



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

AGENDA*

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

IN-PERSON

CAMARILLO CITY HALL

COUNCIL CHAMBERS

601 CARMEN DRIVE

CAMARILLO, CA

FRIDAY, JANUARY 5, 2024

9:00 A.M.

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.

5. **CALTRANS REPORT** - This item provides the opportunity for the Caltrans representative to give updates and status reports on current projects.
6. **COMMISSIONERS/EXECUTIVE DIRECTOR REPORTS** - This item provides the opportunity for the commissioners and the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.
7. **ADDITIONS/REVISIONS** – The Commission may add an item to the agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires two-thirds vote of the Commission. If there are less than two-thirds of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.
8. **CONSENT CALENDAR** - All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.
 - 8A. [APPROVE MINUTES OF DECEMBER 1, 2023, MEETING -PG.5](#)
Recommended Action:
 - Approve the summary minutes of December 1, 2023.**Responsible Staff: Roxanna Ibarra**
 - 8B. [MONTHLY BUDGET REPORT-PG.11](#)
Recommended Action:
 - Receive and file the monthly budget report for November 2023.**Responsible Staff: Sally DeGeorge**
 - 8C. [RELEASE REQUEST FOR PROPOSALS \(RFP\) FOR PROFESSIONAL SERVICES FOR GASB 87, LEASES, AND GASB 96 SBITAS-PG.19](#)
Recommended Action:
 - Approve the release of the Request for Proposals (RFP) for Professional Services for GASB 87, Leases, and GASB 96, SBITAs.**Responsible Staff: Sally DeGeorge**
 - 8D. [REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDITING SERVICES FOR TRANSPORTATION DEVELOPMENT ACT \(TDA\), STATE OF GOOD REPAIR, PROPOSITION 1B AND LCTOP FINANCIAL AND COMPLIANCE AUDITS -PG.21](#)
Recommended Action:
 - Release Request for Proposals (RFP) for Professional Auditing Services for the Ventura County Transportation Commission and local agencies of Transportation Development Act, State of Good Repair, Proposition 1B and LCTOP financial and compliance audits.**Responsible Staff: Thao Le**
 - 8E. [REQUEST FOR PROPOSALS- COMMUNITY TRAFFIC CALMING AND PEDESTRIAN AND BICYCLE SAFETY PROGRAM- PG.23](#)
Recommended Action:
 - Approve release of the Request for Proposals (RFP) for Consultant Services to prepare a Community Traffic Calming and Pedestrian and Bicycle Safety Program.**Responsible Staff: Caitlin Brooks**

8F. [CALTRANS SUSTAINABLE TRANSPORTATION PLANNING GRANT PROGRAM-U.S. 101 CONEJO PASS AREA WILDLIFE TRACKING STUDY- PG.25](#)

Recommended Action:

- Authorize the Executive Director to execute a revised Cooperative Agreement with the Santa Monica Mountains National Recreation Area (SMMNRA) of the National Park Service (NPS) to complete the U.S. 101 Conejo Pass Wildlife Tracking Study.

Responsible Staff: Amanda Fagan

8G. [CLEAN AIR CA GRANT PROGRAM IMPLEMENTATION-PG.27](#)

Recommended Action:

- Authorize Executive Director to execute the Restricted Grant Agreement with Caltrans for Clean California (Clean CA) grant funds totaling \$500,000 for the "GCTD Bus Stop Improvements" project.
- Authorize Executive Director to execute an agreement with Gold Coast Transit District (GCTD) to implement the "GCTD Bus Stop Improvements" project.

Responsible Staff: Claire Grasty

DISCUSSION CALENDAR:

9. [LOSSAN UPDATE-PG.29](#)

Recommendation:

- Receive and file a presentation from LOSSAN Managing Director.

Responsible Staff: Claire Grasty

10. [SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR DECEMBER 2023-PG.31](#)

Recommendation:

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

Responsible Staff: Amanda Fagan

11. [SANTA PAULA BRANCH LINE- SESPE CREEK OVERFLOW RAILROAD BRIDGE PLANS, DESIGN AND COST ESTIMATE UPDATE-PG.33](#)

Recommendation:

- Receive and file an update on the plans, designs, and cost estimates for the Sespe Creek Overflow Railroad Bridge on the Santa Paula Branch Line.

Responsible Staff: Amanda Fagan

12. [METROLINK VACANCY FOR ALTERNATE BOARD MEMBER-PG.37](#)

Recommendation:

- Appoint a commissioner to participate as an alternate board member in the Metrolink board.

Responsible Staff: Martin Erickson and Claire Grasty

13. **GENERAL COUNSEL REPORTS-**

14. **AGENCY REPORTS:**

Southern California Association of Governments (SCAG)

Primary: Commissioner Mike Judge

Southern California Regional Rail Authority (Metrolink-SCRRRA)

Primary: Commissioner Tony Trembley

Alternate: Commissioner Daniel Chavez

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

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jim White

Coastal Rail Coordinating Council-CRCC

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jeff Gorell

California Association of Councils of Governments

Primary: Commissioner Mike Johnson

California Vanpool Authority (CalVans)

Primary: Commissioner Jim White

Alternate: Commissioner Mike Johnson

15. ADJOURN to 9:00 a.m. Friday, FEBRUARY 2, 2024. We anticipate the location for the February 2, 2024 meeting will be at the Camarillo Library, located at 4101 Las Posas Rd. Camarillo, CA 93010.



Item 8A

January 5, 2024

MEETING MINUTES OF DECEMBER 1, 2023, REGULAR VCTC COMMISSION MEETING AT 9:00 A.M.

CALL TO ORDER:

Vice-Chair LaVere called the regular meeting of the Ventura County Transportation Commission to order at 9:00 a.m. at the City of Camarillo, City Hall Chambers, 601 Carmen Drive, Camarillo, CA 93010.

PLEDGE OF ALLEGIANCE was led by Vice-Chair LaVere.

ROLL CALL/MEMBERS PRESENT:

- Matt LaVere, County of Ventura
- Carrie Broggie, City of Fillmore
- Daniel Chavez, Cities Rep., Cities
- Jenny Crosswhite, City of Santa Paula
- Chris Enegren, City of Moorpark
- Bob Engler, City of Thousand Oaks
- Suza Francina, City of Ojai
- Jeff Gorell, County of Ventura
- Mike Johnson, City of Ventura
- Mike Judge, City of Simi Valley
- Kelly Long, County of Ventura
- Vianey Lopez, County of Ventura
- Martha McQueen-Legohn, City of Port Hueneme
- Tony Trembley, City of Camarillo
- Jim White, County Rep., Ventura County
- Gloria Roberts, Caltrans District 7 Director

ABSENT:

- Bryan MacDonald, City of Oxnard
- Janice Parvin, County of Ventura

PUBLIC COMMENTS – There were public comments from the public at this time.

Vera Vega gave public comment on various VCTC related items.

Tracy Stewart, City of Fillmore resident, gave public comment regarding the storage of rail cars along Sespe Creek.

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 negotiations: Terms and Conditions Related to Operating/Lease Agreement

At 9:07 a.m. Vice-Chair LaVere stated the commission would move into closed session and would report out into the regular agenda.

The commission reconvened out of closed session at 9:43 a.m.

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

6A. COMMISSIONERS/EXECUTIVE DIRECTOR REPORT –

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

- **VCTC received the Transit Agency of the Year Award in the 2023 Small Operators Awards** presented by the California Transit Association. The award was presented at the Small Operators Awards Breakfast during CTA's annual conference on Nov. 16 in Pasadena. In presenting the award, CTA's Small Operators Committee highlighted VCTC's College Ride and Youth Ride Free programs, as well as the new Spanish-language outreach campaign, Buenas con VCTC.
- In June 2023, the California Transportation Commission (CTC) approved **Solutions for Congested Corridor Program (SCCP)** funding for ten projects statewide that provide multimodal improvements including \$74,897,000 awarded to VCTC's locally nominated project: the **"US 101 Connected Communities Corridor Rail and Active Transportation Improvements"** project. The US 101 Connected Communities project includes five components to improve rail and active transportation within Ventura County including double tracking between the Camarillo and Oxnard train stations to improve train travel time through the Ventura County corridor; construction of a new pedestrian undercrossing and ADA improvements at the Camarillo Rail Station; 3.9 miles of a new multi-use bicycle and pedestrian trail along the Santa Paula Branch Line in the City of Ventura; and installation of rail station electric car chargers. VCTC staff is pleased to report that all project components have now received environmental clearance, thus complying with the state's December deadline. Staff anticipates a Baseline Agreement with the CTC to be included for approval on VCTC's February agenda, to allow the projects to move forward to Design and Construction.
- Announced VCTC has requested that **Ventura County agencies inform staff by December 18th if they have particular projects for VCTC to nominate to SCAG for Congestion Mitigation and Air Quality (CMAQ) or Carbon Reduction Program (CRP) funds, or if they have projects for VCTC to consider for Transportation Development Act (TDA) Article 3 Bicycle and Pedestrian funds.**
- **Caltrans was able to quickly shift to its own projects the COVID Relief transportation funds that would have been rescinded if not obligated for local projects, thus saving these funds for California.** Caltrans has now confirmed that it is providing state funds to the local agencies whose COVID Relief transportation funds were shifted to Caltrans to prevent rescission. VCTC is very appreciative of Caltrans for this provision of state funds amounting to \$4.9 million for Ventura County agencies.
- The **California Transit Association (CTA) hosted its annual conference and expo Nov. 15-17 in Pasadena.**
- On Nov. 7, VCTC joined Gold Coast Transit District, Simi Valley Transit and Thousand Oaks Transit to host a **Disadvantaged Business Enterprise (DBE) Outreach Event in Oxnard.** The event was targeted at small-business owners. Attendees learned about the process to become certified as a DBE and had the opportunity to speak with representatives of each agency.
- **Metrolink and Arrow trains will not be in service for four days starting on Tuesday, Dec. 26 through Friday, Dec. 29** to allow the completion of the L.A. Union Station Modernization Project which will update all track and signal systems.
- For the fifth consecutive year, **VCTC and the Boys & Girls Clubs of Ventura County partnered for an art contest for members of the youth clubs.** The contest theme was "The Art of Connection: Getting Around by Bus, by Bike and by Foot!" VCTC provided a stipend to each club to purchase art supplies, and the clubs selected the winners. First-place winners have their artwork displayed on VCTC buses for several months.

7. ADDITIONS/REVISIONS –

Vice-Chair LaVere made a motion to move up in the agenda discussion items **11 Santa Paula Branch Line Trail Master Plan Update and Environmental Impact Report/Environmental Impact Statement Request for Proposals** and item **12 SCAG Regional Early Action Planning County Transportation Commission Partnership Program Memorandum of Understanding**. Commissioner Johnson seconded the motion and it passed unanimously.

8. CONSENT CALENDAR

Commissioner Trembley moved to approve consent agenda items **8A through 8I**. The motion was seconded by **Commissioner Judge** and the motion passed unanimously.

8A. APPROVE MINUTES OF NOVEMBER 3, 2023, MEETING- PG.5

Recommendation:

- Approve the summary minutes of November 3, 2023.

8B. MONTHLY BUDGET REPORT-PG.11

Recommendation:

- *Receive and file the monthly budget report for October 2023.*

8C. ANNUAL COMPREHENSIVE FINANCIAL REPORT AND SINGLE AUDIT-PG.19

Recommendation:

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

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

Recommendation:

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

8E. ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) FISCAL YEAR (FY) 2023/24 ARTICLE 3 BIKE PATH MAINTENANCE FUNDS- PG.35

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.

8F. FISCAL YEAR 2024-25 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS (UTN) DEFINITIONS AND SCHEDULE -PG.37

Recommendation:

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

8G. BUS AND RAIL RIDERSHIP AND PERFORMANCE MEASURES REPORT- PG.43

Recommendation:

- Receive and file.

8H. TRANSIT STOPS-STATIONS NEEDS ASSESSMENT AND INFRASTRUCTURE IMPROVEMENTS REQUEST FOR PROPOSALS-PG.49

Recommendation:

- Ratify the updated Request for Proposals (RFP) for the Transit Stops-Stations Needs Assessment and Infrastructure Improvements project.

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.

DISCUSSION CALENDAR:

(Item 11 and 12 were moved up in the discussion calendar agenda order)

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.

Amanda gave a PowerPoint presentation on item 11 Santa Paula Branch Line Trail Master Plan Update and Environmental Impact Report/Environmental Impact Statement Request for Proposals to the commission.

There was public comment in support of item 11 Santa Paula Branch Line Trail Master Plan Update and Environmental Impact Report/Environmental Impact Statement Request for Proposals from the following members of the public:

Brian Akins
Burton Elliot
Todd Collart
Diego Martinez
Sonia Saundoner
Terry Dawson
Kate Faulkner
Andy Sobel
Kathy Naoum
John Cinatl
Bill Faulkner
Vera Vega
Paula Power
Joey Juhasz-Lukomski
Leslie Ogden
Steve Bennett
Nidia Bello

There were also five emails sent to VCTC's clerk of the board, along with nine letters of support. They included two letters from Amgen Cycling Club, including from the president of the club; six letters from Old Kranks Cycling, including from the vice-president; and one letter from Jack Nosco, president of the Michael Nosco Foundation. All letters were hand-delivered by Ms. Kathy Naoum.

Commissioner Johnson moved to approve item 11 Santa Paula Branch Line Trail Master Plan Update and Environmental Impact Report/Environmental Impact Statement Request for Proposals. The motion was seconded by **Commissioner Judge** and the motion passed unanimously.

12. 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 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.

Amanda gave a PowerPoint presentation on item 12 SCAG Regional Early Action Planning County Transportation Commission Partnership Program Memorandum of Understanding to the commission.

Commissioner Gorell moved to approve item 12 SCAG Regional Early Action Planning County Transportation Commission Partnership Program Memorandum of Understanding. The motion was seconded by **Commissioner Trembley** and the motion passed unanimously.

9. SENATE BILL 125 RECOMMENDED PROJECTS

Recommendation:

- Approve Senate Bill 125 project lists.

Claire Grasty gave a PowerPoint presentation on item 9 Senate Bill 125 Recommended Projects to the commission.

There was one public comment from Gold Coast Transit District General Manager Vanessa Rauschenberger stating the thoughtfulness and process of engagement that was done by VCTC with the SB125 funding which will help GCTD in not having to reduce service.

Commissioner Chavez moved to approve item 9 Senate Bill 125 Recommended Projects. The motion was seconded by **Commissioner Enegren** and the motion passed unanimously.

10. 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.

Responsible Staff: Amanda Fagan

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.

13. 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.

Commissioner Long moved to approve item 13 First Amendment to the Santa Paula Branch Line Railroad Lease and Operations Agreement. The motion was seconded by **Commissioner White** and the motion passed unanimously.

14. GENERAL COUNSEL REPORTS-

Public comment was made by Vic Kamhi, Thousand Oaks resident who spoke on the concept of creating an HOV lane on U.S. 101 between the City of Ventura and the Santa Barbara County line.

15. AGENCY REPORTS:

Southern California Association of Governments (SCAG)

Primary: Commissioner Mike Judge

None.

Southern California Regional Rail Authority (Metrolink-SCRRA)

Primary: Commissioner Tony Trembley

Alternate: Commissioner Daniel Chavez

None.

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

Primary: Chair Bryan MacDonald

Alternate: Commissioner Jim White

None.

Coastal Rail Coordinating Council-CRCC

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

None.

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

**Please note since the VCTC meeting of December 1, 2023, there has been a change in location. Although it was anticipated VCTC would be holding their January 5, 2024, at the Camarillo Library the meeting location has changed. It will now take place at Camarillo City Hall, Council Chambers, 601 Carmen Drive, CA 93010.



Item 8B

January 5, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for November 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 November 30, 2023, budget report indicates that the revenues were approximately 25.82% of the adopted budget while expenditures were approximately 22.98% 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 NOVEMBER 30, 2023**

Assets and Deferred Outflows

Cash and Investments	\$ 69,330,358
Receivables/Due from other funds	3,946,378
Prepays and Deposits	229,529
Capital Assets, undepreciated	26,016,497
Capital Assets, depreciated, net	27,564,463
Deferred Outflows	<u>3,434,600</u>
Total Assets and Deferred Outflows	<u><u>\$ 130,521,825</u></u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 3,423,277
Deferred Revenue	4,673,384
Deposits	67,059
Accrued Vacation	198,682
Accrued Lease-SBITA liability and interest	640,240
Deferred Inflows	678,807
Pension Liability	1,893,688
OPEB Liability	<u>264,630</u>
Total Liabilities and Deferred Inflows:	<u><u>\$ 11,839,767</u></u>

Net Position:

Invested in Capital Assets	\$ 53,580,960
Fund Balance	<u>65,101,098</u>
Total Net Position	<u><u>\$ 118,682,058</u></u>

For Management Reporting Purposes Only

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

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Revenues												
Federal Revenues	\$ 2,448,238	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	1,884,846	\$ 538,030	\$ 4,871,114	\$ 24,778,599	(19,907,485)	19.66
State Revenues	664,344	12,432,215	2,602,904	565,211	508,635	0	0	0	16,773,309	65,480,302	(48,706,993)	25.62
Local Revenues	95,316	0	0	0	0	342,134	763,801	1,282,277	2,483,528	4,214,538	(1,731,010)	58.93
Other Revenues	1,137	0	0	0	0	0	0	0	1,137	0	1,137	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
Total Revenues	3,277,354	12,530,132	2,821,748	600,075	574,109	345,410	2,651,723	1,822,836	24,623,387	95,363,439	(70,740,052)	25.82
Expenditures												
Administration												
Personnel Expenditures	1,333,517	0	0	0	0	0	85,962	20,815	1,440,294	4,196,752	(2,756,458)	34.32
Legal Services	5,521	0	0	0	0	0	0	0	5,521	44,000	(38,479)	12.55
Professional Services	39,487	0	0	0	0	0	0	0	39,487	209,000	(169,513)	18.89
Office Leases	88,248	0	0	0	0	0	0	0	88,248	216,000	(127,752)	40.86
Office Expenditures	603,065	0	0	0	0	0	73,850	17,882	694,797	1,139,563	(444,766)	60.97
Total Administration	2,069,838	0	0	0	0	0	159,812	38,697	2,268,347	5,805,315	(3,536,968)	39.07
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	74,634	0	0	0	0	0	0	0	74,634	1,615,000	(1,540,366)	4.62
SD-Accessible Mobility Service	111,628	0	0	0	0	0	0	0	111,628	404,200	(292,572)	27.62
VCTC Intercity Bus Services	0	0	0	0	0	0	3,162,800	0	3,162,800	12,975,200	(9,812,400)	24.38
Valley Express Bus Services	0	0	0	0	0	0	0	859,302	859,302	2,571,200	(1,711,898)	33.42
Transit Grant Administration	1,577,079	0	0	0	0	0	0	0	1,577,079	10,327,510	(8,750,431)	15.27
Total Transit and Transportation	1,763,341	0	0	0	0	0	3,162,800	859,302	5,785,443	27,893,110	(22,107,667)	20.74
Highway Program												
Motorist Aid Services	0	0	0	574,055	0	0	0	0	574,055	2,836,024	(2,261,969)	20.24
Highway Program Management	47,861	0	0	0	0	0	0	0	47,861	5,125,989	(5,078,128)	0.93
Total Highway	47,861	0	0	574,055	0	0	0	0	621,916	7,962,013	(7,340,097)	7.81

For Management Reporting Purposes Only

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

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Rail Program												
MetroLink and Commuter Rail	5,116,124	0	0	0	0	0	0	0	5,116,124	24,519,414	(19,403,290)	20.87
LOSSAN and Coastal Rail	800	0	0	0	0	0	0	0	800	10,500	(9,700)	7.62
Santa Paula Branch Line	0	0	0	0	0	497,331	0	0	497,331	2,167,500	(1,670,169)	22.94
Total Rail	5,116,924	0	0	0	0	497,331	0	0	5,614,255	26,697,414	(21,083,159)	21.03
Commuter Assistance Program												
Reg Transit Information Center	1,801	0	0	0	0	0	0	0	1,801	40,500	(38,699)	4.45
Rideshare Programs	80,821	0	0	0	0	0	0	0	80,821	346,000	(265,179)	23.36
Total Commuter Assistance	82,622	0	0	0	0	0	0	0	82,622	386,500	(303,878)	21.38
Planning and Programming												
TDA Administration	0	11,797,640	32,288	0	121	0	0	0	11,830,049	43,378,004	(31,547,955)	27.27
Transportation Programming	14,488	0	0	0	0	0	0	0	14,488	63,900	(49,412)	22.67
Regional Transportation Planning	139,954	0	0	0	0	0	0	0	139,954	832,430	(692,476)	16.81
Airport Land Use Commission	351	0	0	0	0	0	0	0	351	28,000	(27,649)	1.25
Regional Transit Planning	75,761	0	0	0	0	0	0	0	75,761	2,233,571	(2,157,810)	3.39
Total Planning and Programming	230,554	11,797,640	32,288	0	121	0	0	0	12,060,603	46,535,905	(34,475,302)	25.92
General Government												
Community Outreach	73,584	0	0	0	0	0	0	0	73,584	210,000	(136,416)	35.04
State and Federal Relations	49,403	0	0	0	0	0	0	0	49,403	113,400	(63,997)	43.57
Management and Administration	60,285	0	0	0	0	0	0	0	60,285	235,000	(174,715)	25.65
Total General Government	183,272	0	0	0	0	0	0	0	183,272	558,400	(375,128)	32.82
Total Expenditures	9,494,412	11,797,640	32,288	574,055	121	497,331	3,322,612	897,999	26,616,458	115,838,657	(89,222,199)	22.98

For Management Reporting Purposes Only

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

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Revenues over (under) expenditures	(6,217,058)	732,492	2,789,460	26,020	573,988	(151,921)	(670,889)	924,837	(1,993,071)	(20,475,218)	18,482,147	9.73
Other Financing Sources												
Transfers Into GF From LTF	5,448,618	0	0	0	0	0	0	0	5,448,618	10,953,295	(5,504,677)	49.74
Transfers Into GF From STA	3,112,987	0	0	0	0	0	0	0	3,112,987	6,011,046	(2,898,059)	51.79
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	19,269	0	0	0	0	0	0	0	19,269	66,400	(47,131)	29.02
Transfers Into GF From SPBL	90,661	0	0	0	0	0	0	0	90,661	154,700	(64,039)	58.60
Transfers Into SPBL From LTF	0	0	0	0	0	79,579	0	0	79,579	103,100	(23,521)	77.19
Transfers Into SPBL From STA	0	0	0	0	0	508,413	0	0	508,413	1,834,100	(1,325,687)	27.72
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	(5,448,618)	0	0	0	0	0	0	(5,448,618)	(10,953,295)	5,504,677	49.74
Transfers Out of LTF Into SPBL	0	(79,579)	0	0	0	0	0	0	(79,579)	(103,100)	23,521	77.19
Transfers Out of STA Into GF	0	0	(3,112,987)	0	0	0	0	0	(3,112,987)	(6,011,046)	2,898,059	51.79
Transfers Out of STA Into SPBL	0	0	(508,413)	0	0	0	0	0	(508,413)	(1,834,100)	1,325,687	27.72
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	(19,269)	0	0	0	0	(19,269)	(66,400)	47,131	29.02
Transfers Out of SPBL Into GF	0	0	0	0	0	(90,661)	0	0	(90,661)	(154,700)	64,039	58.60
Transfers Out of SGR Into GF	0	0	0	0	0	0	0	0	0	(7,208,287)	7,208,287	0.00
Total Other Financing Sources	8,671,535	(5,528,197)	(6,221,400)	(19,269)	0	497,331	2,600,000	0	0	0	0	0.00
Net Change in Fund Balances	2,454,477	(4,795,705)	(3,431,940)	6,751	573,988	345,410	1,929,111	924,837	(1,993,071)	(20,475,218)	18,482,147	9.73
Beginning Fund Balance w/o capital assets	5,102,381	21,691,716	28,843,611	4,401,099	7,273,900	25,367	(26,850)	0	67,311,224	33,572,663	33,738,561	200.49
Long-term Pension/OPEB/Vacation/Lease/SBITA Net Adjustment*	(216,583)	0	0	0	0	0	(472)	0	(217,055)	0	(217,055)	0.00
Ending Fund Balance	\$ 7,340,275	\$ 16,896,011	\$ 25,411,671	\$ 4,407,850	\$ 7,847,888	\$ 370,777	\$ 1,901,789	\$ 924,837	\$ 65,101,098	\$ 13,097,445	\$ 52,003,653	497.05

*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 NOVEMBER 30, 2023**

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

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo	Government Checking	N/A	EAC only	EAC only	\$ 3,828,659.17
LAIF	State Pool	N/A	\$ 80,063.83	3.15%	13,171,823.01
County of Ventura	Treasury Pool	N/A	414,234.54	3.59%	52,906,665.83
VCCF Bike Fund	Investment	N/A	Annually	annually	17,584.89
Total			\$494,298.37		\$69,924,732.90

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

January 5, 2023

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: SALLY DEGEORGE, FINANCE DIRECTOR
SUBJECT: RELEASE REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES FOR GASB 87, LEASES, AND GASB 96, SBITAs.

RECOMMENDATION:

- Approve the release of the Request for Proposals (RFP) for Professional Services for GASB 87, Leases, and GASB 96, SBITAs.

BACKGROUND:

VCTC is required to comply with guidance issued by the Governmental Accounting Standards Board (GASB) when preparing its annual comprehensive financial report that is presented to the Commission and the public. GASB Statement 87, Leases, was required to be implemented in Fiscal Year 2021/2022. GASB Statement 96, Subscription-based information technology arrangements (SBITAs), was required to be implemented in Fiscal Year 2022/2023. Both implementations have occurred.

The objective of GASB Statement 87 and GASB 96 is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. These statements increase the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for Lease and SBITA accounting based on the foundational principle that leases and SBITAs are financing of the right to use an underlying asset. Under GASB 87, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. Similarly, VCTC is required to recognize SBITAs or software arrangements in a similar manner to GASB 87 within the financial statements.

In November 2021, VCTC issued a Request for Proposals (RFP) for professional services for GASB Statement 87, Leases. In January 2022, VCTC engaged Eide Bailly, LLP to perform the GASB 87 consultant assistance with a contract not to exceed \$46,000. The Contract was amended in May 2022 to include implementation of GASB 96. The total contract amount was not changed.

DISCUSSION:

VCTC successfully implemented both GASB statements as required with the help of the consultant. However, due to the amount of work and VCTC's small accounting staff, VCTC will need to continue with consultant assistance to meet the on-going requirements of both GASB 87 and GASB 96. The initial implementation required review of all current leases and SBITA contracts. VCTC anticipates the number of contracts to be reviewed annually will be much smaller than the initial undertaking, and therefore, the expected costs to be less than initial implementation. The costs will be accounted for in future annual budgets.

Therefore, staff is recommending the Commission approve the release of the Request for Proposals (RFP) for Professional Services for GASB 87, Leases, and GASB 96, SBITAs. Staff anticipates bringing an item back to the Commission for approval in April.



Item 8D

January 5, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: THAO LE, PROGRAM MANAGER - ACCOUNTING

SUBJECT: REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING SERVICES FOR TRANSPORTATION DEVELOPMENT ACT (TDA), STATE OF GOOD REPAIR, PROPOSITION 1B AND LCTOP FINANCIAL AND COMPLIANCE AUDITS

RECOMMENDATION:

- Release Request for Proposals (RFP) for Professional Auditing Services for the Ventura County Transportation Commission and local agencies of Transportation Development Act, State of Good Repair, Proposition 1B and LCTOP financial and compliance audits.

BACKGROUND:

VCTC is responsible for the administration of the Transportation Development Act (TDA) funds which include Local Transportation Funds (LTF), State Transit Assistance (STA) funds, and State of Good Repair funds, the Proposition 1B Transit funds, and the Low Carbon Transit Operations Program (LCTOP) funds on behalf of the cities/County that receive these funds to have the State required annual audits and reports completed and filed.

In July 2019 the Ventura County Transportation Commission (VCTC) entered into a contract with Conrad, LLP, to perform financial and compliance audits of Transportation Development Act, State of Good Repair, Proposition 1B and LCTOP funds for VCTC and local recipients. With the completion of Fiscal Year 2022/2023 audits, the contractual period will expire.

DISCUSSION:

VCTC staff is requesting the Commission's authorization to release a Request for Proposals (RFP) Professional Auditing Services for the Ventura County Transportation Commission and local agencies of Transportation Development Act, State of Good Repair, Proposition 1B and LCTOP financial and compliance audits (Attachment 1) with a sample contract (Attachment 2). The initial term of the contract will be for three years commencing with Fiscal Year ending June 30, 2024 (Fiscal Year 2023/2024 Financial report) with options for two one-year extensions. Funding for the audits will be included in the VCTC budget. Staff plans to bring back a recommendation for an auditing firm at the April 2024 meeting.



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Item 8E

January 5, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: CAITLIN BROOKS, PROGRAM MANAGER- TRANSPORTATION PLANNING
SUBJECT: REQUEST FOR PROPOSALS - COMMUNITY TRAFFIC CALMING & PEDESTRIAN AND BICYCLE SAFETY PROGRAM

RECOMMENDATION:

- *Approve release of a Request for Proposals (RFP) for Consultant Services to prepare a Community Traffic Calming and Pedestrian and Bicycle Safety Program.*

BACKGROUND:

In 2019, VCTC and SCAG, in cooperation with Caltrans and the Port of Hueneme, studied freight corridors in Ventura County through the Ventura County Freight Corridors Study (FCS) to identify impacts associated with freight traffic, and develop inclusive freight corridor strategies to promote safer, more efficient, and sustainable freight connections that support the economy, social outcomes, and health of Ventura County. As noted in the FCS, speed was identified as the primary factor in 52% of truck involved collisions on freeway facilities and 29% of truck-involved collisions on arterial roadways and was a contributing factor in most other collisions. Vehicle speed can also increase emission of particulate matter, noise, and levels of discomfort for nearby pedestrians and cyclists. Given these concerns, the FCS included Opportunities and Vulnerabilities, which integrated data with stakeholder inputs and literature review to establish a qualitative and quantitative understanding of the transportation system as it relates to freight movement and community health. One of the recommended opportunities developed as a result of significant community input was to establish a Community Traffic Calming Program in Ventura County. In November 2021, the Commission adopted the FCS.

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. The Community Traffic Calming and Pedestrian and Bicycle Safety Program is one of the awarded projects, and is aligned with VCTC Strategic Plan FY 22/23- FY 27-28 (adopted April 2023) goals and objectives:

- 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.

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). 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.

On December 1, 2023, the Commission approved a Memorandum of Understanding with SCAG to accept and administer the grant award. The Commission action also included approval to amend the Regional Transportation Planning Program Budget to include \$300,000 for the Community Traffic Calming and Pedestrian and Bicycle Safety Program.

DISCUSSION:

The proposed Request for Proposals (RFP) for a Community Traffic Calming & Pedestrian and Bicycle Safety Program (CTCP) will result in educational safety campaigns and project recommendations to ultimately construct safety improvements in five key locations. The CTCP will focus on traffic calming strategies that include the use of variable message signs, targeted educational campaigns, partnerships with key stakeholders, and targeted enforcement efforts. The CTCP will partner with enforcement agencies to target areas with excessive vehicle speeds and identify violation hot spots to determine if permanent infrastructure improvements such as signage and/or vertical or horizontal roadway treatments are necessary for changes to driver behavior to improve safety for all road users.

The CTCP will also utilize temporary installations through the SCAG Go Human toolkit or other similar temporary improvements to analyze the feasibility and long-term implications of permanent infrastructure improvements. Tentative locations have been identified as part of the FCS and are anticipated to include SCAG environmental justice areas and disadvantaged communities. Capital investments in these locations would be expected to increase safety and provide a community benefit for residents to use active transportation.

The scope of work includes the following tasks:

1. Project Management
2. Community Traffic Calming and Bicycle Safety Technical Memorandum (3 parts).
 - 2.1. Existing Conditions and Data Collection (Memo Part 1)
 - 2.2. Existing Plans Review Summary (Memo Part 2)
 - 2.3. Collision Hotspot Map
 - 2.4. Project Location Recommendations (Memo Part 3)
3. Safety Educational Campaign and Public Outreach Strategy
 - 3.1. Project Steering Committee
 - 3.2. Temporary Infrastructure Installation Location Identification
 - 3.3. Targeted Safety Public Outreach Campaign
 - 3.4. Community Walk Audits and Bike Rodeos
 - 3.5. Temporary Infrastructure Installations
 - 3.6. Community Workshops
 - 3.7. Data Collection
 - 3.8. Project Recommendations with Preliminary Engineering and VCTC Board Approval

Staff respectfully requests approval to release a Request for Proposals for Consultant Services to prepare a Community Traffic Calming and Pedestrian and Bicycle Safety Program as described above.



January 5, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: AMANDA FAGAN, DIRECTOR OF PLANNING AND SUSTAINABILITY
**SUBJECT: CALTRANS SUSTAINABLE TRANSPORTATION PLANNING GRANT PROGRAM-
U.S. 101 CONEJO PASS AREA WILDLIFE TRACKING STUDY**

RECOMMENDATION:

- *Authorize the Executive Director to execute a revised Cooperative Agreement with the Santa Monica Mountains National Recreation Area (SMMNRA) of the National Park Service (NPS) to complete the U.S. 101 Conejo Pass Wildlife Tracking Study.*

BACKGROUND:

In partnership with the National Park Service (NPS), VCTC submitted a successful grant application to the Caltrans Sustainable Transportation Planning Grant Program to prepare a U.S. 101 Conejo Pass Area Wildlife Tracking Study for \$506,808 (\$326,890 in grant funds, and \$179,918 of matching in-kind funds from NPS) in October 2021.

In May 2022, the Commission authorized VCTC to execute a contract with Caltrans to accept the grant award to facilitate preparation of the study. In November 2022, Caltrans issued a Notice to Proceed and Restricted Grant Award. The Fiscal Year 2023/2024 Regional Transportation Plan budget includes the grant as pass-through funds to the NPS.

The project objective is to study wildlife movement throughout the Conejo Pass Area, commonly known as the Conejo Grade. The project is necessary to evaluate current wildlife connectivity and make recommendations for maintaining and improving connectivity throughout this critical region. The project includes GPS collaring to radio track multiple species and monitoring of wildlife use through remote cameras in existing crossing points and areas in the vicinity of the freeway. The work under this project is being performed by NPS staff of the SMMNRA as a subrecipient under VCTC, under the lead of Dr. Seth Riley, Wildlife Ecologist and Branch Chief for Wildlife. Caltrans District 7 environmental staff will be closely involved in the project, using experience from the Liberty Canyon wildlife corridor.

To execute the project, VCTC and NPS must enter into a Cooperative Agreement that extends VCTC grant obligations to NPS as a Subrecipient. The Cooperative Agreement is based on an agreement used by Caltrans and NPS for a similar study of wildlife connectivity along State Route 118 in the Rocky Peak area and incorporates subrecipient provisions from the Caltrans Sustainable Transportation Planning Grant to VCTC. VCTC Staff has been working with NPS staff to finalize a revised cooperative agreement for the U.S. 101 Wildlife Tracking Study. The original agreement was approved by the VCTC Board on June 2, 2023 as Item 8F.

DISCUSSION:

After Commission approval, staff from NPS's Regional Office requested additional changes to the Cooperative Agreement due to restrictions imposed by federal law that do not allow NPS to agree to common provisions carried by nonfederal parties.

VCTC Counsel review of the proposed revisions found that the general terms VCTC would normally require of its consultants or contractors are not included in the proposed revision. Overall, the revised agreement lays out the general structure that NPS will use to conduct the work described in the Grant Agreement, and VCTC will reimburse NPS in accordance with the terms of the Grant Agreement. The terms NPS amended that are most notable include the insurance and indemnification requirements. Under the amended terms of the Agreement, NPS would not be obligated to indemnify VCTC for the negligent acts and omissions of its employees, but does reference the Federal Tort Claims Act, and states that NPS will be liable for the negligent or wrongful acts or omissions of its officers or employees while acting within the scope of their office or employment. Also, VCTC would not be able to require NPS to provide certificates of insurance in accordance with VCTC's general standards, including naming VCTC as additional insured. However, NPS is self-insured and makes a commitment to pay any lawful obligation incurred by NPS under the Agreement.

Counsel has advised that, while there are some risks to VCTC in entering into the agreement as amended, the risks in accepting the terms proposed by NPS seem reasonable if VCTC has a strong desire to contract with NPS for the work under the Grant Agreement. VCTC staff note that, in addition, the work to be conducted under the grant requires expertise and licensing unique to NPS, and NPS has agreed to provide considerable in-kind match funds to complete the project. NPS has a 20+ year history of delivering services to state and local agencies for wildlife research.

While NPS and VCTC have been working to finalize the Cooperative Agreement, NPS initiated work on study tasks in the interim. To date, NPS worked to secure permission from landowners near U.S. 101 in the Conejo Pass area and has begun installation of wildlife monitoring cameras and data gathering for the wildlife tracking study, with 30 of 45 cameras installed as of December 1, 2023. Noteworthy wildlife observations have already been captured with the cameras, including foxes and mountain lions.

Staff recommends approval of the revised Cooperative Agreement and authorization for the Executive Director to execute the Agreement with the National Park Service to complete the U.S. 101 Conejo Pass Wildlife Tracking Study. The revised Agreement is included as Attachment A.



Item 8G

January 5, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASY, DIRECTOR OF PUBLIC TRANSIT

SUBJECT: CLEAN CA GRANT PROGRAM IMPLEMENTATION

RECOMMENDATION:

- Authorize Executive Director to execute the Restricted Grant Agreement with Caltrans for Clean California (Clean CA) grant funds totaling \$500,000 for the “GCTD Bus Stop Improvements” project.
- Authorize Executive Director to execute an agreement with Gold Coast Transit District (GCTD) to implement the “GCTD Bus Stop Improvements” project.

BACKGROUND:

VCTC, in partnership with GCTD, applied for Clean California (Clean CA) grant funds for bus stop improvements in the GCTD service area. The Clean CA program is an initiative to enhance public transit infrastructure, focusing on active transportation, micro-mobility, and transit station enhancements with art, landscaping, or similar improvements to bus stops and stations. By prioritizing districts and transit agencies facing challenges in waste management, graffiti, and aesthetic appeal, it addresses critical needs while aligning with the CalSTA objectives on climate action.

The primary objective of this initiative is to enhance the cleanliness and attractiveness of rail and bus stations which extends to various public transit systems and encompasses a wide range of improvements such as art installations, landscaping enhancements, and similar projects. By beautifying these transit facilities, it seeks to create a positive and welcoming environment for commuters and contribute to the overall improvement of the transit experience. Projects enhance the physical appearance of transit stations in order to promote public transit usage, improve equitable access, and improve the environment by reducing greenhouse gases with increased transit use.

The focus of this initiative is on multimodal transportation, recognizing the diverse needs of transit users, including those utilizing transit shelters, bus services, bicycles, and pedestrian facilities. By addressing the needs of various modes of transportation, the program aims to create integrated and accessible transit environments that cater to the needs of all riders.

DISCUSSION:

VCTC was awarded \$500,000 in Clean CA grant funds on behalf of GCTD to improve 15 bus stops in the GCTD service area. The needed improvements were identified in the GCTD Bus Stop Improvement Plan

(BSIP) and are prioritized using an equity weighted stop utilization score. Improvements will include the installation of amenities including 13 bus shelters with solar lighting, 2 solar lighting systems, 5 benches and any necessary hardscape improvements required to accommodate the amenity installations and maintain accessibility of pathways and landings. The total project cost is \$500,000 fully funded by the Clean CA program. Projects must be completed by December 31, 2024.

To receive grants funds, a Restricted Grant Agreement (RGA) must be entered into with Caltrans. Staff seeks approval for the Executive Director to execute the RGA (Attachment A). Additionally, VCTC is working with GCTD on a Memorandum of Understanding (MOU) in order to implement the project.



January 5, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT

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

RECOMMENDATION:

- Receive and file presentation from LOSSAN Managing Director.

BACKGROUND:

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

DISCUSSION:

Track Issues

The LOSSAN Corridor and Pacific Surfliner service endured many challenges since September of last year due to issues related to erosion, landslides and storms along the right-of-way. These issues led to significant loss of ridership and cost the agency both in lost revenue and in paying for bus bridges.

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

Additionally, there were multiple other track closures this year, primarily due to storm-related issues north of Santa Barbara, Del Mar and Grover Beach. In part to address these issues, the State Senate convened a subcommittee related to LOSSAN resiliency, and the California State Transportation Agency

(CalSTA) convened a working group for elected officials, stakeholders, and agencies to strategize and collaborate on corridor-wide issues, which was held October 10, 2023. The meetings will be held quarterly.

X Games

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

Train service is a great alternative to driving to events, particularly ones held at the Ventura County Fairgrounds and VCTC looks forward to working with LOSSAN and partner agencies to support events in the future, such as the California Strawberry Festival.

Codeshare Program

Codeshare is a partnership program between Metrolink and LOSSAN that allows Metrolink Ventura County Line ticket holders to ride Amtrak Pacific Surfliner trains and vice versa between Los Angeles and Ventura. On November 6, as part of a pilot program, the codeshare program was expanded from two daily Amtrak Pacific Surfliner codeshare trains in each direction to all Pacific Surfliner trains between Los Angeles and Ventura. The pilot program will last through the end of the 2023-24 fiscal year.

Expansion of this program has been a high priority for VCTC, particularly for weekend trains. When Metrolink implemented additional weekend service on the Ventura County Line on behalf of VCTC and Metro, the trains were scheduled at times to fill in longer gaps of Pacific Surfliner service, with the goals of creating a network system and providing more frequency to train passengers. The added service throughout the day is intended to help take the burden off Pacific Surfliner service and reduce capacity issues, while also making the service more attractive along the Ventura County Line. The codeshare program increases affordability and therefore is more likely to be used as an alternative mode. Without the codeshare program, it is often cheaper for people traveling together to drive a car than take the Pacific Surfliner service, even with higher gas prices.

Without the codeshare option throughout the day on weekends, Metrolink service is not as attractive to passengers since the Metrolink times alone provide only three to four hours for passengers to explore their destinations when traveling to the end of the line. Previously, the weekend train times were independent of the Pacific Surfliner trains, providing one morning trip to Los Angeles and one return trip in the afternoon. When Metrolink service increased to two round trips, the schedule was developed around the Pacific Surfliner train times to increase overall frequency along the corridor, with the goals of making both services more attractive and increasing mode share. Staff hopes the increase in codeshare trains will boost ridership for both services, while also taking pressure off the Pacific Surfliner service.



January 5, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY

SUBJECT: SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR DECEMBER 2023

RECOMMENDATION:

- *Receive and file a report on Santa Paula Branch Line updates for the month of December 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, November 3, and December 1, 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 December 2023.

DISCUSSION:

December updates and activities include:

- VCTC continued to review the 90% design package for the Sespe Creek Overflow Railroad Bridge from the railroad engineering consultant team (RailPros). VCTC staff reviewed the design package with the assistance of engineers from the County of Ventura Public Works Agency Roads and Transportation Department, as well as Sierra Northern Railway. Comments were received from the County and SNR and provided to RailPros to incorporate into the final design package.
- On December 12, VCTC staff and Sierra Northern Railway held a regular check-in meeting.
- Proposals in response to the Request for Proposals for Construction Management Support Services for the repair and reconstruction of the Sespe Creek Overflow Railroad Bridge for Commission consideration were due on December 22, 2023.

- VCTC staff continued to receive and process Right of Entry (ROE) permits for the SPBL right-of-way.
- VCTC staff continued to work 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.
- In November, 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. As of the Commission agenda deadline, issuance of the license is pending receipt of an updated Certificate of Insurance.
- 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. VCTC staff continue to negotiate the final terms of the utility license. At this time, staff anticipates bringing the utility license to the Commission for approval at the February meeting, following consideration by the Board of Supervisors in January.
- On December 1, VCTC staff issued the Request for Proposals for the Santa Paula Branch Line Trail Master Plan Update and EIR/EIS project. On December 14, VCTC held a virtual pre-proposal conference. Questions on the RFP were due to VCTC by December 22.
- Sierra Northern Railway holds a trademark for "The Movie Railroad" and maintains the website <https://movierailroad.com/>. Sierra Northern Railway resumed support for film and television production on the SPBL and is fielding frequent requests for production estimates.
- On December 4, VCTC and Sierra Northern fully completed execution of Amendment #1 to the Railroad Lease and Operations Agreement. The purpose of the Amendment was to facilitate movement of the stored rail cars away from the rural residential neighborhood west of Fillmore by the end of the calendar year and to refine the definition of rail car storage and allowable locations.
- On December 18, Sierra Northern relocated the rail cars to the designated new storage location. It was necessary to use the Santa Paula rail yard briefly as a staging location for rail cars while moving the stored rail cars to their new location west of 7th Street/Baldwin Avenue. The railbike turn-around point was also moved to an area near S. Largo Lane due to displacement by the relocated stored rail cars.



January 5, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY
SUBJECT: SANTA PAULA BRANCH LINE – SESPE CREEK OVERFLOW RAILROAD BRIDGE PLANS, DESIGNS AND COST ESTIMATE UPDATE

RECOMMENDATION:

- *Receive and file an update on the plans, designs, and cost estimates for the Sespe Creek Overflow Railroad Bridge on the Santa Paula Branch Line.*

BACKGROUND:

The Sespe Creek Overflow railroad bridge is located on the Santa Paula Branch Line (SPBL) at approximately Mile Post 423.44, near Old Telegraph Road just west of Fillmore. The bridge was constructed in 1969 and has a total length of 450 feet, vertical clearance of 14 feet, and 15 spans of 29 feet-10 inches each. On the early morning of January 10, 2023, heavy rain, stream flow, and debris accumulated during a series of storms and washed out three spans, or approximately 90 feet, of the bridge. Three spans and an abutment on the western end of the bridge were destroyed and require reconstruction to restore pre-disaster design, capacity, and function to restore rail service. 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 Montalvo/East Ventura.

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

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

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

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

On November 3, 2023, VCTC issued a Request for Proposals (RFP) from qualified contractors to provide construction management and engineering inspection services for the Sespe Creek Overflow Railroad Bridge Repair Project, with proposals due by December 22, 2023. Staff plans to return to the Commission for approval of a contract for Construction Management Support Services at the February meeting. Once selected with a contract executed, the Construction Management firm will assist VCTC with the Request for Bids and Construction Contractor selection process.

DISCUSSION:

On November 1, 2023, VCTC received draft technical reports, plans, and specifications at the 90% design stage. The County of Ventura Public Works Agency Roads & Transportation Department, Watershed Protection District, and Sierra Northern Railway reviewed the design submittal. The County of Ventura PWA Roads Department staff requested to incorporate repairs to the abutment supporting Old Telegraph Road with the railroad bridge repair to minimize impacts to the creek during dewatering. VCTC's contract railroad engineer advised VCTC staff that due to the hydrological conditions of the creek, the County's plan to grout the riprap is not appropriate and may result in future damage to the infrastructure. VCTC staff will work with the County and the design team to incorporate further evaluation and repair of damage to Old Telegraph Road prior to construction.

Findings of technical reports and resulting design considerations are as follows:

Bridge Design. Survey Control sheets, Track Design, and Structural Design sheets and calculations are provided at the 90% design stage. Comments have been received from the County of Ventura and Sierra Northern Railway, and the final designs will be revised to address suggested edits.

Cultural Resources. The *Preliminary Historical Evaluation of the Sespe Creek Overflow Bridge Technical Memorandum* provides an evaluation of the historical significance of the Sespe Creek Overflow Bridge. Such an evaluation is required under Section 106 of the National Historic Preservation Act. The Memorandum concludes that, "The Sespe Creek Overflow Bridge, constructed in 1969, lacks historical and engineering significance and integrity. Based on the present evaluation, the bridge is recommended not eligible for listing in the NRHP." The Memorandum recommends a finding of no historic properties affected for the project under Section 106 and concludes that there are no further management recommendations needed.

Geotechnical Considerations. The *Geotechnical Report: Reconstruct a Portion of the Sespe Creek Overflow Railroad Bridge* found that, based on geotechnical considerations, the site is suitable for the proposed to reconstruct the damaged portion of the Sespe Creek Overflow Bridge. The Geotechnical Report concludes, "The primary geotechnical considerations at the site include the large seismic ground motions, potential liquefaction of loose soils present below the historically highest groundwater levels, scour potential at the abutment locations, and heavy loading of the bridge structure. The proposed bridge spans at the western end of the Bridge and the abutment can be supported on deep pile foundations." Resultant design recommendations were developed in accordance with applicable standards and are presented in the report and incorporated into the bridge design.

Hydrological Considerations. The *Hydraulics Report: Sespe Creek Overflow Channel Railroad Bridge Hydraulic Analysis at Fillmore, CA* includes hydraulic design standards and criteria, hydrologic and hydraulic assessments, bridge scour analysis, and scour countermeasures for the repair to the Sespe bridge. Key objectives of the analysis are: (1) Provide a hydraulic assessment to estimate the water surface

profile, flow depth, and flow velocity in Sespe Creek in the vicinity of the Project for the pre-project and post-project conditions; and (2) Provide an evaluation of bridge scour for the proposed improvements in the post-project conditions. The findings of the report are incorporated into the bridge design. Notably, the Hydraulics Report found substantial scour depths, with a total estimated scour depth of 32.1 feet at the abutment and 24.4 feet at the piers. Scour countermeasures are recommended and included in the bridge design.

Cost Estimate. Preliminary post-disaster cost estimates for the Sespe Creek Overflow Bridge reconstruction ranged from \$1.4 - \$2.3 million. However, after geotechnical and hydrological evaluation of the post-disaster site conditions and based on the results of the design process and current market conditions, the construction cost estimate is approximately \$7.1 million. Estimated total costs to repair the bridge (including design, agency oversight, permit fees, and operator costs, etc.) are approximately \$12.3 million. Alternatives considered, including in-kind replacement, have substantially higher cost estimates.

Environmental Review and Permitting. VCTC recorded a California Environmental Quality Act (CEQA) Notice of Exemption on August 24, 2023. The 35-day statute of limitations to challenge VCTC's determination that the project is exempt from CEQA expired on September 28, 2023, with no challenges having been filed or received.

With regard to stormwater pollution protection permitting, the project qualifies for the Rainfall Erosivity Waiver, which waives a full Stormwater Pollution Prevention Plan (SWPPP), because the calculated "R factor" is less than 5 and the disturbance area is less than 5 acres. The project will include a list of Best Management Practices for reference in permit applications.

VCTC has been advised that the project does not require a permit from the Watershed Protection District per Ordinance WP-2, Section 203.

The U.S. Army Corps of Engineers Section 404 permitting process is in progress, with the aforementioned National Historic Preservation Act Section 106 compliance memo completed.

Schedule Updates. The current updated projected schedule would sequence as follows:

November 3, 2023 – Released RFP for Construction Management Support Services
December 22, 2023 – Proposals Due for Construction Management Support Services
February 2, 2024 – Commission to Consider Approval of Construction Management Contractor Selection
February 9, 2024 – Construction Management Firm under contract
March 1, 2024 – Release Request for Bids for Construction Contractor
March 25, 2024 – Bids due for Construction Contractor
April 5, 2024 – Commission to Consider Approval of Construction Contractor Selection
April – May 2024 – Mobilization and Off-Site Construction Activities
May – August 2024 – On-Site Construction and Demobilization

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



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Item 12

January 5, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: MARTIN ERICKSON, EXECUTIVE DIRECTOR
CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT**

SUBJECT: METROLINK VACANCY FOR ALTERNATE BOARD MEMBER

RECOMMENDATION:

- Appoint a commissioner to participate as an alternate board member in the Metrolink board.

BACKGROUND:

There is currently a vacancy for the alternate member of the Southern California Regional Rail Authority (SCRRA), which operates Metrolink rail service in the counties Ventura, Los Angeles, Orange, San Bernardino and Riverside.

SCRRA/Metrolink Board meetings are held the third Friday of the month with August being dark. Committee meetings are held on the second Friday of the month at the Metro Boardroom at One Gateway Plaza Wilshire Blvd. in Los Angeles.

VCTC Commissioner Tony Trembley is the primary SCRRA/Metrolink Board member representing Ventura County. Alternates are not required to attend if the primary Board member is there, but their participation is always welcome.

The SCRRA committees are the Audit and Finance Committee, the Executive Committee and the Contracts, Operations, Maintenance and Safety (COMS) Committee. All of the committee meetings can be attended in person or via zoom and the monthly board meetings are in-person.