar. He also stated item **11. LOSSAN Update** would be postponed to a later date because the managing director was unable to make the November 3, 2023, meeting.

**Vice Chair LaVere** moved to approve the agenda with the revisions to the consent and discussion calendar items. **Commissioner Long** seconded the motion and it passed unanimously.

## **8. CONSENT CALENDAR**

**Commissioner Trembley** moved to approve consent agenda **items 8A through 8D and 8F through 8J**. The motion was seconded by **Commissioner Parvin** and the motion passed unanimously.

### **8A. APPROVE MINUTES OF OCTOBER 6, 2023, MEETING- PG.5** **Recommendation:**

- Approve the summary minutes of October 6, 2023.

**8B. CALENDAR YEAR 2024 VCTC REGULAR MEETING SCHEDULE- PG.11**

**Recommendation:**

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

**8C. MONTHLY BUDGET REPORT- PG.13**

**Recommendation:**

- Receive and file the monthly September budget report.

**8D. FISCAL YEAR 2023/2024 CARRY-OVER BUDGET AMENDMENT TRANSIT GRANT ADMINISTRATION, LAFA FUNDING- PG. 21**

**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.

**8F. TRANSIT STOPS-STATIONS NEEDS ASSESSMENT AND INFRASTRUCTURE IMPROVEMENTS REQUEST FOR PROPOSALS -PG.25**

**Recommendation:**

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

**8G. INCIDENT RESPONDER GRANT PROGRAM ROUND TWO (2) EXTENSIONS -PG. 27**

**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.

**8H. MEMORANDUM OF UNDERSTANDING FOR CONTACTLESS CARD READERS ON VCTC COASTAL EXPRESS COMMUTER BUSES PROJECT -PG.31**

**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.

**8I. REQUEST FOR PROPOSALS FOR ON-DEMAND SCHEDULING & DISPATCHING SYSTEMS-PG.33**

**Recommendation:**

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

**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**

**Recommendation:**

- 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.



**DISCUSSION CALENDAR:**

**8E. SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR OCTOBER 2023- PG.23**

**Recommendation:**

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

**Item 8E. SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR OCTOBER 2023 was moved to the regular VCTC discussion calendar during the additions and revisions period for further discussion by the commission.**

Amanda Fagan gave a PowerPoint presentation on item 8E. Santa Paula Branch Line Monthly Updates for October 2023. The commission received and filed the presentation.

**9. VENTURA COUNTY REGIONAL IMPROVEMENT PROGRAM-SUBMITTAL FOR 2024 STATE TRANSPORTATION IMPROVEMENT PROGRAM-(STIP)- PG. 39**

**Recommendation:**

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

Peter De Haan gave a PowerPoint presentation on the Ventura County Regional Improvement Program-Submittal for 2024 State Transportation Improvement Program (STIP).

**Commissioner Trembley** moved to approve **Item 9. VENTURA COUNTY REGIONAL IMPROVEMENT PROGRAM-SUBMITTAL FOR 2024 STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)**. The motions was seconded by **Commissioner Long** and the motion passed unanimously.

**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**

**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.

Chair MacDonald opened the public hearing at 10:56 a.m. There were no public comments. Chair MacDonald closed the public hearing at 10:57 a.m.

General Counsel Steve Mattas along with Danny Mendoza, Real Estate Services Project Manager gave a PowerPoint presentation on item **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.**

Chair MacDonald re-opened the public hearing after the conclusion of the presentation at 11:05 a.m. There were no public comments. Chair MacDonald closed the public hearing at 11:06 a.m.

**Commissioner Trembley** moved to approve **Item 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.** The motion was seconded by **Commissioner Engler** and the motion passed unanimously.

**11. LOS ANGELES-SAN DIEGO-SAN LUIS OBISPO RAIL CORRIDOR AGENCY (LOSSAN) UPDATE-PG. 47**

**Recommendation:**

- Receive and file presentation from LOSSAN Managing Director.

Item 11 LOSSAN Update was postponed to a later date during Item 6. Additions and Revisions as the managing director for LOSSAN was unable to make the November 3, 2023, meeting.

**12. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS UPDATE-PG. 49**

**Recommendation:**

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

Martin Erickson introduced SCAG's Executive Director Kome Ajise, who gave a PowerPoint presentation to the commission regarding the Connect SoCal 2024 Draft Plan to the commission.

The update and presentation on SCAG's Connect SoCal 2024 Draft Plan was received by the commission.

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

**14. AGENCY REPORTS:**

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

Primary: Commissioner Mike Judge

None.

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

Primary: Commissioner Tony Trembley

Alternate: Commissioner Daniel Chavez

None.

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

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jim White

None.

**Coastal Rail Coordinating Council**

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jeff Gorell

None.

**California Association of Councils of Governments**

Primary: Commissioner Mike Johnson

None.

**California Vanpool Authority (CalVans)**

Primary: Commissioner Jim White

Alternate: Commissioner Mike Johnson

CalVans will be holding their upcoming meeting on December 13th in the city of Visalia.

**15. ADJOURNED** to the next Ventura County Transportation Commission meeting of December 1, 2023, at 9:00 a.m.



Item 8B

December 1, 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 October 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 October 31, 2023, budget report indicates that the revenues were approximately 15.33% of the adopted budget while expenditures were approximately 17.31% 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 OCTOBER 31, 2023**

**Assets and Deferred Outflows**

Cash and Investments	\$ 62,243,071
Receivables/Due from other funds	4,533,952
Prepays and Deposits	229,529
Capital Assets, undepreciated	26,016,497
Capital Assets, depreciated, net	27,564,463
Deferred Outflows	<u>3,434,600</u>
<b>Total Assets and Deferred Outflows</b>	<b><u><u>\$ 124,022,112</u></u></b>

**LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE**

**Liabilities and Deferred Inflows:**

Accrued Expenses and Due to Other	\$ 2,325,698
Deferred Revenue	2,698,108
Deposits	67,059
Accrued Vacation	198,682
Accrued Lease-SBITA liability and interest	640,240
Deferred Inflows	649,774
Pension Liability	1,922,721
OPEB Liability	<u>264,630</u>
<b>Total Liabilities and Deferred Inflows:</b>	<b><u><u>\$ 8,766,912</u></u></b>

**Net Position:**

Invested in Capital Assets	\$ 53,580,960
Fund Balance	<u>61,674,240</u>
<b>Total Net Position</b>	<b><u><u>\$ 115,255,200</u></u></b>

For Management Reporting Purposes Only

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

	General	LTF	STA	SAFE	SGR	SPBL	VCTC	Valley	Fund	Budgeted	Variance	% Year
	Fund Actual	Actual	Actual	Actual	Actual	Actual Intercity	Actual Express	Actual	Totals	Actual	Actual	
<b>Revenues</b>												
Federal Revenues	\$ 1,434,368	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	1,412,321	\$ 405,250	\$ 3,251,939	\$ 24,778,599	(21,526,660)	13.12
State Revenues	457,061	7,543,893	0	378,202	0	0	0	0	8,379,156	64,781,277	(56,402,121)	12.93
Local Revenues	79,613	0	0	0	0	299,475	738,144	1,264,469	2,381,701	4,214,538	(1,832,837)	56.51
Other Revenues	1,009	0	0	0	0	0	0	0	1,009	0	1,009	0.00
Interest	68,319	97,917	218,844	34,864	65,474	3,276	3,076	2,529	494,299	890,000	(395,701)	55.54
<b>Total Revenues</b>	<b>2,040,370</b>	<b>7,641,810</b>	<b>218,844</b>	<b>413,066</b>	<b>65,474</b>	<b>302,751</b>	<b>2,153,541</b>	<b>1,672,248</b>	<b>14,508,104</b>	<b>94,664,414</b>	<b>(80,156,310)</b>	<b>15.33</b>
<b>Expenditures</b>												
<b>Administration</b>												
Personnel Expenditures	1,036,388	0	0	0	0	0	70,816	16,866	1,124,070	4,164,600	(3,040,530)	26.99
Legal Services	3,172	0	0	0	0	0	0	0	3,172	44,000	(40,828)	7.21
Professional Services	24,168	0	0	0	0	0	0	0	24,168	209,000	(184,832)	11.56
Office Leases	70,356	0	0	0	0	0	0	0	70,356	216,000	(145,644)	32.57
Office Expenditures	615,386	0	0	0	0	0	60,838	14,490	690,714	1,112,700	(421,986)	62.08
<b>Total Administration</b>	<b>1,749,470</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>131,654</b>	<b>31,356</b>	<b>1,912,480</b>	<b>5,746,300</b>	<b>(3,833,820)</b>	<b>33.28</b>
<b>Programs and Projects</b>												
<b>Transit and Transportation Program</b>												
Regional Transit Technology	19,299	0	0	0	0	0	0	0	19,299	1,615,000	(1,595,701)	1.19
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	2,340,339	0	2,340,339	12,975,200	(10,634,861)	18.04
Valley Express Bus Services	0	0	0	0	0	0	0	638,680	638,680	2,571,200	(1,932,520)	24.84
Transit Grant Administration	678,967	0	0	0	0	0	0	0	678,967	10,327,500	(9,648,533)	6.57
<b>Total Transit and Transportation</b>	<b>780,903</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,340,339</b>	<b>638,680</b>	<b>3,759,922</b>	<b>27,893,100</b>	<b>(24,133,178)</b>	<b>13.48</b>
<b>Highway Program</b>												
Motorist Aid Services	0	0	0	408,596	0	0	0	0	408,596	2,836,024	(2,427,428)	14.41
Highway Program Management	47,861	0	0	0	0	0	0	0	47,861	5,125,989	(5,078,128)	0.93
<b>Total Highway</b>	<b>47,861</b>	<b>0</b>	<b>0</b>	<b>408,596</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>456,457</b>	<b>7,962,013</b>	<b>(7,505,556)</b>	<b>5.73</b>

For Management Reporting Purposes Only

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

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
<b>Rail Program</b>												
Metrolink and Commuter Rail	5,063,168	0	0	0	0	0	0	0	5,063,168	24,519,414	(19,456,246)	20.65
LOSSAN and 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	386,802	0	0	386,802	1,527,500	(1,140,698)	25.32
<b>Total Rail</b>	<b>5,063,683</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>386,802</b>	<b>0</b>	<b>0</b>	<b>5,450,485</b>	<b>26,057,414</b>	<b>(20,606,929)</b>	<b>20.92</b>
<b>Commuter Assistance Program</b>												
Reg Transit Information Center	1,584	0	0	0	0	0	0	0	1,584	40,500	(38,916)	3.91
Rideshare Programs	67,015	0	0	0	0	0	0	0	67,015	346,000	(278,985)	19.37
<b>Total Commuter Assistance</b>	<b>68,599</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68,599</b>	<b>386,500</b>	<b>(317,901)</b>	<b>17.75</b>
<b>Planning and Programming</b>												
TDA Administration	0	7,933,019	32,288	0	121	0	0	0	7,965,428	43,378,004	(35,412,576)	18.36
Transportation Programming	811	0	0	0	0	0	0	0	811	63,900	(63,089)	1.27
Regional Transportation Planning	111,989	0	0	0	0	0	0	0	111,989	832,430	(720,441)	13.45
Airport Land Use Commission	351	0	0	0	0	0	0	0	351	28,000	(27,649)	1.25
Regional Transit Planning	64,859	0	0	0	0	0	0	0	64,859	2,233,571	(2,168,712)	2.90
<b>Total Planning and Programming</b>	<b>178,010</b>	<b>7,933,019</b>	<b>32,288</b>	<b>0</b>	<b>121</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,143,438</b>	<b>46,535,905</b>	<b>(38,392,467)</b>	<b>17.50</b>
<b>General Government</b>												
Community Outreach	37,034	0	0	0	0	0	0	0	37,034	210,000	(172,966)	17.64
State and Federal Relations	44,130	0	0	0	0	0	0	0	44,130	113,400	(69,270)	38.92
Management and Administration	55,488	0	0	0	0	0	0	0	55,488	235,000	(179,512)	23.61
<b>Total General Government</b>	<b>136,652</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>136,652</b>	<b>558,400</b>	<b>(421,748)</b>	<b>24.47</b>
<b>Total Expenditures</b>	<b>8,025,178</b>	<b>7,933,019</b>	<b>32,288</b>	<b>408,596</b>	<b>121</b>	<b>386,802</b>	<b>2,471,993</b>	<b>670,036</b>	<b>19,928,033</b>	<b>115,139,632</b>	<b>(95,211,599)</b>	<b>17.31</b>

For Management Reporting Purposes Only

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

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
<b>Revenues over (under) expenditures</b>	<b>(5,984,808)</b>	<b>(291,209)</b>	<b>186,556</b>	<b>4,470</b>	<b>65,353</b>	<b>(84,051)</b>	<b>(318,452)</b>	<b>1,002,212</b>	<b>(5,419,929)</b>	<b>(20,475,218)</b>	<b>15,055,289</b>	<b>26.47</b>
<b>Other Financing Sources</b>												
Transfers Into GF From LTF	5,468,887	0	0	0	0	0	0	0	5,468,887	10,953,295	(5,484,408)	49.93
Transfers Into GF From STA	1,095,011	0	0	0	0	0	0	0	1,095,011	6,011,046	(4,916,035)	18.22
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	15,770	0	0	0	0	0	0	0	15,770	66,400	(50,630)	23.75
Transfers Into GF From SPBL	68,513	0	0	0	0	0	0	0	68,513	103,100	(34,587)	66.45
Transfers Into SPBL From LTF	0	0	0	0	0	59,310	0	0	59,310	103,100	(43,790)	57.53
Transfers Into SPBL From STA	0	0	0	0	0	396,004	0	0	396,004	1,142,500	(746,496)	34.66
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	(5,468,887)	0	0	0	0	0	0	(5,468,887)	(10,953,295)	5,484,408	49.93
Transfers Out of LTF Into SPBL	0	(59,310)	0	0	0	0	0	0	(59,310)	(103,100)	43,790	57.53
Transfers Out of STA Into GF	0	0	(1,095,011)	0	0	0	0	0	(1,095,011)	(6,011,046)	4,916,035	18.22
Transfers Out of STA Into SPBL	0	0	(396,004)	0	0	0	0	0	(396,004)	(1,142,500)	746,496	34.66
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	(15,770)	0	0	0	0	(15,770)	(66,400)	50,630	23.75
Transfers Out of SPBL Into GF	0	0	0	0	0	(68,513)	0	0	(68,513)	(103,100)	34,587	66.45
Transfers Out of SGR Into GF	0	0	0	0	0	0	0	0	0	(7,208,287)	7,208,287	0.00
<b>Total Other Financing Sources</b>	<b>6,648,181</b>	<b>(5,528,197)</b>	<b>(4,091,015)</b>	<b>(15,770)</b>	<b>0</b>	<b>386,801</b>	<b>2,600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Net Change in Fund Balances</b>	<b>663,373</b>	<b>(5,819,406)</b>	<b>(3,904,459)</b>	<b>(11,300)</b>	<b>65,353</b>	<b>302,750</b>	<b>2,281,548</b>	<b>1,002,212</b>	<b>(5,419,929)</b>	<b>(20,475,218)</b>	<b>15,055,289</b>	<b>26.47</b>
<b>Beginning Fund Balance w/o capital assets</b>	<b>5,102,381</b>	<b>21,691,716</b>	<b>28,843,611</b>	<b>4,401,099</b>	<b>7,273,900</b>	<b>25,367</b>	<b>(26,850)</b>	<b>0</b>	<b>67,311,224</b>	<b>33,572,663</b>	<b>33,738,561</b>	<b>200.49</b>
<b>Long-term Pension/OPEB/Vacation/Lease/SBITA Net Adjustment*</b>	<b>(216,583)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(472)</b>	<b>0</b>	<b>(217,055)</b>	<b>0</b>	<b>(217,055)</b>	<b>0.00</b>
<b>Ending Fund Balance</b>	<b>\$ 5,549,171</b>	<b>\$ 15,872,310</b>	<b>\$ 24,939,152</b>	<b>\$ 4,389,799</b>	<b>\$ 7,339,253</b>	<b>\$ 328,117</b>	<b>\$ 2,254,226</b>	<b>\$ 1,002,212</b>	<b>\$ 61,674,240</b>	<b>\$ 13,097,445</b>	<b>\$ 48,576,795</b>	<b>470.89</b>

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

For Management Reporting Purposes Only



**VENTURA COUNTY TRANSPORTATION COMMISSION  
INVESTMENT REPORT  
AS OF OCTOBER 31, 2023**

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

<b>Institution</b>	<b>Investment Type</b>	<b>Maturity Date</b>	<b>Interest to Date</b>	<b>Rate</b>	<b>Balance</b>
Wells Fargo	Government Checking	N/A	EAC only	EAC only	\$ 862,538.32
LAIF	State Pool	N/A	\$ 80,063.83	3.15%	11,080,823.01
County of Ventura	Treasury Pool	N/A	414,234.54	3.59%	50,876,499.66
VCCF Bike Fund	Investment	N/A	Annually	annually	17,584.89
<b>Total</b>			<b>\$494,298.37</b>		<b>\$62,837,445.88</b>

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

The Commission’s pooled checking account is not earning interest, instead earns “earnings credits” applied against fees because of the low interest rate environment. Cash balances will vary depending on reimbursements and disbursements. The first \$250,000 of the combined balance is federally insured and the remaining balance is collateralized by Wells Fargo bank.

The Commission’s LTF, STA, SGR and a portion of the SAFE funds received from the State are invested in the Ventura County investment pool. Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the accounts in two payments within the next quarter. The amounts shown above are not adjusted for fair market value.

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

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

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



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Item 8C

December 1, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: SALLY DEGEORGE, FINANCE DIRECTOR**

**SUBJECT: ANNUAL COMPREHENSIVE FINANCIAL REPORT AND SINGLE AUDIT**

**RECOMMENDATION:**

- Approve the audited Annual Comprehensive Financial Report (ACFR) and Single Audit for Fiscal Year 2022/2023.

**BACKGROUND:**

State law requires that the Ventura County Transportation Commission (Commission) publish within six months of the close of each fiscal year a complete set of audited financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by independent certified public accountants. Pursuant to that requirement, staff hereby issues the Annual Comprehensive Financial Report (ACFR) of the Ventura County Transportation commission for fiscal year ended June 30, 2023.

Furthermore, since VCTC receives federal funds, a Single Audit of federal funds is required. Single Audits cover the entire organization's financial operations and are substantially more detailed than a regular independent audit. A Single Audit requires higher levels of testing by the independent auditor to establish that: The financial statements are presented fairly and accurately, and in accordance with federal cost principles; The organization has an adequate internal control structure, and that; The organization is in compliance with any special government regulations/laws that apply to the specific federal funding stream.

**DISCUSSION:**

The Commission's auditors, Eide Bailly, LLP, have completed the Fiscal Year 2022/2023 audit and associated reports. Eide Bailly, LLP has issued reports stating that in their opinion, the Ventura County Transportation commission's financial statements are presented fairly in all material respects, the financial position of the governmental activities, the business-type activities and each major fund, and the aggregate remaining fund information of the Commission as of June 30, 2023, and the respective changes in the financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. The independent auditor reports begin on page 3 of the ACFR.

The Commission maintains six governmental funds and two business-type funds and is presented separately. The governmental funds are comprised of the General Fund, Local Transportation Fund (LTF), State Transit Assistance (STA) Fund, the Service Authority for Freeway Emergencies (SAFE) Fund, State of Good Repair (SGR) Fund and the Santa Paula Branch Line (SPBL) Fund. The two business-type funds are comprised of the VCTC Intercity and Valley Express funds.

The Commission adopted annual budgets for all funds. Budgetary comparison schedules to demonstrate compliance with these budgets are provided on page 87-89 and 101-106 of the ACFR as required supplementary information.

The Letter of Transmittal at the beginning of the ACFR is an introduction to the financial statements. The Management's Discussion and Analysis Report (MD&A) begins on page 7 and provides a narrative overview and analysis of the Commission's financial activities for the fiscal year. The statistical section can be found at the end of the ACFR beginning on page 109.

At June 30, 2023, the Commission's General Fund balance was \$5,102,381, of which \$229,529 as nonspendable for prepaids and deposits and \$4,657,390 was restricted for rail and transit. The remaining \$215,462 was unassigned including \$186,485 set aside for compensated absences and \$28,977 available for Commission projects and/or operations in future years.

The remaining balances for the other governmental funds were: \$21,691,716 for the LTF Fund; \$28,843,611 for the STA Fund; \$4,401,099 for the SAFE Fund, \$7,273,900 for the SGR Fund and \$25,367 for the SPBL fund with the total governmental fund balance for Fiscal Year 2022/2023 being \$67,338,074 which was approximately \$6.8 million higher than the previous year largely due to increased LTF and STA revenues and lower expenditures of STA and SGR funds. The net position for the business-type activities was \$7,633,949 for VCTC Intercity (largely capital assets) and \$0 for Valley Express. The decrease to the VCTC Intercity fund was due to depreciation.

In Fiscal Year 2022/2023, the Single Audit included \$12,846,635 in federal funds through multiple grants. The federal funds in Fiscal Year 2022/2023 were \$2.7 million lower in part due to less pandemic funding in the current fiscal year as funds were used in the prior fiscal year as well as normal fluctuation of federal funding depending on associated costs. The federal funds were utilized not only for VCTC projects but are also passed through projects of local agencies as sub-recipients. VCTC has both financial and compliance requirements for itself and its sub-recipients. The auditor's opinion was that "the Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2023".

Attached as separate attachments to the agenda item are the audited Annual Comprehensive Financial Statement (ACFR) that includes the independent auditor report, the Auditor's Communication with Those Charged with Governance report (AU-C 260), and the Single Audit which includes the Report on Internal Control over Financial Reporting and on Compliance and Other Matters (GAGAS). These reports are available upon request or on the Commission's website, [www.goventura.org](http://www.goventura.org), as agenda attachments.

An auditor from Eide Bailly, LLP will be available to answer any questions the Commission may have.



Item 8D

December 1, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT: MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN COUNTY TRANSPORTATION COMMISSIONS AND SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) TO ADDRESS FEDERAL PLANNING FINDINGS FOR TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**RECOMMENDATION:**

- Authorize Executive Director to execute the attached MOU between SCAG and the county transportation commissions, to address federally-required project selection process changes.

**BACKGROUND:**

As has been previously discussed, in 2021 the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) notified Caltrans that multi-county Metropolitan Planning Organizations such as SCAG must play a more active role in the selection of projects to be funded with the Surface Transportation Block Grant (STBG) and Congestion Mitigation and Air Quality (CMAQ) funds. (In state law, federal STBG funds are distributed to regions under the name Surface Transportation Program, or STP.) FHWA has directed that SCAG must specifically have a regionwide competitive project selection process, and later FHWA notified SCAG that the same requirement applies to the new Carbon Reduction Program (CRP) established by the Infrastructure Investment and Jobs Act (IIJA). Since VCTC was established in 1989, it had received a specific apportionment of federal funds, and submitted a recommended project list to SCAG for review and approval as specified in the state law governing county transportation commissions.

SCAG is now developing selection guidelines for the required regionwide call for projects, gathering input from staff of the six county transportation commissions (CTCs). Under the draft process, the CTCs will prioritize and submit applications to SCAG, selecting projects for consideration based on their own process for their county, subject to various requirements for encouraging broad participation. In addition to SCAG developing revised guidelines, SCAG and the CTCs are also required to approve an agreement clarifying their relative responsibilities for programming projects.

## **DISCUSSION:**

The MOU for approval by SCAG and the CTCs is attached to this agenda and recommended for Commission approval. The MOU sets forth the revised relative responsibilities for SCAG and the commissions as follows:

### SCAG's Responsibilities:

- a. Determines the availability of STBG, CMAQ, and CRP funding.
- b. Initiate a regional solicitation for project nominations, as applicable.
- c. Evaluate project nominations against program criteria and recommend a list of projects for SCAG Regional Council approval.
- d. Collaborate with Caltrans, CTCs, local jurisdictions, and transit operators to enhance FTIP Guideline policies and procedures to ensure federal funding requirements and deadlines are met and funds are not lost to the region.
- e. Prepare and submit annual obligation plans to Caltrans.
- f. Monitor and report federal fund obligations, overall federal funding levels, and apportionment and Obligation Authority (OA) balances.
- g. Engage in loans with other regions as deemed necessary.
- h. Collaborate on project guideline updates as deemed necessary.

### CTCs' Responsibilities:

- a. Assist in the process by outreaching to eligible project sponsors, conducting an initial screening against the selection criteria, and identifying county-level project priorities.
- b. Collaborate with SCAG to assist with enhancing FTIP Guideline policies and procedures to ensure federal funding requirements and deadlines are met and funds are not lost to the region.
- c. Coordinate with project sponsors to provide information to SCAG as needed for OA tracking and reporting in order to ensure OA delivery for the region.
- d. Assist project sponsors with the oversight of the obligation process and inactive project list for projects within the county.

SCAG has been working with the CTCs to develop the process for soliciting and selecting projects for CMAQ, STBG, and CRP funds. The process provides that CTCs will use their own processes to select and prioritize projects within their counties, subject to SCAG Guidelines requirements for soliciting broad public participation. The CTCs will then submit extensive project applications to SCAG. SCAG will select projects using a regionwide competitive scoring process, which will take into consideration the priorities assigned by the CTCs. Since STBG and CMAQ funds have already been programmed based on a continuation of previous funding levels, and one year's worth of CRP has also been programmed, the available unprogrammed capacity is limited to the four (4) remaining years of CRP that were authorized by the IIJA, plus the incremental increase in CMAQ and STBG funding levels due to IIJA.

Given the relatively small amount of money available, and the relatively short timeframe, staff anticipates developing a project nomination list drawn from existing sources including 101 Communities Connected, the Freight Corridors Study, the Comprehensive Transportation Plan

Update, VCTC's recent CMAQ/STP call for projects, and the transit project list that VCTC just developed for state budget funds made available through SB 125. However, VCTC has notified the Public Works Directors for the cities and the county, as well as Gold Coast Transit District (GCTD), Southern California Regional Rail Authority, and the Port of Hueneme, that they should notify VCTC staff in writing by December 18<sup>th</sup> of any specific projects they believe should be nominated to SCAG for this call for projects, especially cost increases for previously-committed competitively-selected projects.

Staff plans to provide the prioritized project list to the Commission for approval in March, and then work with the selected agencies to prepare SCAG applications to submit for consideration. We anticipate that few if any new projects will be submitted, and the priority is likely to be assisting previously-committed projects which are short of funds due to cost increases. It should be noted that when the Commission in December 2022 approved the selection of projects to fund from the call for projects, it also approved a Shelf List consisting of the \$1,469,949 unfunded request from the Port of Hueneme for the Shoreside Power Project. It is anticipated based on that action that this project will be a VCTC priority for submittal to SCAG for funding. Furthermore, in keeping with VCTC's policy that US 101 improvements are the priority for STP funds, staff expects to recommend that this project be the priority for VCTC's STBG/STP funding request.

Staff discussed the SCAG call for projects with TRANSCOM at their November meeting, and the committee approved the recommendation for VCTC to inform agencies that they should notify VCTC staff by December 18<sup>th</sup> regarding projects they believe should be nominated to SCAG. TTAC did not get a quorum for its November meeting, but staff did discuss the recommendation with those present.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
AND THE SCAG REGION COUNTY TRANSPORTATION COMMISSIONS**

This Memorandum of Understanding (“MOU”), is entered into by and between the **Southern California Association of Governments (“SCAG”) and Imperial County Transportation Commission, Los Angeles County Metropolitan Transportation Authority, Orange County Transportation Authority, Riverside County Transportation Commission, San Bernardino County Transportation Authority, Ventura County Transportation Commission** (collectively, the “CTCs”) to cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning and programming responsibilities addressed in the Federal Highway Administration (“FHWA”) and the Federal Transit Administration (“FTA”) Fiscal Year 2022 SCAG Certification Review and December 16, 2022 approval of the California 2023 Federal Statewide Transportation Improvement Program (“FSTIP”). SCAG and the CTCs are individually referred to herein as Party and collectively referred to herein as “Parties.”

**RECITALS**

WHEREAS, SCAG is a Joint Powers Agency and the federally designated Metropolitan Planning Organization (“MPO”) for the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura, primarily responsible for the development of a Regional Transportation Plan/Sustainable Communities Strategy (“RTP/SCS”) for the counties;

WHEREAS, in federal fiscal year 2022, the SCAG region received \$576 million in federal Surface Transportation Block Grant (“STBG”), Congestion Mitigation and Air Quality (“CMAQ”), and Carbon Reduction Program (“CRP”) funds and expects a similar amount annually in each subsequent year;

WHEREAS, to maximize and ensure that those funds continue to flow to the SCAG region, SCAG must address FHWA and FTA Federal Planning Findings (“FPF”) issued in conjunction with the approval of the FSTIP in accordance with 23 CFR 450.220(b);

WHEREAS, the FPF verifies that the development of the FSTIP is consistent with the provisions of both the Statewide and Metropolitan transportation planning requirements and documents FHWA and FTA's recommendations for statewide and metropolitan transportation planning improvements;

WHEREAS, FHWA and FTA issued the Fiscal Year 2022 SCAG Certification Review and approval of the FSTIP on December 16, 2022;

WHEREAS, SCAG adopted STBG and CMAQ guidelines that address the specific findings for the SCAG region, including replacing the historic federal transportation funding suballocations by population or mode to cities and counties with a performance-



based approach, modifying the eligibility screening conducted for compliance with Federal program guidance and regulations, and modifying the project selection process so federally funded transportation projects are selected by SCAG as the MPO;

WHEREAS, SCAG has developed a project selection process for STBG/CMAQ funded projects and is developing a project selection process for CRP funded projects that builds and improves on performance-based planning a programming process; and

WHEREAS, the Parties seek to enter into this MOU to address the administrative and statutory requirements outlined in the December 16, 2022 FHWA/FTA approval of the 2023 FSTIP.

**NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1. Recitals**

The Recitals are incorporated herein by this reference and made a part of the provisions of this MOU.

**2. Term**

The Term of this MOU shall begin on the Effective Date of the MOU and continue in full force until such Party withdraws from this MOU pursuant to Section 7 below or this MOU is terminated by SCAG upon thirty (30) days prior written notice.

**3. Responsibilities of the Parties**

a. SCAG's Responsibilities:

- i. Determines the availability of STBG, CMAQ, and CRP funding.
- ii. Initiate a regional solicitation for project nominations, as applicable.
- iii. Evaluate project nominations against program criteria and recommend a list of projects for SCAG Regional Council approval.
- iv. Collaborate with Caltrans, CTCs, local jurisdictions, and transit operators to enhance FTIP Guideline policies and procedures to ensure federal funding requirements and deadlines are met and funds are not lost to the region.
- v. Prepare and submit annual obligation plans to Caltrans.
- vi. Monitor and report federal fund obligations, overall federal funding levels, and apportionment and Obligation Authority (OA) balances.
- vii. Engage in loans with other regions as deemed necessary.
- viii. Collaborate on project guideline updates as deemed necessary.

b. CTC's Responsibilities:

- i. Assist in the process by outreaching to eligible project sponsors, conducting an initial screening against the selection criteria, and identifying county-level project priorities.
- ii. Collaborate with SCAG to assist SCAG with enhancing FTIP Guideline policies and procedures to ensure federal funding requirements and deadlines are met and funds are not lost to the region.
- iii. Coordinate with project sponsors to provide information to SCAG as needed for OA tracking and reporting in order to ensure OA delivery for the region.
- iv. Assist project sponsors with the oversight of the obligation process and inactive project list for projects within the county.

**4. Amendments**

No alteration or deviation of the terms of this MOU shall be valid unless made in writing in the form of an MOU amendment and properly executed by the Parties.

**5. Indemnification**

A Party and its officers shall not be responsible for any damage or liability occurring by reason of anything done or omitted to be done by another Party under or in connection with any work, authority or jurisdiction delegated to that other party under this MOU. It is understood and agreed that each Party shall fully defend, indemnify and save harmless the other Parties, their officers, and employees from all claims, suits or actions of every name, kind and description brought for or on account of any damage or injury occurring by reason of anything done or omitted to be done by the indemnifying Party under or in connection with any work, authority or jurisdiction delegated to the indemnifying Party under this MOU.

**6. Independent Contractor**

The Parties shall be independent contractors in the performance of this MOU, and not officers, employees, contractors, or agents of each other. The Parties shall maintain sole and exclusive control over their personnel, agents, consultants, and operations.

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## **8. Execution**

This MOU, or any amendment related thereto, may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement. The signature page of this MOU or any amendment may be executed by way of a manual or authorized digital signature. Delivery of an executed counterpart of a signature page to this MOU or an amendment by electronic transmission scanned pages shall be deemed effective as a delivery of a manually or digitally executed counterpart to this MOU or any amendment.

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**Southern California Association of Governments**

By: \_\_\_\_\_  
Kome Ajise, Executive Officer Date \_\_\_\_\_

**Imperial County Transportation Commission**

By: \_\_\_\_\_  
David Aguirre, Executive Director Date \_\_\_\_\_

**Los Angeles County Metropolitan Transportation Authority**

By: \_\_\_\_\_  
Stephanie N. Wiggins, Chief Executive Officer Date \_\_\_\_\_

**Orange County Transportation Authority**

By: \_\_\_\_\_  
Darrell E. Johnson, Chief Executive Officer Date \_\_\_\_\_

**Riverside County Transportation Authority**

By: \_\_\_\_\_  
Anne Mayer, Executive Director Date \_\_\_\_\_

**San Bernardino County Transportation Authority**

By: \_\_\_\_\_  
Raymond W. Wolfe, Executive Director Date \_\_\_\_\_

**Ventura County Transportation Commission**

By: \_\_\_\_\_  
Martin R. Erickson, Executive Director Date \_\_\_\_\_

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By: \_\_\_\_\_ Date \_\_\_\_\_  
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**Riverside County Transportation Authority**

By: \_\_\_\_\_ Date \_\_\_\_\_  
Anne Mayer, Executive Director

**San Bernardino County Transportation Authority**

By: \_\_\_\_\_ Date \_\_\_\_\_  
Raymond W. Wolfe, Executive Director

**Ventura County Transportation Commission**

By: \_\_\_\_\_ Date \_\_\_\_\_  
Martin R. Erickson, Executive Director



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Item 8E

December 1, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: HEATHER MILLER, PROGRAM MANAGER**

**SUBJECT: ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2023/24 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS**

**RECOMMENDATION:**

- Approve the allocation of Fiscal Year 2023/2024 Transportation Development Act (TDA) Article 3 Bike Path Maintenance funds totaling \$252,631 as shown in the attached table.

**BACKGROUND:**

Pursuant to California PUC Section 99233.3, two percent (2%) of Transportation Development Act (TDA) Local Transportation Funds are set aside for planning, constructing and maintaining bicycle and pedestrian facilities. TDA revenue in Ventura County is sales tax revenue equal to ¼% of taxable sales (out of a state sales tax of 7¼%). In Ventura County 25% of the TDA Article 3 Bicycle/Pedestrian funds are set aside for maintenance of Class I pathways based upon the proportional share of pathway miles within each jurisdiction. Class I bike paths, also termed shared-use or multi-use paths, are paved right-of-way for exclusive use by bicyclists, pedestrians and those using non-motorized modes of travel. They are physically separated from vehicular traffic and can be constructed in roadway right-of-way or exclusive right-of-way. The remainder of the annual TDA Article 3 Bicycle/Pedestrian funding is allocated on a competitive basis for projects that foster an increase in bicycling and walking.

**DISCUSSION:**

The FY 2023/24 Article 3 apportionment for Ventura County is \$1,010,524, an approximately 5% increase from last year. An estimated \$252,631 (25%) of FY 2023/24 Article 3 funds is available for distribution to local jurisdictions for Class I Bike Path maintenance. Local agencies were asked to review and update mileage information for their jurisdictions in order to distribute funds. The attached table provides a breakdown of Class I Bicycle Path mileage reported by each jurisdiction and their recommended proportional share of the FY 2023/24 TDA Article 3 maintenance funds. The remaining 75% of 2023/24 TDA Article 3 or “competitive” funding, was programmed with 2022/23 funds as part of last year’s CMAQ/TDA Article 3 call for projects.

This recommendation was brought to the Transportation Technical Advisory Committee (TTAC) on November 15 for approval; however, the Committee did not have a quorum to vote for approval. Committee members present supported VCTC staff bringing the item to the Commission.

ATTACHMENT A

<b>FY 2023-2024 TDA Article 3 Maintenance Funding</b>			
<b>City</b>	<b>Existing Class I Mileage</b>	<b>Class I Maintenance Allocation</b>	<b>% Share</b>
Camarillo	4.4	\$12,529	4.96%
Fillmore	5.68	\$16,174	6.40%
Moorpark	2.4	\$6,834	2.71%
Ojai	0.4	\$1,139	0.45%
Oxnard	4.74	\$13,497	5.34%
City of Port Hueneme	5.71	\$16,259	6.44%
San Buenaventura	32.88	\$93,626	37.06%
Santa Paula	1.98	\$5,638	2.23%
Simi Valley	13.6	\$38,726	15.33%
Thousand Oaks	3.13	\$8,913	3.53%
Ventura County	13.8	\$39,296	15.55%
<b>TOTAL</b>	<b>88.72</b>	<b>\$252,631</b>	<b>100%</b>



Item 8F

December 1, 2023

**MEMO TO:** VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)

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

**SUBJECT:** FISCAL YEAR 2024-25 TRANSPORTATION DEVELOPMENT ACT (TDA)  
UNMET TRANSIT NEEDS (UTN) DEFINITIONS AND SCHEDULE

**RECOMMENDATION:**

- Review and approve the Fiscal Year 2024-2025 Unmet Transit Needs definitions and schedule.

**BACKGROUND:**

The State Transportation Development Act (TDA) requires that a public hearing be held to discuss public transit, take testimony on local/regional transit needs, and develop findings that ensure that all reasonable transit needs are satisfied before TDA funds can be allocated for street and road purposes. At the April 11, 2023 Citizens Transportation Advisory Committee/Social Services Transportation Advisory Committee (CTAC/SSTAC), VCTC staff presented findings for the FY 2023-24 TDA UTN including outreach efforts and comments received. As a result of that presentation, feedback was solicited from the Committee and subsequently staff stated that they would conduct research to see if the existing definitions should be modified.

**DISCUSSION:**

The last update of Unmet Transit Needs definitions took place in 2013. This year, staff has engaged a consultant to conduct a comprehensive statewide review to evaluate the thresholds used by other agencies. As a result, it was found that VCTC's thresholds are in line with other agencies' definitions. However, during this review, staff and the consultant identified a couple of areas where that can be enhanced our commitment to provide meaningful improvements to the UTN process for the community, especially those in designated disadvantaged areas.

First, staff is proposing to adopt the Median Household Income (MHI) standard to establish a low-income threshold to further evaluate service requests. Though this will not change the 10 and 15 comment thresholds, it will help to prioritize improvements that meet the threshold and provide additional emphasis on those that do not meet the threshold but are in low-income areas. Using MHI is a common method used by State funding agencies to identify disadvantaged communities for grant program applications that could be incorporated into the UTN process.

Additionally, for service requests deemed "Unreasonable to Meet" due to not being able to provide the service without reducing existing service or if the service cannot be provided with the existing fleet, staff is proposing that the agency who would be responsible for the service provide a letter of commitment to:

- Study the proposed demonstration service.
- Seek grant funding opportunities for a demonstration service.

Lastly, the timeline for the performance measure related to passengers per hour was extended from 36 months to 60 months at the request of the CTAC/SSTAC. This extension allows service operators to adopt a more pragmatic and flexible approach when evaluating the success of new services. It acknowledges the intricate and variable nature of factors affecting transit ridership over a more extended period, providing a more comprehensive assessment window.

December 15, 2023, marks the beginning of the Fiscal Year 2024-25 Unmet Transit Needs bi-lingual (English/Spanish) public outreach process with the online survey and the website landing page going live. Digital and print outreach will also be posted on social media platforms and onboard vehicles. The required public hearing will be held during the February 2024 Regular Meeting of the Ventura County Transportation Commission.

By soliciting input through various formats, residents have several opportunities to be heard. Public comments received throughout the year and testimony received at the public hearing are reviewed against adopted Unmet Transit Needs and Reasonable to Meet definitions adopted by the Commission in 2009. The public hearing is required by the State to approve the UTN process (Attachment B).

The findings will be brought back to CTAC/SSTAC for discussion and approval in April 2024 so appropriate action can be taken prior to staff's recommendation to the Commission in May 2024. In addition to the staff recommendation, CTAC/SSTAC also has the option of submitting a formal recommendation on or before the May 2024 Commission meeting.

Attachment A: Unmet Transit Needs Definition (Fiscal Year 2024-25)

Attachment B: Unmet Transit Needs Schedule (Fiscal Year 2024-25)

**UNMET TRANSIT NEEDS PROCESS  
Definitions**

Fiscal Year 2024-25

**Unmet Transit Need**

*Public transportation services identified by the public with sufficient broad-based community support that have not been funded or implemented. Unmet transit needs identified in a government-approved plan must meet the definition of an unmet transit need. Sufficient broad-based community support means that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service.*

Includes:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

Excludes:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule
- Requests for minor extended hours
- Service for groups or individuals that is not needed by or will not benefit the general public
- Comments about vehicles, facilities, driver performance and transit organizational structure
- Requests for better coordination
- Requests for reduced fares and changes to fare restrictions
- Improvements funded or scheduled for implementation in the following year
- Future transportation needs
- Duplication or replacement of existing service

**“REASONABLE TO MEET”**

<b>Outcome</b>	<b>Definitions</b>	<b>Measures &amp; Criteria</b>
<b>Equity</b>	The proposed service will not cause reductions in existing transit services that have an equal or higher priority	<b>Measures:</b> Vehicle revenue service hours and revenue service miles. <b>Criteria:</b> Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
<b>Timing</b>	The proposed service is in response to an existing rather than future transit need	<b>Criteria: Proposed</b> service is in response to an existing rather than future transit need; based on public input
<b>Feasibility</b>	The proposed service can be provided with the existing fleet or under contract to a private provider	<b>Measure:</b> Vehicle spare ratio: Transit system must be able to maintain FTA's spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or leased) or can service be provided under contract to a private provider?
<b>Feasibility</b>	There are adequate roadways to safely accommodate transit vehicles	<b>Measure &amp; Criteria:</b> Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
<b>Cost Effectiveness</b>	The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole	<b>Measure:</b> Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) <b>Criteria:</b> Fare revenue/ operating cost cannot fall below the operator's required passenger fare ratio.
<b>Cost Effectiveness</b>	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	<b>Measures and criteria</b> described below.
<b>Service Effectiveness</b>	Estimated passengers per hour for the proposed service will not be less than the system-wide average after five years.	<b>Measure:</b> Passengers per hour. <b>Criteria:</b> Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 month of service, 85% at the end of 24 months of service, and 100% at the end of 60 months of service.

*\*The fact that an identified transit need cannot be fully met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet. Comparing unmet transit needs with the needs for streets and roads is not allowable in determining transit needs that are reasonable to meet.*



**PASSENGER FARE RATIOS**

It is desirable for all proposed transit services in urban areas to achieve a 20% passenger fare ratio by the end of the fifth year of operation. A passenger fare ratio of 10% is desired for special services (i.e., elderly and disabled) and rural area services\*. More detailed passenger fare ration standards, which will be used to evaluate services as they are proposed and implemented, are described below. Transit service both in urban and rural areas, per state law, may obtain an “intermediate” passenger fare ratio.

<b>Urban Service</b>	<b>Rural Service</b>	<b>Recommended Action</b>
<b>New Service Performance Criteria: End of Twelve Months</b>		
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications if needed
<b>New Service Performance Criteria: End of Twenty-four Months</b>		
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service, with modifications if needed
<b>New Service Performance Criteria: End of Sixty Months **</b>		
Less than 15%	Less than 7%	Provider may discontinue service
15% to 19%	7% to 9%	Provider may consider modifying and continue service
20% or more	10% or more	Provider will continue service, with modifications if needed

*\*Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services.*

*\*\*A review will take place after 54 months to develop a preliminary determination regarding the discontinuation of proposed services*

**Unmet Transit Needs  
Public Hearing and Process Schedule  
Fiscal Year 2024-25**

- September 12, 2023 CTAC/SSTAC MEETING  
Review and approve Unmet Transit Needs definitions and schedule
- December 1, 2023 VCTC MEETING  
Approve Unmet Transit Needs definitions and schedule
- December 15, 2023 OUTREACH  
Unmet Transit Needs information and survey posted to digital and print channels
- December 28, 2023 LEGAL NOTICES FOR PUBLIC HEARING PUBLISHED  
Local, Spanish-language newspaper of record (VIDA Newspaper)
- January 2, 2024 Local, English-language Newspaper of record (Ventura County Star)
- February 2, 2024 PUBLIC HEARING  
VCTC meeting at 9:00 a.m.
- April 9, 2024 CITIZENS TAC / SOCIAL SERVICES TAC MEETING  
Approve Unmet Transit Needs findings and staff recommendation
- April 10, 2024 TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM) MEETING  
Approve Unmet Transit Needs findings and staff recommendation
- May 10, 2024 VCTC MEETING  
Staff presents Unmet Transit Needs findings  
Adopt Unmet Transit Needs Assessment
- June 7, 2024 VCTC MEETING  
Adopt Fiscal Year 2023-24 Transportation Development Act apportionments
- August 15, 2024 SUBMITTAL  
Deadline to submit findings to the State of California for review



Item 8G

December 1, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT: BUS AND RAIL RIDERSHIP AND PERFORMANCE MEASURES REPORT**

**RECOMMENDATION:**

- Receive and File

**BACKGROUND:**

As a data driven and transparent organization, VCTC staff provides quarterly reports that include ridership data, performance measures, and goals for VCTC Intercity Transit as well as Metrolink and Pacific Surfliner. This report looks at the first quarter of Fiscal Year (FY) 2024 July 1, 2023 – September 30, 2023.

**DISCUSSION:**

VCTC's Intercity quarterly ridership has increased by 7.4% over FY23 Q1. Current ridership is at 60% of pre-pandemic levels. Ridership seems to be slowly progressing in an upward trajectory.

Regarding rider composition, mobility devices have seen a decrease of about 6%, bicycles have also seen a approximately 14% decline compared to FY23. Train transfers show an increase of about 23% when comparing the same period in FY22. Customer service goals are being met as complaints remain under .01%.

This reporting period covers the first quarter. The new Youth Ride Free program was introduced on September 1<sup>st</sup> of 2022 and this quarter marks a full year of the free fare program and may be contributing to increased ridership. Additionally, this quarter marks the first full year VCTC Intercity returned to collecting full fares, after collecting half fares for over a year and initially suspending fares in March 2020.

A system glitch that impacted VCbuspass Zone 2 fares between June 7th and September 1<sup>st</sup> caused a reduction in reported ridership numbers for Coastal Express. Despite this issue, ridership was still recorded for the systemwide service, distributed across all routes using percentage averages.

Passenger revenue is showing a decrease of 2%. When accounting for budgeted route guarantees, passenger revenue did not see a change. The cost per passenger has decreased by 5% over FY23 Q1. The farebox recovery ratio experienced a slight decrease of 3.8% without considering route guarantees. When including route guarantees, it decreased by 1.59%. Passenger revenue and farebox recovery is underestimated due to the VCbuspass glitch. This glitch resulted in Zone 1 fares being charged to Zone 2 passengers. Customer service goals were not met as complaints received for the period exceeded 5/50,000 riders for the quarter.

The Metrolink Ventura County rail line ridership increased by 47% in FY23 when compared to the previous year in the same quarter. The new weekend ridership is helping to contribute to the increase. Average Station boardings in Ventura County increased by 9%. However, overall Metrolink ridership on the Ventura Line is at 46% of pre-pandemic ridership with gradual improvement. The Pacific Surfliner service that runs between San Diego and San Luis Obispo ridership is operating at about the same level as pre-pandemic times. It's worth noting that recreational trips have seen a significant increase throughout this quarter.

# VCTC INTERCITY

## Quarterly Ridership Report | FY 2024 Q1

July - September 2023 **100,753**

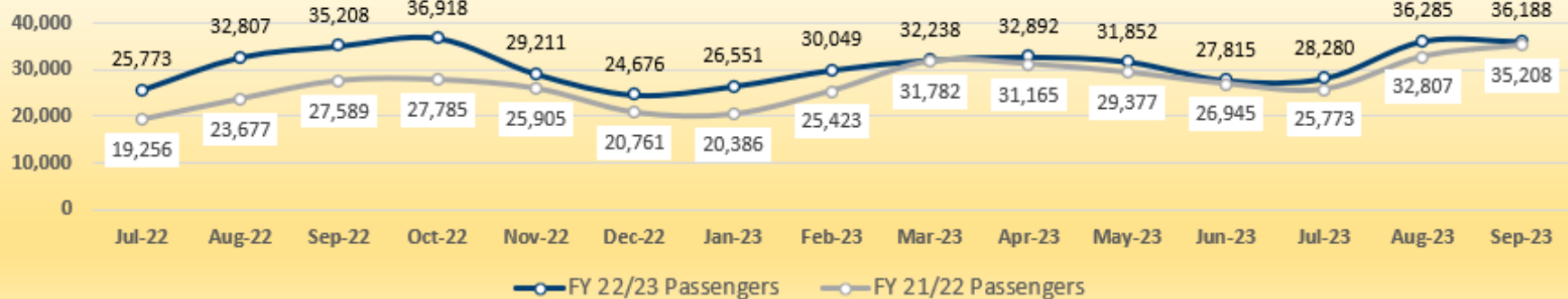
Boardings



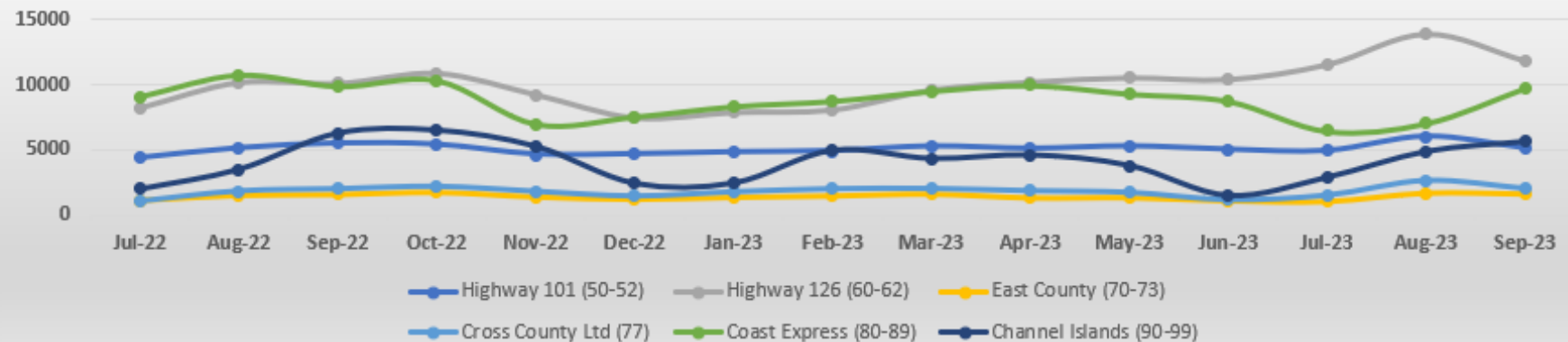
July - September 2023 **93,789**

**7.4%**

### 15 Month Ridership Trends Systemwide



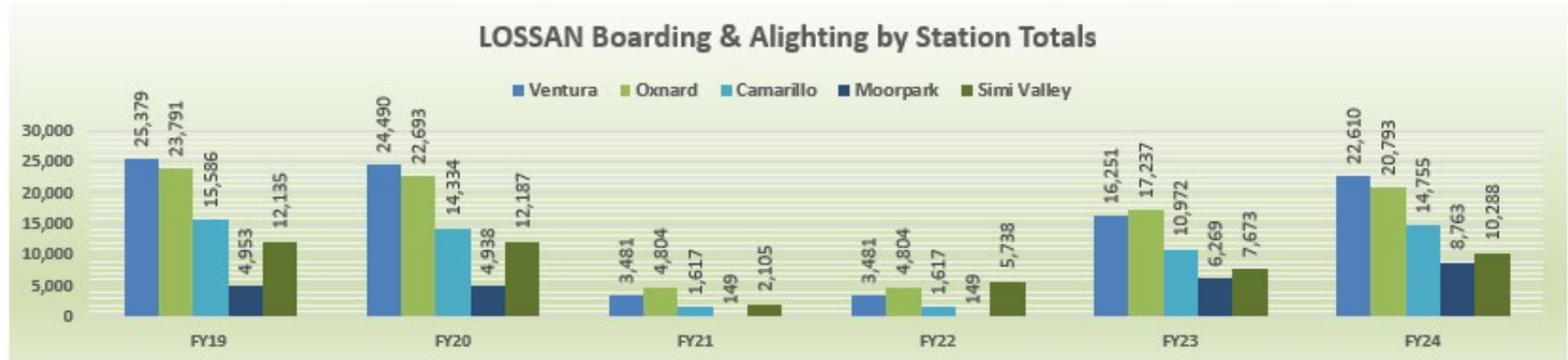
### 15 Month Ridership Trends by Route



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Highway 101 (50-52)	4,348	5,109	5,481	5,384	4,620	4,648	4,800	4,888	5,252	5,067	5,259	4,995	4,903	6,013	5,093
Highway 126 (60-62)	8,201	10,156	10,074	10,854	9,213	7,435	7,860	8,048	9,576	10,168	10,512	10,377	11,527	13,866	11,799
East County (70-73)	1,104	1,495	1,556	1,726	1,368	1,191	1,344	1,449	1,592	1,294	1,314	1,071	1,023	1,670	1,594
Cross County Ltd (77)	1,037	1,822	1,986	2,172	1,788	1,430	1,756	1,986	2,006	1,834	1,706	1,141	1,496	2,627	2,003
Coast Express (80-89)	9,091	10,736	9,870	10,321	6,990	7,553	8,339	8,741	9,501	9,938	9,283	8,728	6,437	7,045	9,731
Channel Islands (90-99)	1,993	3,489	6,241	6,462	5,232	2,420	2,453	4,936	4,310	4,592	3,778	1,502	2,894	4,854	5,603

# METROLINK & LOSSAN Corridor | Ventura County Line

Ridership, Productivity, and Efficiency of Service



# VCTC INTERCITY

July - September 2023 0.30 6.81 \$ 21.48 \$186,456

## Quarterly Ridership Report | FY2024 Q1

Passengers/ Mile Passengers/ Hour Cost/Passenger Fare Revenue\*

July - September 2022 0.27 6.38 \$ 22.62 \$189,969 **-1.8%**



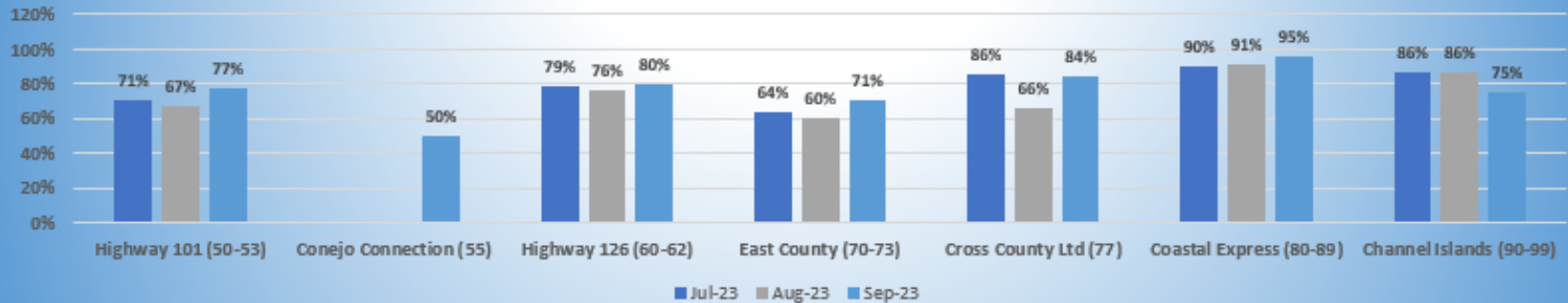
### HIGHLIGHTS

Cost per passenger decreased by 5% from the previous year when compared to the same quarter. The decrease in cost is correlated to the increasing ridership across the system

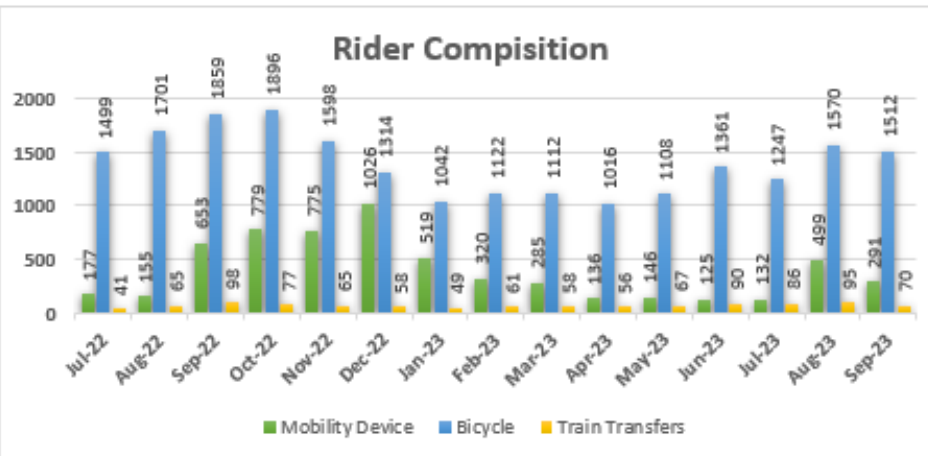
### COST AND REVENUE PER PASSENGER

	FY 2023	FY 2024	% Change
Operating Cost	\$2,121,648	\$ 2,163,715	2%
Passenger Revenue	\$ 189,969	\$ 186,456	-2%
Passenger Revenue including budgeted route guarantee	\$ 555,692	\$ 557,723	0%
Passengers	93,789	100,753	7%
Cost per Passenger	\$ 22.62	\$ 21.48	-5%
Farebox Recovery Ratio not including route guarantees	9.0%	8.6%	-3.8%
Farebox Recovery Ratio including route guarantees	26.19%	25.78%	-1.59%

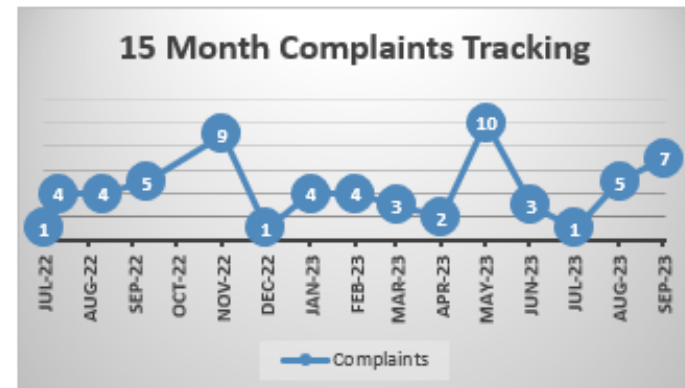
### Weekday On Time Performance by Route



### Rider Composition



### 15 Month Complaints Tracking



Customer Service Goals:  
No more than 5/50,000 rider complaints per quarter.

\*Conejo Connection Route resumed service in September of 2023



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Item 8H

December 1, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: CLAIRE GRASTY, DIRECTOR OF TRANSIT**  
**SUBJECT: TRANSIT STOPS-STATIONS NEEDS ASSESSMENT AND INFRASTRUCTURE IMPROVEMENTS REQUEST FOR PROPOSALS**

**RECOMMENDATION:**

- Ratify the updated 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 RFP was brought to the Commission in November. However, after further discussion with SCAG, it was determined that to shorten the project timeline, it would be best to modify the RFP to a design-build contract. As this project includes both a plan that surveys, takes inventory and recommends improvements for bus stops as well as constructing the improvements, VCTC understood that meeting SCAG’s deadline of all deliverables completed by November 2025 would be tight. Doing a design build contract will help ensure

this project is completed as quickly and efficiently as possible, limiting the likelihood of the funds expiring before the project is complete. It was confirmed with legal counsel that VCTC has the authority to enact a design build contract and the RFP includes their revisions.

The updated procurement process timeline is as follows and is subject to change:

<b>Procurement Schedule</b>	
<b>Task</b>	<b>Date</b>
Issue RFP	11/29/2023
Pre-Proposal Conference	12/6/2023
Questions Due	12/20/2023
Answers Due	1/12/2024
Proposals Due	1/12/2024
Contract Award	4/5/2024

**ATTACHMENTS**

Attachment A - Draft Scope of Work



December 1, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT: SHORT RANGE TRANSIT PLAN CONTRACT AMENDMENT WITH FEHR &  
PEERS**

**RECOMMENDATION:**

- Approve the Contract Amendment #1 with Fehr & Peers and authorize the Executive Director to execute the contract amendment.

**BACKGROUND:**

In October 2023, the Commission approved a contract with Fehr & Peers to develop a Short Range Transit Plan (SRTP) for VCTC. The contract with Fehr & Peers allows VCTC to request changes to the Scope of Services. The initial Request for Proposal (RFP) included a task titled, *Countywide Paratransit Integration Analysis* that was listed as optional due to the potential of funding the task through the Southern California Association of Governments (SCAG) Regional Early Action Planning (REAP) 2.0 Grant Program.

**DISCUSSION:**

On June 2, 2022, VCTC staff released a RFP for a consulting firm to develop and update VCTC's SRTP to help VCTC and other bus operators with understanding the short, medium, and long-term outlook of transit service in the region. VCTC staff included a task in the RFP that would analyze the consolidation of demand-response services in Ventura County. In parallel with this effort, VCTC also submitted this study to be considered for potential funding as part of SCAG's REAP Grant Program in order to reduce the need to fund this task analysis with non-grant funding sources. In July 2023, the California department of Housing and Community Development (HCD) and SCAG awarded VCTC funding for this study. With the approval of this amendment, VCTC staff will initiate the task to help improve paratransit service by enabling residents to maintain their mobility and independence while remaining connected to their communities. Since funding was awarded, VCTC included the total for this project as well in the SRTP October contract award so there is no increase to the original contract award amount.

Approval of this amendment is contingent upon the Commission's approval of the underlying MOU to fund the amendment. Therefore, staff's recommendation is to approve Amendment 1 to the Fehr & Peers contract agreement contract to exercise Task 10 – Countywide Paratransit Integration Analysis.

Attachment 1 – Amendment No. 1 to Short Range Transit Plan Update

**AMENDMENT NO. 1  
TO  
PROFESSIONAL SERVICES AGREEMENT BETWEEN  
VENTURA COUNTY TRANSPORTATION COMMISSION  
AND  
FEHR & PEERS**

This Amendment No. 1 (“First Amendment”) is made as of this 1 day of December, 2023 (“Effective Date”) by and between the VENTURA COUNTY TRANSPORTATION COMMISSION (“VCTC”), and Fehr & Peers (“Contractor”). Contractor and VCTC are sometimes referred to herein together as the “Parties” and singularly as a “Party”.

**RECITALS**

**WHEREAS**, VCTC and Contractor entered into an agreement on October 6, 2023 pursuant to which Contractor agreed to develop a Short Range Transit Plan (“Agreement”); and

**WHEREAS**, the Parties desire to amend the Agreement to revise the Scope of Work to incorporate Task 10 – Countywide Paratransit Integration Analysis.

**NOW THEREFORE**, VCTC and Contractor agree as follows:

1. Scope of Work in Exhibit A to the Agreement is amended to exercise and incorporate Task 10 Countywide Paratransit Integration Analysis.
2. Consultant understands and agrees that Task 10 will be funded pursuant to a REAP 2.0 CTC PARTNERSHIP PROGRAM GRANT subject to the terms of a Memorandum of Understanding (“MOU”) between VCTC, as sub-recipient, and the Southern California Association of Governments (“SCAG”). The MOU is attached to and incorporated into this First Amendment as Attachment 1. Consultant shall, to the extent applicable, comply with all obligations and requirements of the MOU in the performance of Task 10. Specifically, Consultant agrees that the MOU provisions outlined in Section 30 of the MOU “Flowdowns” apply to Consultant’s performance of Task 10. In addition, Consultant agrees to perform the Task in a manner that does not impede VCTC’s ability to comply with its obligations and requirements under the MOU.

Except to the extent amended herein, all other provisions of the Agreement remain in full force and effect.

This First Amendment may be executed in counterparts and/or by facsimile or other electronic means, and when each Party has signed and delivered at least one such counterpart, each

counterpart shall be deemed an original, and, when taken together with other signed counterpart, shall constitute one original, which shall be binding upon and effective as to all Parties.

IN WITNESS THEREOF, the parties have executed this First Amendment on the \_\_\_\_ day of \_\_\_\_\_ 2023.

VENTURA COUNTY TRANSPORTATION COMMISSION

by: \_\_\_\_\_  
Martin Erickson, Executive Director

Approved as to form

by: \_\_\_\_\_  
Steve Mattas, General Counsel

FEHR & PEERS, INC

by: \_\_\_\_\_  
Its:

ATTACHMENT 1  
SCAG MEMORANDUM OF UNDERSTANDING



December 1, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT**  
**SUBJECT: SENATE BILL 125 RECOMMENDED PROJECTS**

**RECOMMENDATION:**

- Approve Senate Bill 125 project lists.

**BACKGROUND:**

Senate Bill (SB) 125 guides the distribution of \$4 billion in General Fund through the Transit and Intercity Rail Capital Program (TIRCP) on a population-based formula to regional transportation planning agencies, which will have the flexibility to use the money to fund transit operations or capital improvements. The transportation budget trailer bill also establishes the \$1.1 billion Zero-Emission Transit Capital Program (ZETCP) to be allocated to regional transportation planning agencies on a population-based formula and another formula based on revenues to fund zero-emission transit equipment and operations. SB 125 includes an accountability program to govern the distribution of these funds. Funds are committed for the current year, while the promised future year funds are subject to future state budget approval.

VCTC is allocated the following:

TIRCP Y1	TIRCP Y2	ZETCP Y1	ZETCP Y2-4 (per yr)	Total
\$42,429,785	\$42,536,157	\$5,066,998	\$ 2,842,463	\$98,560,329

TIRCP has the following policy objectives:

1. Reduce emissions of greenhouse gases
2. Expand and improve transit service to increase ridership
3. Integrate the rail service of the state’s various rail operations, including integration with the high-speed rail system
4. Improve transit safety

Additionally, there is a codified programmatic goal to provide at least 25% of available funding to projects that provide a direct, meaningful, and assured benefit to disadvantaged communities.

Additionally, the intent of SB 125 is as follows:

1. Provide one-time multiyear bridge funding for transit operators to address operational costs until long-term transit sustainability solutions are identified
2. Assist transit operators in preventing service cuts and increasing ridership
3. Prioritize the availability of transit for riders who are transit dependent

4. Prioritize transit agencies representing a significant percentage of the region's ridership. As such, SB 125 specifies that the funds may be used for high-priority transit capital projects within the project eligibility categories allowed under TIRCP in Cycle 6, and for transit operating expenses for operators within the RTPA's jurisdiction.

Eligible projects for funding under the program include, but are not limited to, the following:

1. Rail capital projects, including intercity rail, commuter rail, light rail, and other fixed guideway projects. Additionally, the acquisition of rail cars and locomotives, and the facilities to support them, that expand, enhance, and/or improve existing rail systems and connectivity to existing and future transit systems, including the high-speed rail system.
2. Intercity, commuter, and urban rail projects that increase service levels, improve reliability, or decrease travel times, infrastructure access payments to host railroads in lieu of capital investments, efforts to improve existing rail service effectiveness with a focus on improved operating agreements, schedules, and minor capital investments that are expected to generate increased ridership, as well as larger scale projects designed to achieve significantly larger benefits.
3. Rail, bus, and ferry integration implementation, including:
  - a. integrated ticketing and scheduling systems and related software/hardware capital investments (including, but not limited to, integration with bus or ferry operators and the use of contactless payment and General Transit Feed Specification (GTFS) implementation through Cal-ITP)
  - b. projects enabling or enhancing shared-use corridors (both multi-operator passenger only corridors as well as passenger-freight corridors)
  - c. related planning efforts focused on, but not limited to, delivery of integrated service not requiring major capital investment, such as transit route and schedule integration (or coordination)
  - d. other multimodal and service integration initiatives, including active transportation and other access investments which increase transit and rail ridership and reduce greenhouse gas emissions
4. Bus rapid transit and other bus and ferry transit investments (including autonomous fixed guideway, vanpool, and microtransit services operated as public transit and first-/last-mile solutions), and to increase ridership and reduce greenhouse gas emissions. This includes large scale deployment of zero emission vehicles and the technologies to support them, and capital investments as a component implementing transit effectiveness studies that will contribute to restructured and enhanced service.

Pursuant to SB 125, zero-emission transit equipment, transit facility and network improvement projects such as those that support replacing aging vehicle fleets with Zero-Emission Vehicles (ZEVs), and associated fueling or charging infrastructure or facility modifications, are eligible projects for the Zero-Emission Transit Capital Program (ZETCP). ZEVs include heavy- and light-rail vehicles, buses, and other ZEVs used for transit service. Clean fleet, facility and network improvement projects may also request funding for Zero Emission Mobility Programs, in lieu of Zero Emission Vehicle purchase.

There are numerous requirements for use of these funds, which are listed in the SB 125 Guidelines (Attachment A).

#### **DISCUSSION:**

In August, VCTC reached out to Ventura County transit operators to ask for funding priorities for each agency. VCTC used the projects submitted by the operators and separated them into TIRCP Years 1 and 2 and ZETCP Years 1-4 based on project type and year funds are needed.

When looking at the needs of the county and determining the projects to be funded, in line with the goals of SB125, the goal was to fund the most needed projects to continue transit service and operations. As such, the priorities were to primarily fund operations and bus replacements, followed by transitioning to zero-emission vehicles and regional projects. Regional projects include:



- Replacing fareboxes countywide, which will soon be unsupported by the manufacturer, meaning spare parts and software support will be unavailable
- Implementing a countywide radio system, listed as a priority in the Transportation Emergency Preparedness Plan (TEPP)
- Funding to support the continuation of the Youth Ride Free, College Ride and Free Fare Days programs. VCTC has been able to fund all of these programs concurrently using a balance of funds saved due to the pandemic. Additional funds are needed to continue the programs
- Funding for regional paratransit trips to support Transit Integration and Efficiency Study (TIES) and Coordinated Plan implementation
- A Mobility as a Service (MaaS) platform to support the SB125 goal of innovation and meet the goals of the Commission
- A small amount of funding for administration

VCTC received funding requests for projects through FY26-27 totaling over \$135 million, leaving nearly \$36 million to be funded through other sources. The SB125 funds are to be spent on projects needed from FY23-24 through FY26-27 and as such, VCTC did not include any projects beyond FY26-27 in the funded projects table. By looking at all county transit projects and determining the allocation for future years, rather than just Year 1, it allowed VCTC to take a holistic view of all transit priorities in the county.

Beyond looking at project need, VCTC looked at equity of funding between the agencies in comparison to population served, as most formula funds are distributed in this manner. VCTC made an effort to not only allocate TIRCP and ZETCP funds to projects outlined in the SB125 goals and that are most in need to be funded, but also prioritized projects that are hard to fund with other sources. The projects left to be funded are most likely to be able to be funded through other grant programs, such as Congestion Mitigation and Air Quality (CMAQ), Congestion Reduction Program (CRP), Regional Early Action Program (REAP) and the regular TIRCP cycle.

However, since funding beyond Year 1 is not guaranteed at this point, it is possible that funds Year 2 and beyond ultimately may not be allocated. As such, VCTC recommends moving forward with submitting the full list of recommended projects in order to get funds as quickly as possible, understanding that funds may need to be reallocated if Year 2 funding is not ultimately approved. Additionally, RTPAs have the ability to reallocate funding to projects if needs change or funds are received through other grants or sources.

Below is the funded and unfunded distribution.

Total by Agency	Amount	Unfunded thru FY27
GCTD	\$ 33,574,299	\$ 7,271,856
Valley Express	\$ 2,400,000	\$ 7,100,000*
County	\$ 32,350	\$ -
Camarillo	\$ 4,176,000	\$ -
Moorpark	\$ 1,100,000	\$ -
Ojai	\$ 1,882,500	\$ -
Simi Valley	\$ 6,150,000	\$ 1,500,000
Thousand Oaks	\$ 10,650,000	\$ 500,000
Metrolink	\$ 3,825,180	\$ 5,174,820**
Intercity	\$ 22,325,000	\$ 10,250,000
VCTC - other	\$ -	\$ 3,000,000
VCTC - regional projects	\$ 12,445,000	\$ 1,030,000
Total	\$ 98,560,329	\$ 35,826,676

\*Though funds are needed for Valley Express zero-emissions vehicle infrastructure, location has not yet been determined and therefore funds cannot yet be used.

\*\*Metrolink received a large amount of CARES pandemic funding and Infrastructure Investment and Jobs Act (IIJA) funds and therefore has less need for the TIRCP and ZETCP funds.

**SB 125 Recommended Projects**

Year 1 Recommended Projects			Capital			Operating			Total
Implementing Agency	Project	Fund Source	FY23-24	FY24-25	FY25-26	FY23-24	FY24-25	FY25-26	
Gold Coast Transit District	Operations Support	TIRCP					\$ 4,871,741	\$ 7,790,198	\$ 12,661,939
Gold Coast Transit District	DAR vehicle replacement	TIRCP		\$ 146,000					\$ 146,000
Gold Coast Transit District	Relief vehicles	ZETCP (GGRF)		\$ 51,998					\$ 51,998
Gold Coast Transit District	Energy Storage	TIRCP		\$ 1,124,000	\$ 700,496				\$ 1,824,496
Valley Express	Operations Support	TIRCP				\$ 400,000			\$ 400,000
County of Ventura	Operations Support	TIRCP					\$ 31,350		\$ 31,350
County of Ventura	Bus Stop Improvements	TIRCP			\$ 1,000				\$ 1,000
Camarillo	Replacement buses	TIRCP		\$ 227,000	\$ 273,000				\$ 500,000
Moorpark	EV Charging	ZETCP (GGRF)		\$ 200,000					\$ 200,000
Ojai	Operations Support	TIRCP					\$ 30,000		\$ 30,000
Ojai	Replacement buses	TIRCP	\$ 1,590,000						\$ 1,590,000
Ojai	EV Charging	ZETCP (GGRF)		\$ 15,000					\$ 15,000
Simi Valley	EV Charging	ZETCP (PTA)		\$ 2,348,047					\$ 2,348,047
Simi Valley	EV Charging	ZETCP (GGRF)		\$ 651,953					\$ 651,953
Simi Valley	Microtransit Program	TIRCP					\$ 1,650,000		\$ 1,650,000
Thousand Oaks	Replacement buses	TIRCP		\$ 5,550,000					\$ 5,550,000
Thousand Oaks	DAR vehicle replacement	ZETCP (GGRF)		\$ 1,800,000					\$ 1,800,000
Thousand Oaks	EV Charging	TIRCP		\$ 1,000,000					\$ 1,000,000
Thousand Oaks	EV Support	TIRCP		\$ 500,000					\$ 500,000
VCTC Intercity	Replacement buses	TIRCP		\$ 10,000,000					\$ 10,000,000
VCTC	New Fare System	TIRCP		\$ 4,000,000					\$ 4,000,000
VCTC	Radio System	TIRCP	\$ 1,000,000				\$ 65,000		\$ 1,065,000
VCTC	Free Fare Programs	TIRCP				\$ 350,000	\$ 1,100,000		\$ 1,450,000
VCTC	Admin support	TIRCP				\$ 30,000			\$ 30,000
			<b>\$ 2,590,000</b>	<b>\$ 27,613,998</b>	<b>\$ 974,496</b>	<b>\$ 780,000</b>	<b>\$ 7,748,091</b>	<b>\$ 7,790,198</b>	<b>\$ 47,496,783</b>

Recommended	Ops	Capital	Total
TIRCP Y1	\$ 16,318,289	\$ 25,611,496	\$ 41,929,785
Total PTA		\$ 2,348,047	
Total GGRF Y1		\$ 2,718,951	

Year 2 Recommended Projects			Capital			Operating			Total
Implementing Agency	Project	Fund Source	FY24-25	FY25-26	FY26-27	FY24-25	FY25-26	FY26-27	
Gold Coast Transit District	Operations Support	TIRCP						\$ 9,520,904	\$ 9,520,904
Gold Coast Transit District	Matching Grant Funds	TIRCP				\$ 1,643,995			\$ 1,643,995
Gold Coast Transit District	Relief vehicles	ZETCP (GGRF)	\$ 42,463						\$ 42,463
Gold Coast Transit District	Replacement buses	TIRCP			\$ 6,920,000				\$ 6,920,000
Gold Coast Transit District	Energy Storage	ZETCP (GGRF)		\$ 468,504					\$ 468,504
Gold Coast Transit District	Bus Technology	TIRCP		\$ 51,000					\$ 51,000
Camarillo	Replacement buses	TIRCP			\$ 1,234,074				\$ 1,234,074
Camarillo	EV Charging	ZETCP (GGRF)		\$ 500,000					\$ 500,000
Moorpark	Replacement buses	TIRCP			\$ 750,000				\$ 750,000
Moorpark	Expansion Microtransit Vehicles	TIRCP		\$ 150,000					\$ 150,000
Ojai	Facility Upgrades	TIRCP		\$ 200,000					\$ 200,000
Ojai	Replacement buses	TIRCP		\$ 47,500					\$ 47,500
Simi Valley	Microtransit Operating	TIRCP					\$ 1,500,000		\$ 1,500,000
Thousand Oaks	DAR vehicle replacement	TIRCP		\$ 1,800,000					\$ 1,800,000
Metrolink	Train Sevice to Santa Barbara	TIRCP				\$ 1,500,000	\$ 1,500,000	\$ 825,180	\$ 3,825,180
VCTC Intercity	Replacement buses	TIRCP		\$ 10,000,000					\$ 10,000,000
VCTC Intercity	EV Charging	ZETCP (GGRF)		\$ 500,000					\$ 500,000
VCTC Intercity	Relief vehicles	TIRCP	\$ 75,000						\$ 75,000
VCTC Intercity	Camera System	TIRCP	\$ 250,000						\$ 250,000
VCTC	Regional Paratransit Trips	TIRCP				\$ 250,000	\$ 500,000	\$ 500,000	\$ 1,250,000
VCTC	MaaS Implementation	TIRCP	\$ 1,000,000				\$ 500,000	\$ 500,000	\$ 2,000,000
VCTC	Free Fare Programs	TIRCP					\$ 1,300,000	\$ 1,300,000	\$ 2,600,000
VCTC	Admin support	TIRCP				\$ 30,000	\$ 20,000		\$ 50,000
			\$ 1,367,463	\$ 13,717,004	\$ 8,904,074	\$ 3,423,995	\$ 5,320,000	\$ 12,646,084	\$ 45,378,620

Recommended	Ops	Capital	Total
TIRCP Y2	\$ 21,390,079	\$ 21,146,078	\$ 42,536,157
Total GGRF Y2		\$ 2,842,463	

Year 3 & 4 Recommended Projects		Capital	Total
Implementing Agency	Project	FY26-27	
Gold Coast Transit District	Relief vehicles	\$ 243,000	\$ 243,000
Valley Express	EV Charging	\$ 2,000,000	\$ 2,000,000
Camarillo	EV Charging	\$ 1,500,000	\$ 1,500,000
Camarillo	Replacement Vehicles	\$ 441,926	\$ 441,926
VCTC Intercity	EV Charging	\$ 1,342,463	\$ 1,342,463
VCTC Intercity	EV Charging	\$ 157,537	\$ 157,537
		\$ 5,684,926	\$ 5,684,926

Recommended	Capital
Total GGRF Y3	\$ 2,842,463
Total GGRF Y4	\$ 2,842,463
Total	\$ 5,684,926

Unfunded Projects		Capital				Operating			FY28+	Total
Implementing Agency	Project	FY23-24	FY24-25	FY25-26	FY26-27	FY24-25	FY25-26	FY26-27		
Gold Coast Transit District	Operations Support								\$ 24,159,112	\$ 24,159,112
Gold Coast Transit District	Expansion DAR vehicles		\$ 281,000	\$ 292,000	\$ 608,000					\$ 1,181,000
Gold Coast Transit District	Replacement buses		\$ 2,621,000							\$ 2,621,000
Gold Coast Transit District	Hydrogen Station		\$ 221,856	\$ 3,248,000						\$ 3,469,856
Valley Express	Bus Stop Improvements				\$ 100,000					\$ 100,000
Valley Express	ZE Charging and Infrastructure				\$ 7,000,000					\$ 7,000,000
Simi Valley	Microtransit operations							\$ 1,500,000		\$ 1,500,000
Thousand Oaks	EV Charging		\$ 500,000							\$ 500,000
Camarillo	Replacement buses				\$ 470,377					\$ 470,377
Metrolink	Train Service to Santa Barbara					\$ 500,000	\$ 500,000	\$ 1,174,820		\$ 2,174,820
Metrolink	Tier 4 Locomotives		\$ 3,000,000							\$ 3,000,000
VCTC Intercity	Replacement buses				\$ 10,000,000					\$ 10,000,000
VCTC Intercity	Relief vehicles	\$ 75,000								\$ 75,000
VCTC Intercity	Camera System		\$ 175,000							\$ 175,000
VCTC	MaaS Implementation		\$ 500,000				\$ 200,000	\$ 200,000		\$ 900,000
VCTC	Radio System						\$ 65,000	\$ 65,000		\$ 130,000
VCTC	ADA Station Improvements			\$ 1,500,000	\$ 1,500,000					\$ 3,000,000
		\$ 75,000	\$ 7,298,856	\$ 5,040,000	\$ 19,678,377	\$ 500,000	\$ 765,000	\$ 2,939,820		\$ 60,456,165



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**December 1, 2023**

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

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

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

**RECOMMENDATION:**

- *Receive and file a report on Santa Paula Branch Line updates for the month of November 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 2, October 6, and November 3, 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 November 2023.

**DISCUSSION:**

November updates and activities include:

- On November 1, VCTC received the 90% design package for the Sespe Creek Overflow Railroad Bridge from the railroad engineering consultant team (RailPros). VCTC staff are reviewing the design package with the assistance of engineers from the County of Ventura Public Works Agency Roads and Transportation Department.
- On November 2 and 14, VCTC staff, Sierra Northern Railway, and Mendocino Railway held regular bi-weekly check-in meetings.
- On November 3, VCTC released the Request for Proposals for Construction Management Support Services for the repair and reconstruction of the Sespe Creek Overflow Railroad Bridge for Commission

consideration upon Commission approval. On November 14, VCTC staff held a virtual pre-proposal conference via MS Teams.

- On November 6, VCTC received a letter from the Executive Director of the Coalition of Labor, Agriculture, and Business (CoLAB) containing comments to follow-up on the October 11th presentation to the County's Agricultural Policy Advisory Committee regarding SPBL activities. VCTC staff will follow up with CoLAB, Sierra Northern Railway, and Mendocino Railway as needed.
- VCTC staff continued to receive and process Right of Entry (ROE) permits for the SPBL right-of-way.
- VCTC completed review, approved and payment of the four Sierra Northern Railway Fiscal Year 2022/2023 SPBL operations and maintenance invoices.
- VCTC staff is actively working on two lease reassignments (Loose Caboose, Lindgren/Underwood), one (1) new private crossing agreement (Beylick Farms), and two (2) license agreements (County of Ventura/Broadband, Fillmore RV storage facility). Access lease information is available upon request.
- VCTC staff prepared a license agreement and facilitated review of plans by VCTC's contract engineers for a new RV storage facility in Fillmore, located adjacent to the SPBL, that will require construction of a new drainage facility on the SPBL right-of-way property.
- VCTC staff continued to work with the County of Ventura's Chief Information Officer to finalize a Utility License Agreement to facilitate broadband fiber optic cable deployment along the SPBL right-of-way. VCTC General Counsel reviewed and provided comment on the County Counsel version of the draft license. Based on the advice of Counsel, VCTC staff provided further revisions to the County for consideration, particularly related to insurance, indemnification, and liability. As of the VCTC December agenda deadline, a response from the County is pending. At this time, staff anticipates bringing the utility license to the Commission for approval at the January meeting.
- VCTC staff prepared a draft Request for Proposals and draft Contract for the Santa Paula Branch Line Trail Master Plan Update and EIR/EIS project.
- Sierra Northern Railway resumed support for film and television production on the SPBL and is currently in talks with two productions. Sierra Northern Railway holds a trademark for "The Movie Railroad" and maintains the website <https://movierailroad.com/>.
- On November 25, Sierra Northern Railway and The Sunburst Train conducted the annual Spirit of the Holidays Train through the Santa Clara River Valley with stops in Ventura, Saticoy, and Santa Paula. The event features Santa Claus and his elves, collecting toys for distribution to children within the community and handing out candy canes and holiday spirit.
- VCTC Executive Director and General Counsel continued to work 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. The team prepared and negotiated an Amendment to the Railroad Lease and Operations Agreement for Commission approval to refine rail car storage locations and conditions for both the period before the Sespe Creek Overflow Bridge is repaired and for the long-term contract after the bridge is repaired.





December 1, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT: SANTA PAULA BRANCH LINE TRAIL MASTER PLAN UPDATE AND ENVIRONMENTAL IMPACT REPORT/ENVIRONMENTAL IMPACT STATEMENT REQUEST FOR PROPOSALS**

**RECOMMENDATION:**

- *Approve release of a Request for Proposals for Consultant Services to Update the Santa Paula Branch Line Trail Master Plan and Environmental Impact Report/Environmental Impact Statement.*

**BACKGROUND:**

VCTC acquired the Santa Paula Branch Line (SPBL) in 1995 for use as a multimodal corridor, which included a bicycle and hiking trail among its stated purposes. In 1996, VCTC adopted the *SPBL Master Plan*. Then in 2000, VCTC adopted the *SPBL Recreational Trail Master Plan* and certified an Environmental Impact Report (EIR). The *Trail Master Plan* provides design guidelines, preliminary engineering, a preferred alignment for the trail, and mitigations to avoid and address any impacts to agriculture and other resources. To date, three segments of the trail have been completed in the Cities of Santa Paula and Fillmore and within the Piru community. Final design and engineering for the four-mile segment from Montalvo to Saticoy is currently underway, led by the City of Ventura.

In April 2022, the Commission adopted a goal (Goal 13) to “Reinvigorate the process to complete the Santa Paula Branch Line bike trail,” and in April 2023, the Commission adopted the VCTC Strategic Plan FY 22/23 – FY 27/28, which includes Objective 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.”

In May 2023, the Commission authorized submittal of five grant applications to the Southern California Association of Governments (SCAG) Regional Early Action Planning (REAP) County Transportation Commissions Partnership Program, which included an update to the SPBL Trail Master Plan. In July 2023, SCAG approved an award to VCTC of a REAP County Transportation Commissions Partnership Program \$3,777,000 grant, which includes \$1,677,000 in grant funding for an update to the SPBL Trail Master Plan and Environmental Impact Report / Environmental Impact Statement (EIR/EIS). A Memorandum of Understanding (MOU) to administer the grant is on the VCTC Agenda for approval under a separate action.

All REAP projects must have a demonstrated nexus to housing and infrastructure to support new housing, and meet all defined program objectives, as follows:

1. Accelerating Infill Development that Facilitates Housing Supply, Choice and Affordability,
2. Affirmatively Furthering Fair Housing, and
3. Reducing Vehicle Miles Traveled.

## **DISCUSSION:**

The Request for Proposals (RFP) seeks support from qualified consultants to update the SPBL Trail Master Plan and EIR/EIS for the portion of the trail from Saticoy to Piru. The RFP outlines instructions and requirements to submit a proposal. The RFP presents background and context to guide proposal and plan development, including the history of planning for the SPBL trail, important considerations for trail planning and design (such as agricultural resource protection), and defines a scope of work that includes existing conditions assessment, stakeholder engagement, conceptual planning and refinement, technical studies and environmental review components. The scope of work includes professional planning and engineering services required for planning and environmental review of a multi-use path (trail) project along an active railroad corridor in the public sector, and includes the following tasks:

1. Project Management
2. Existing Conditions
3. Outreach and Engagement
4. Conceptual Planning
5. Plan Production and Approval
6. Project Definition
7. Technical Studies
8. Draft EIR/EIS
9. Public Participation
10. Final EIR/EIS
11. Regulatory Process

The RFP also includes selection criteria, which include understanding of project, proposed team qualifications, project experience, client references, project and schedule management approach, and cost proposal/fee schedule. The RFP provides for an approximately 60 days solicitation period, with proposals due on February 2, 2024.

Agricultural interests have expressed concerns related to use of the SPBL corridor for a trail, such as vandalism, litter, liability, trespass, potential loss of agricultural operator ability to cross the corridor, and potential loss of existing farmland to buffers between recreational and agricultural uses. The original SPBL Trail Master Plan EIR includes design features and mitigations to address these concerns. Also, the Commission sought to address agricultural concerns through a Trail Compatibility Survey (2015). The Trail Compatibility Survey includes case studies and lessons learned from other trail projects located within open space and commercial agricultural areas, and includes recommendations for trail and buffer design, and trail management policies and strategies to balance the needs of all stakeholders. The SPBL Trail Master Plan Update and stakeholder engagement efforts seek to address these concerns through integration of the SPBL Trail Compatibility Survey strategies, trail design and management, application of new technologies and amenities to keep trail users on the trail and discourage trespass, and to demonstrate the value of the trail as a transportation asset that connects housing, employment opportunities (including in the agricultural sector), access to education and healthcare, and other life needs.

On the other hand, a broad range of individuals and groups have expressed support for trail completion throughout its nearly 30-year history. The County of Ventura's 2040 General Plan and the Cities of Santa Paula and Fillmore General Plans each include policies that support completion of the SPBL Trail. For example, the County's 2040 General Plan includes a policy within the Circulation, Transportation, and Mobility (CTM) Element – "CTM-3.7: Bicycle Trail along Santa Paula Branch Line. The County shall

encourage the construction of a bicycle trail along the Santa Paula Branch Line Railroad in the unincorporated area between the cities of Ventura and Santa Paula.”

Active transportation investments provide a resilient and sustainable alternative to automobile travel, particularly when combined with transit connections. The SPBL Trail serves as a backbone of active transportation connectivity for the Santa Clara River Valley, providing active transportation connectivity from Piru to the Pacific Coast and beyond. Benefits of an update to the SPBL Trail Master Plan and EIR/EIS include estimated vehicle miles traveled (VMT) reduction at build-out of 23,000–46,000 daily VMT and an estimated 300 – 500 bike trips daily. The trail is estimated to have between \$2M and \$7M annual economic benefit and to significantly reduce bike and pedestrian crashes within a ½ mile of the SPBL corridor. The SPBL corridor is an existing, publicly owned right-of-way, purchased with the express purpose of establishing a multimodal corridor with a multiuse trail. Alternative east-west routes, such as State Route 126, would face similar challenges of proximity to agricultural land without the safety and other advantages of the Branch Line. An update to the SPBL Trail Master Plan and EIR/EIS helps to make the project overall, and individual segments within the trail corridor, more competitive for future State and Federal grant funding by demonstrating project readiness and establishing a coordinated, phased approach to trail construction with updated cost estimates, trail maintenance and management plans, and integration of the most up-to-date agricultural protection and rails-with-trails best practices.

For these reasons, staff respectfully recommends approval of the Recommended Action to release the Request for Proposals to update the SPBL Trail Master Plan and EIR/EIS.



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Item 12

December 1, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**  
**FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY**  
**SUBJECT: SCAG REGIONAL EARLY ACTION PLANNING COUNTY TRANSPORTATION COMMISSIONS PARTNERSHIP PROGRAM MEMORANDUM OF UNDERSTANDING**

**RECOMMENDATION:**

- *Approve a Memorandum of Understanding (MOU) with the Southern California Association of Governments (SCAG) to accept a Regional Early Action Planning (REAP) County Transportation Commissions (CTC) Partnership Program (PP) grant award in an amount of \$3,777,000.*
- *Authorize the Executive Director to make immaterial amendments in accordance with the provisions set forth in the MOU.*
- *Approve an Amendment to the Santa Paula Branch Line Program Budget to increase revenues by \$1,677,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$1,677,000 in the Consultant Services category. Up to \$20,000 may be used for Administrative Costs.*
- *Approve an Amendment to the Regional Transportation Planning Program Budget to increase revenues by \$300,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$300,000 in the Consultant Services category. Up to \$8,000 may be used for Administrative Costs.*
- *Approve an Amendment to the Regional Transit Planning Program Budget to increase revenues by \$1,800,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$1,800,000 in the Consultant Services category.*

**BACKGROUND:**

The County Transportation Commissions Partnership Program is part of the Regional Early Action Planning program funded through a grant to SCAG from the State of California Department of Housing and Community Development (HCD). On April 12, 2023, SCAG issued a Call for Projects and Final Guidelines for the 2023 County Transportation Commission Partnership Program. Since issuance of Draft Guidelines in September 2022, VCTC staff collaborated with SCAG to identify eligible projects and prepare for the Call for Projects. Eligibility extended to the six County Transportation Commissions within the six-county SCAG region to support transformative planning and implementation of the Regional Transportation Plan / Sustainable Communities Strategy (2020 Connect SoCal) Key Connection strategies.

SCAG sought applications for regionally significant and scalable projects across four categories: Transit Recovery, Mobility Integration & Incentives, Shared Mobility & Mobility Hubs, and VMT Bank & Exchange

Programs. Projects must have a demonstrated nexus to housing and infrastructure to support new housing, and meet all defined program objectives, as follows:

1. Accelerating Infill Development that Facilitates Housing Supply, Choice and Affordability,
2. Affirmatively Furthering Fair Housing, and
3. Reducing Vehicle Miles Traveled.

VCTC staff worked with SCAG to identify project concepts for further development into grant applications upon issuance of the Final Guidelines and Call for Applications. Project concepts were coordinated with key stakeholders and reviewed by each of the three VCTC advisory committees (Transportation Technical Advisory Committee – October 2022, Transit Operators Advisory Committee – November 2022, and Community Transportation Advisory Committee/Social Services Transportation Advisory Committee – April 2023), with feedback from stakeholders and advisory committees integrated into the grant applications. On May 12, 2023, the Commission approved submittal of five grant applications and associated project prioritization.

SCAG evaluated and selected applications based on merit, with an effort to allocate resources according to a county's share of the regional population. The estimated population-based share of funding for Ventura County was approximately \$3.5 - \$4.0 million.

### **DISCUSSION:**

On July 6, 2023, the SCAG Regional Council approved four of the five project applications submitted by VCTC for a total grant award of \$3,777,000. There is no local match required. Approved projects and corresponding award amounts include:

1. Countywide Transit Stops and Stations Needs Assessment and Infrastructure Improvements (\$1,500,000)
2. Santa Paula Branch Line (SPBL) Trail Master Plan and Environmental Impact Report (EIR) Update (\$1,677,000)
3. Countywide Paratransit Integration Analysis (\$300,000)
4. Community Traffic Calming and Pedestrian and Bicycle Safety Program (\$300,000)

In addition, the fifth project application, Vehicle Miles Traveled Adaptive Mitigation Program Implementation, has subsequently been integrated into an amendment to the REAP Round 1 SCAG grant to the Ventura Council of Governments (VCOG), and the scope of work will be completed through the ongoing partnership between VCOG and VCTC.

The projects are aligned with the VCTC Goals (adopted April 2022) and VCTC Strategic Plan FY 22/23 – FY 27/28 (adopted April 2023) goals and objectives:

1. Countywide Transit Stops and Stations Needs Assessment and Infrastructure Improvements
  - a. Goal 3: Implement strategies to promote transit ridership recovery.
  - b. Strategic Plan Objective B24: Promote transit ridership recovery to assist the State in meeting its air quality goals, promoting public transit ridership recovery and increasing mobility choices.
2. SPBL Trail Master Plan and EIR Update
  - a. Goal 13: Reinvigorate the process to complete the Santa Paula Branch Line bike trail.
  - b. Strategic Plan Objective 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.
3. Countywide Paratransit Integration Analysis
  - a. Strategic Plan Objective B12: Support improved transit and transportation services for those with disabilities.
4. Community Traffic Calming and Pedestrian and Bicycle Safety Program

- a. Strategic Plan Objective B1: Encourage city and county partners to plan and prioritize building new bike lanes and continue seeking funds for this purpose.
- b. Strategic Plan Objective C8: Integrate safety into transportation plans, projects and services, including but not limited to a community traffic calming program, Arroyo Simi Bridge suicide prevention task force, and bicycle and pedestrian safety education.

To accept the grant award from SCAG, VCTC must sign a Memorandum of Understanding (MOU) with SCAG (Attachment A) to define the administrative requirements of the grant award. High level Scopes of Work and Deliverables for each of the four projects are incorporated into the MOU as Exhibits A1 – A4. Upon approval of this MOU, detailed scopes of work and interim deliverables will be converted to the SCAG “Scope of Work Approval Form” template format and submitted to SCAG (Attachment B).

All deliverables must be completed by November 30, 2025. While this is a relatively short timeline, projects were selected and scoped to facilitate completion within the allocated timeframe, and staff has taken steps to ensure project readiness, such as preparing and releasing Requests for Proposals for consultant support in advance of the MOU approval (Paratransit Integration Study), concurrent with the MOU approval (Transit Stops and Stations Improvements, SPBL Trail Master Plan and EIR Update), or soon thereafter (Community Traffic Calming and Ped/Bike Safety).

Concurrent with MOU approval, program budget amendments are needed for three VCTC programs to add the grant funds as a revenue source, to be called “SCAG REAP CTC PP,” and increase expenditures, as follows:

- Amend the Santa Paula Branch Line Program Budget to increase revenues by \$1,677,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$1,677,000 in the Consultant Services category. The project budget sets aside \$20,000 of grant funds for Administrative Costs.
- Amend the Regional Transportation Planning Program Budget to increase revenues by \$300,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$300,000 in the Consultant Services category. The project budget sets aside \$8,000 of grant funds for Administrative Costs.
- Amend the Regional Transit Planning Program Budget to increase revenues by \$1,800,000 in a new SCAG REAP CTC PP category and to increase expenditures by a corresponding \$1,800,000 in the Consultant Services category. There will be no project budget set aside of grant funds for Administrative Costs.

Staff respectfully request approval of the Recommended Action to approve the MOU and amend the budget as described above.



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Item # 13

December 1, 2023

**MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION**

**FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR**

**SUBJECT: FIRST AMENDMENT TO THE SANTA PAULA BRANCH LINE RAILROAD LEASE AND OPERATIONS AGREEMENT**

**RECOMMENDATION:**

- *Approve Amendment No. 1 to the Santa Paula Branch Line Railroad Lease and Operations Agreement.*

**BACKGROUND:**

On December 16, 2021, the Ventura County Transportation Commission (VCTC) approved the Santa Paula Branch Line Railroad Lease and Operations Agreement (Lease) between Sierra Northern Railway (Sierra Northern) and VCTC. Since January 2022, Sierra Northern has operated the SPBL railroad and maintained the associated right-of-way, including addressing deferred maintenance, building a base of freight customers, supporting television and film productions, beginning railbike tours, planning for additional tourist/excursion service, and rail car storage.

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, located at approximately Mile Post 423.44. Bridge repair is necessary to reconnect the Fillmore-Piru segment with the remainder of the Branch Line and restore the connection to the mainline at East Ventura. The damaged bridge 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. Given this community concern, VCTC Executive Director, Counsel and staff worked with Sierra Northern to reach an agreement that would facilitate relocation of the stored rail cars, with the intent to relocate the stored rail cars by the end of the calendar year (2023).

**DISCUSSION:**

On November 21, 2023, an ad hoc committee of the Commission established by the Chair met to discuss a proposed Amendment to the Railroad Lease. The ad hoc committee provided guidance on terms that would effectuate movement of the rail cars from the area between 7<sup>th</sup> Street/Baldwin Avenue and the Sespe Creek Overflow Railroad Bridge by the end of the year. The Amendment would also define “temporary rail car storage” and further define the area in which rail cars can be stored both prior to and following completion of repairs and restoration of service on the Sespe Creek Overflow Railroad Bridge. Based on

guidance of the ad hoc committee, the Executive Director and Counsel negotiated the proposed Amendment Number 1 to the Railroad Lease and Operations Agreement.

**Key terms of the Amendment include:**

Sierra Northern will relocate the rail cars currently stored in the area of Old Telegraph Road west of Fillmore to an area west of 7<sup>th</sup> Street/Baldwin Avenue by December 31, 2023. The rail cars will be stored in the area west of 7<sup>th</sup> Street/Baldwin Avenue until the Sespe Creek Overflow Railroad Bridge is repaired. Once the Bridge has been repaired, third-party rail car storage will only be allowed between Mile Posts 426 and 431 in the unincorporated area east of the City of Fillmore and west of the Existing Community of Piru.

Recognizing the fiscal and operational impacts of this change in allowable storage area, VCTC will extend the Maintenance Subsidy for an additional two (2) years, for a total of seven (7) years. If the Sespe Creek Bridge remains unrepaired as of June 30, 2028, under the terms of the proposed Amendment, VCTC will continue to pay the Maintenance Subsidy for each subsequent fiscal year that the bridge remains unrepaired. Once the bridge is repaired, VCTC will cease paying the subsidy and Sierra Northern will move the rail cars to the permanent storage location between Mile Posts 426 and 431.

VCTC Executive Director and General Counsel will provide a verbal report and final terms of Amendment Number 1 to the Santa Paula Branch Line Railroad Lease and Operations Agreement.

**AMENDMENT NO. 1  
TO  
SANTA PAULA BRANCH LINE RAILROAD LEASE AND OPERATIONS  
AGREEMENT**

This Amendment No. 1 (“**First Amendment**”) is made as of this \_\_\_ day of \_\_\_\_\_ 2023 (“**Effective Date**”) by and between the VENTURA COUNTY TRANSPORTATION COMMISSION (“**VCTC**”), and Sierra Northern Railway (“**Railway**”), sometimes referred together as the “Parties” and singularly as “Party”.

**RECITALS**

**WHEREAS**, VCTC and Railway are parties to that certain Santa Paula Branch Line Railroad Lease and Operations Agreement dated December 21, 2021 (“**Lease**”); and

**WHEREAS**, the Parties desire to amend the Lease to update certain of the terms and conditions thereof.

**NOW THEREFORE**, the Parties agree as follows:

1. Exhibit E of the Lease is repealed and replaced with Exhibit E-1 “Rail Car Storage Relocation Area Pre-Sespe Creek Bridge Repair” and Exhibit E-2 “Rail Car Storage Areas Post-Sespe Creek Bridge Repair”, attached hereto. Exhibit E-1 replaces references to Exhibit E in the Agreement until the Sespe Creek Overflow Bridge has been repaired and Exhibit E-2 replaces references to Exhibit E in the Agreement after the Sespe Creek Overflow Bridge has been repaired.
2. A new subsection f. shall be added to Section 2.3 “Rail Car Storage” of the Lease as shown below with additions in double-underline:

f. Immediate Rail Car Storage Relocation Area and Post-Sespe Bridge Repair Rail Car Storage Location. Railway will, before January 1, 2024, at Railway’s expense, relocate Railway’s current Rail Car Storage on the SPBL east of 7<sup>th</sup> Street / Baldwin Drive to a location on the SPBL west of 7<sup>th</sup> Street / Baldwin Drive that is outside the “Prohibited Rail Car Storage Area” shown on the diagram entitled “Rail Car Storage Relocation Area Pre-Sespe Creek Bridge Repair” in Exhibit E-1 attached hereto. The “Prohibited Rail Car Storage Area” and “Permitted Rail Car Storage Area” as shown on Exhibit E-1 will apply only until the Sespe Creek Overflow Bridge has been repaired. After the Sespe Creek Bridge has been repaired, Railway will, at Railway’s expense, relocate Rail Car Storage to the area east of Fillmore in locations on the SPBL that are inside the “Permitted Rail Car Storage Area” as shown on the diagram entitled “Rail Car Storage Post-Sespe Bridge Repair” in Exhibit E-2 attached hereto. VCTC will make a good faith effort to seek federal and/or state disaster relief funds to repair the Sespe Creek Overflow Bridge and, provided that VCTC is able to obtain all necessary permits and full funding for the actual costs for the design, construction, and project management of the repair project from federal and/or state disaster relief funds, will make a good faith effort

to repair said bridge. If the Sespe Creek Overflow Bridge is not repaired by June 30, 2028 (i.e. the end of VCTC's fiscal year 2027-28), then VCTC will extend the Maintenance Subsidy provided to Railway as outlined in Section 7.1 for each subsequent fiscal year that the Sespe Creek Overflow Bridge remains unrepaired. Railway understands and agrees that so long as VCTC pays the Maintenance Subsidy for any additional fiscal years (additional to those specifically set forth in Section 7.1) during which the Sespe Creek Overflow Bridge remains unrepaired, Railway will only undertake Rail Car Storage in the Permitted Rail Car Storage Area as shown on Exhibit E-1. In the event that the Sespe Creek Overflow Bridge is repaired mid-fiscal year, VCTC will pay Railway a prorated portion of the Maintenance Subsidy for that fiscal year. Once the Sespe Creek Overflow Bridge has been repaired, VCTC will cease paying any additional Maintenance Subsidy beyond those specifically set forth in Section 7.1 and Railway shall move any and all Rail Car Storage to the Permitted Rail Car Storage Area as shown in Exhibit E-2.

3. Section 2.3 "Rail Car Storage" of the Lease is amended as shown below with additions in double-underline and deletions in ~~strikethrough~~:

"Rail Car Storage. Railway may undertake ~~Rail Car Storage~~ storage of rail cars owned by Railway on the Property related to its own operations on the Railroad Facilities, and/or temporary Rail Car Storage on behalf of third-parties consistent with the provisions of subsections (a)-(f) below and the payment of the Rail Car Storage Fee provided in Section ~~108.2~~ below. Rail cars that are conveyed, transferred, assigned, or sold to Railway (or are otherwise put under Railway's dominion or control through oral or written agreements) for the purpose of storage, and not for Railway's actual or planned use in the ordinary course of Railway's operations, shall be subject to the requirements applicable to Rail Car Storage as outlined in subsections (a)-(f) below. All Rail Car Storage pursuant to this Agreement shall be Temporary, with "Temporary" in the context of Rail Car Storage being defined as storage for no more than twelve (12) consecutive months for any particular rail car (as identified by reporting marks) and storage pursuant to rail car storage agreements that do not exceed three (3) years in duration. Temporary Rail Car Storage under this Agreement precludes any abandonment or decommissioning of rail cars subject to Rail Car Storage."

4. Subsection b. "Storage Locations" of Section 2.3 "Rail Car Storage" of the Lease is amended as shown below with additions in double-underline and deletions in ~~strikethrough~~:

"Absent prior written approval of VCTC issued after the effective date of this Amendment No. 1, after the Sespe Creek Overflow Bridge has been repaired, Railway may only undertake Rail Car Storage on the areas of the Property designated as Permitted Rail Car Storage Area as shown in Exhibit E-2 attached hereto. Absent prior written approval of VCTC, Rail Car Storage is prohibited on any portion of the Property located within the city boundaries of any incorporated city within Ventura County and within Existing Communities as defined in County regulations as reflected on Exhibits E-1 and E2 attached hereto; provided,

however, that Railway shall not be prohibited from Rail Car Storage on any improvement under Section 2.4 which may, in the future, come to be located within the city boundaries of any incorporated city within Ventura County, unless Railway is first reimbursed for the cost of such improvement and for the cost of any required removal of such improvement. Rail Car Storage is also prohibited within 150 feet of legal public and private railroad crossings.

5. The third paragraph of Section 7.1 “Maintenance and Maintenance Subsidy” of the Lease is amended as shown below with additions in double-underline and deletions in ~~strikethrough~~:

“In addition to allocation and payment to Railway of ninety-five percent of the annual revenue from third-party lease and license agreements as set forth in the prior paragraph hereinabove for maintenance services, VCTC shall reimburse Railway for actual costs, including overhead, incurred in performance of the deferred maintenance work up to a maximum annual amount of four hundred fifty thousand (\$450,000) per VCTC fiscal year (less the annual amount paid to Railway from third-party lease and license agreements as set forth in the paragraph hereinabove for the year in which the deferred maintenance is completed) for the first ~~five~~ seven (57) years following possession of the Property by Railway for a maximum total potential amount of ~~two~~three million ~~two~~one hundred fifty thousand (~~\$2,23,150,000~~) over the first ~~five~~seven (57) years of Railway's operation. The deferred maintenance categories and criteria eligible for this reimbursement are listed in Exhibit ~~E~~D. To receive reimbursement for qualifying deferred maintenance, Railway must provide documentation reasonably satisfactory to VCTC demonstrating completion of the deferred maintenance work being reimbursed and the actual costs thereof. Further, in order to be eligible for reimbursement, Railway must incur costs in performance of the deferred maintenance work within the fiscal year prior to which reimbursement is sought and within the first ~~five~~ seven (57) years of Railway's possession of the Property. Under the foregoing, the Parties understand and agree that reimbursement for work conducted during the ~~fifth~~seventh (5<sup>th</sup>7<sup>th</sup>) full fiscal year of Railway's possession of the Property will be sought in the ~~sixth~~eighth (6<sup>th</sup>8<sup>th</sup>) full fiscal year after possession begins on January 1, 2022 (i.e. the payment for deferred maintenance during VCTC fiscal year ~~25-26~~27-28 will be paid during VCTC fiscal year ~~26-27~~29-30). The submission, review and payment timelines for the deferred maintenance payment identified and limited herein shall be same as those set forth in the prior paragraph of this Section 7.1.”

Except to the extent amended herein, all other provisions of the Lease remain in full force and effect.

This First Amendment may be executed in counterparts and/or by facsimile or other electronic means, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterpart, shall constitute one original, which shall be binding upon and effective as to all Parties.

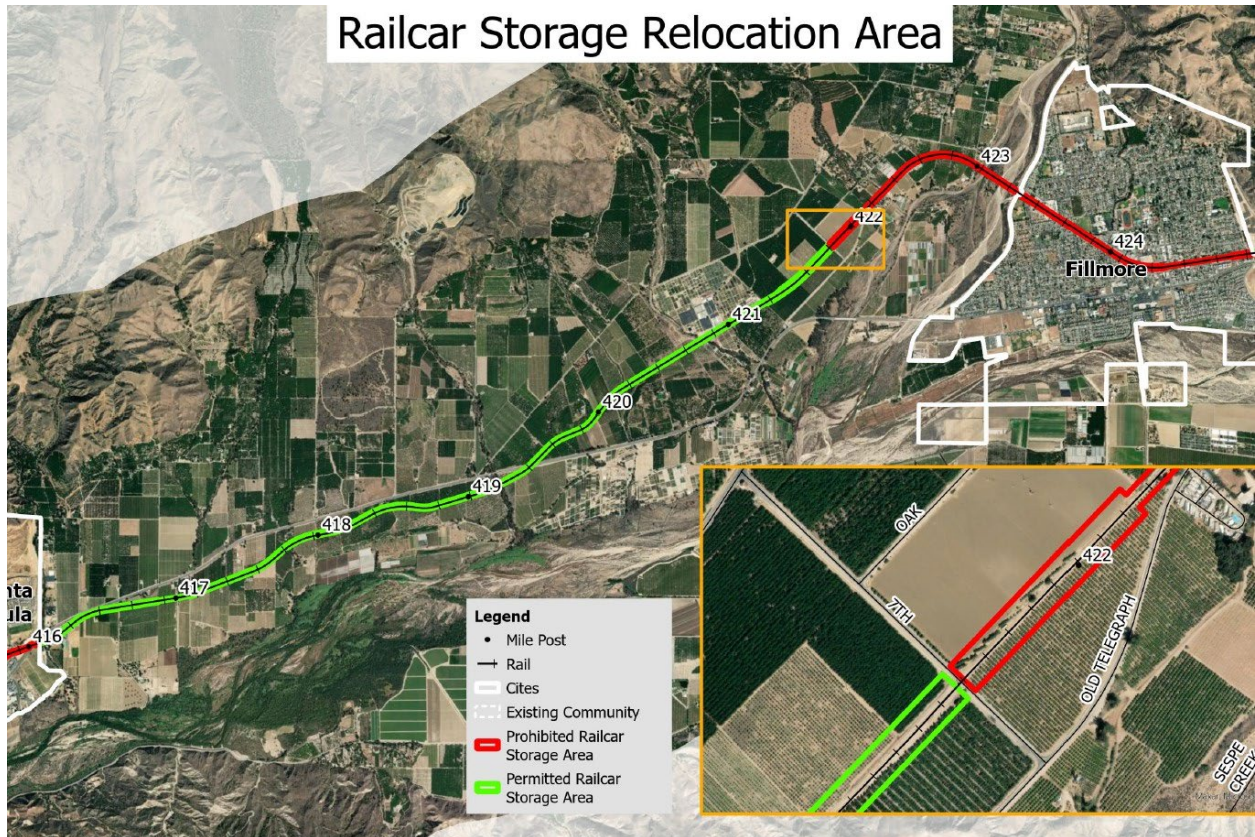
**- SIGNATURES ON THE FOLLOWING PAGE-**

DRAFT

IN WITNESS THEREOF, the parties have executed this First Amendment on the \_\_\_ day of \_\_\_\_\_, 2023.

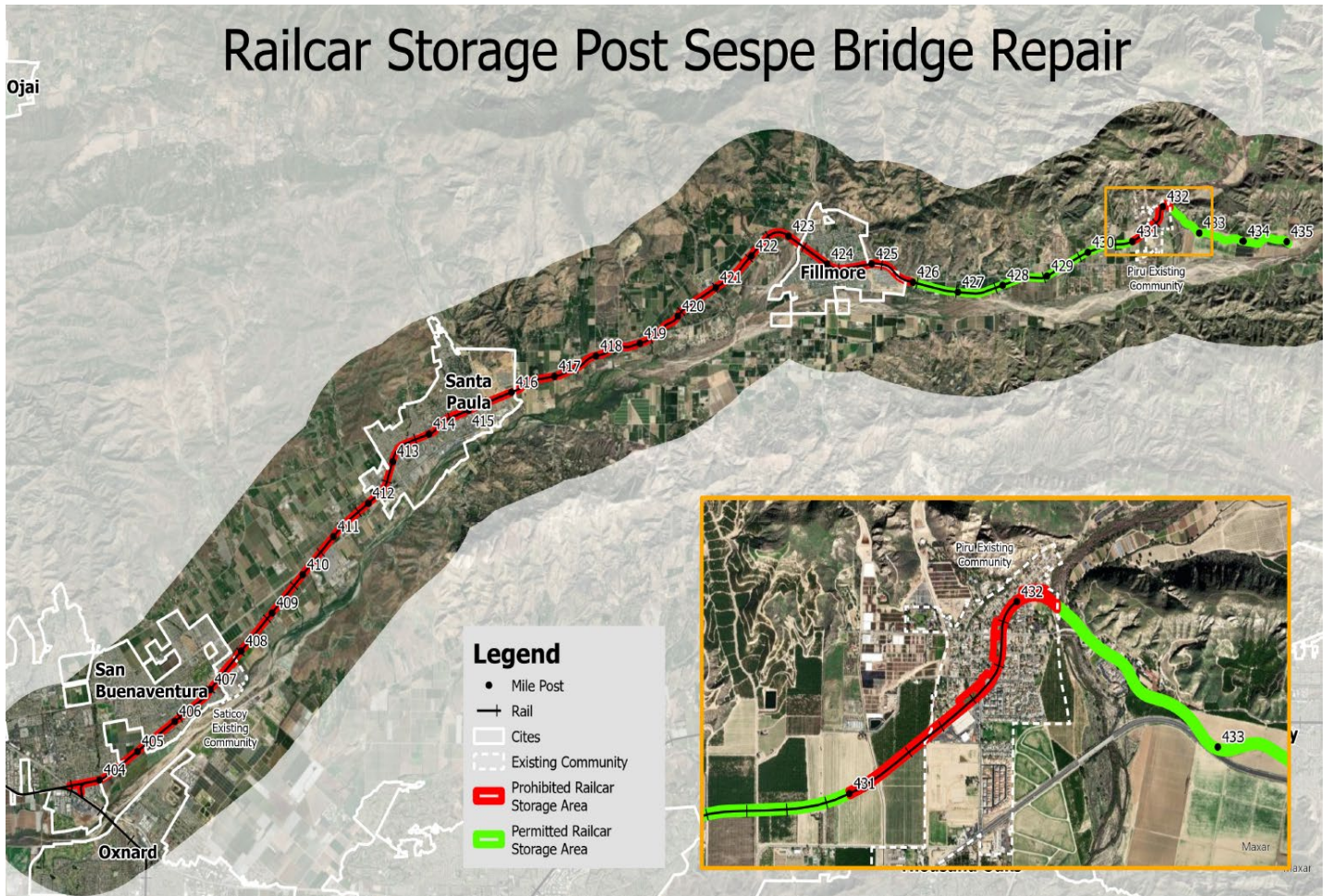
<b>VENTURA COUNTY TRANSPORTATION COMMISSION:</b>	<b>SIERRA NORTHERN RAILWAY:</b>
By: Martin Erickson Its: Executive Director	By: Its:
<b>APPROVED AS TO FORM:</b>	
By: Steve Mattas Its: General Counsel	
<b>ATTEST:</b>	
By: Roxanna Ibarra Its: Clerk	

**Exhibit E-1 - Rail Car Storage Relocation Area Pre-Sespe Creek Bridge Repair**





**EXHIBIT E-2  
 “Rail Car Storage Areas Post-Sespe Creek Bridge Repair”**



5550158.3



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