



**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

CITY OF CAMARILLO PUBLIC LIBRARY

4101 LAS POSAS ROAD

CAMARILLO, CA 93010

FRIDAY, FEBRUARY 2, 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 that reasonable arrangements can be made to provide accessibility to the meeting.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. ELECTION OF CHAIR AND VICE-CHAIR FOR CALENDAR YEAR 2024

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

6. **CALTRANS REPORT** - *This item provides the opportunity for the Caltrans representative to give updates and status reports on current projects.*
7. **COMMISSIONERS/EXECUTIVE DIRECTOR REPORTS** - *This item provides the opportunity for the commissioners and the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.*
8. **ADDITIONS/REVISIONS** – *The Commission may add an item to the agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires two-thirds vote of the Commission. If there are less than two-thirds of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*
9. **CONSENT CALENDAR** - *All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.*
 - 9A. [APPROVE MINUTES OF JANUARY 2, 2024, MEETING -PG.5](#)
Recommended Action:
 - *Approve the summary minutes of January 2, 2024.***Responsible Staff: Roxanna Ibarra**
 - 9B. [MONTHLY BUDGET REPORT-PG.11](#)
Recommended Action:
 - *Receive and file the monthly budget report for December 2023.***Responsible Staff: Sally DeGeorge**
 - 9C. [TRANSPORTATION DEVELOPMENT ACT \(TDA\) LOCAL TRANSPORTATION FUND \(LTF\) DRAFT APPORTIONMENT FOR FISCAL YEAR 2024/2025-PG.19](#)
Recommended Action:
 - *Approve the Local Transportation Fund Drafts Apportionment for Fiscal Year 2024/2025, apportioning \$52.44 million as shown in Attachment A.***Responsible Staff: Thao Le**
 - 9D. [REVISED AGREEMENT WITH CALIFORNIA HIGHWAY PATROL FOR MOTORIST AID CALLBOX DISPATCH SERVICES- PG.25](#)
Recommended Action:
 - *Approve a revised Agreement with California Highway Patrol (CHP) for Answering and Dispatch Services for the Motorist Aid Emergency Roadside Assistance Callbox system in Ventura County.***Responsible Staff: Amanda Fagan**
 - 9E. [AWARD CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES TO RECONSTRUCT A PORTION OF THE SESPE CREEK OVERFLOW RAILROAD BRIDGE ON THE SANTA PAULA BRANCH LINE - PG.27](#)
Recommended Action:
 - *Approve an Amendment to the Santa Paula Branch Line Program Budget to increase expenditures by \$179,846 in Consultant Services, increase revenues by \$179,846 in the State Transit Assistance (STA) category, increase the STA transfer-in by \$179,846, and increase the STA transfer-out to the SPBL Fund by a corresponding \$179,846.*
 - *Approve an agreement with RailPros, Inc. for Construction Management Support Services to Reconstruct a Portion of the Sespe Creek Overflow Railroad Bridge in an amount not to exceed \$779,846.***Responsible Staff: Amanda Fagan**

9F. [BASELINE AGREEMENT FOR SOLUTIONS FOR CONGESTED CORRIDORS PROGRAM \(SCCP\) GRANT-PG.31](#)

Recommended Action:

- Approve the Solutions for Congested Corridor Program (SCCP) Baseline Agreement for the “U.S. 101 Connected Communities Corridor Rail and Active Transportation Improvement in Ventura County” project (Attachment “A”).

Responsible Staff: Heather Miller

9G. [CLEAN CA GRANT RESOLUTION AND BUDGET AMENDMENT-PG.35](#)

Recommended Action:

- Authorize resolution 2024-01 Authorizing the Executive Director to execute agreement with Caltrans for Gold Coast Transit District’s Bus Stop Improvements project.
- Approve an Amendment to the Regional Transit Planning Program Budget to increase revenues by \$500,000 in a new Caltrans Clean CA category and increase expenditures by a corresponding \$500,000 in a new Bus Stop Improvements category.

Responsible Staff: Claire Grasty and Aubrey Smith

9H. [VCTC INTERCITY BUDGET AMENDMENT-PG.39](#)

Recommended Action:

- Approve an Amendment to the VCTC Intercity Program Budget to increase revenues by \$200,000 in Low Carbon Transit Operations Program (LCTOP) funds and to increase expenditures by a corresponding \$100,000 in the Consultant Services category and \$100,000 in the Equipment.

Responsible Staff: Matt Miller

DISCUSSION CALENDAR:

10. [FISCAL YEAR 2024/2025 TRANSPORTATION DEVELOPMENT ACT \(TDA\) UNMET TRANSIT NEEDS \(UTN\) PUBLIC HEARING-PG.41](#)

Recommended Action:

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

Responsible Staff: Aubrey Smith and Claire Grasty

11. [SALARY RANGE ADJUSTMENTS-PG.47](#)

Recommended Action:

- Receive and file the reports and presentation on the Salary Survey from CPS HR Consulting.
- Approve a policy to update both the minimum and maximum of the salary range when a Cost-of-Living Adjustment (COLA) is approved.
- Approve the proposed Salary Ranges effective July 1, 2024 (Fiscal Year 2024/2025)

Responsible Staff: Martin Erickson and Sally DeGeorge

12. [CITY OF CAMARILLO-FARING CAMARILLO AIRPORT NORTH CENTER \(LD-562A, IPD-412\) CONSISTENCY REVIEW AND DETERMINATION-PG.51](#)

Recommended Action:

- The Ventura County Airport Land Use Commission (ALUC) hold a public hearing regarding consistency of a lot line adjustment, Airport North Specific Plan amendment, and industrial planned development permit (LD-562A, IPD-412) with the Ventura County Airport Comprehensive Land Use Plan (ACLUP).
- The Ventura County ALUC make a determination that the proposed a lot line adjustment, Airport North Specific Plan amendment, and industrial planned development permit (LD-562A, IPD-412) are consistent with the Ventura County ACLUP.

Responsible Staff: Caitlin Brooks

13. [LEGISLATIVE UPDATE-PG.55](#)

Recommended Action:

- *Receive and file.*

Responsible Staff: Darrin Peschka

14. [INCIDENT RESPONDER GRANT PROGRAM - ROUND 3-PG.71](#)

Recommendation:

- *Approve program guidelines and initiation of the application process for a third round of grants for the Incident Responder Grant Program to provide up to \$500,000 to agencies that respond to highway incidents within Ventura County.*

Responsible Staff: Andrew Kent

15. [SANTA PAULA BRANCH LINE LEASING, LICENSING, AND INSURANCE OVERVIEW-PG.75](#)

Recommended Action:

- *Receive and file a report on leasing, licensing, and insurance for the Santa Paula Branch Line railroad right-of-way.*

Responsible Staff: Amanda Fagan

16. [SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR JANUARY 2024-PG.81](#)

Recommended Action:

- *Receive and file a report on Santa Paula Branch Line updates for the month of January 2024.*

Responsible Staff: Amanda Fagan

17. GENERAL COUNSEL REPORTS-

18. 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 Bob Engler

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

19. **ADJOURN to 9:00 a.m. Friday, MARCH 1, 2024**, the meeting will be at the City of Camarillo Public Library, located at 4101 Las Posas Road. Camarillo, CA 93010.



Item 9A

February 2, 2024

MEETING MINUTES OF JANUARY 5, 2024, REGULAR VCTC COMMISSION MEETING AT 9:00 A.M.

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE was led by Commissioner Enegren.

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
Jeff Gorell, County of Ventura
Mike Johnson, City of Ventura
Mike Judge, City of Simi Valley
Kelly Long, County of Ventura
Vianey Lopez, County of Ventura
Martha McQueen-Legohn, City of Port Hueneme
Janice Parvin, County of Ventura
Tony Trembley, City of Camarillo
Jim White, County Rep., Ventura County
Marlon Regisford, Alternate Caltrans District 7 Deputy Director

ABSENT:

Suza Francina, City of Ojai
Daniel Chavez, Cities Rep., Cities
Gloria Roberts, Caltrans District 7 Director

PUBLIC COMMENTS – There were none.

5. CALTRANS REPORT – Caltrans District 7 Deputy Director for Planning, Marlon Regisford gave an overview of the January Caltrans report.

6. COMMISSIONERS/EXECUTIVE DIRECTOR REPORT –

Vice-Chair LaVere stated Gold Coast Transit District had its reorganization meeting in December. Vice-Chair LaVere stated the new 2024 chair of the GCTD board is Commissioner Johnson and the vice-chair is Commissioner McQueen-Legohn.

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

- VCTC is happy to report that in the first year of the **Youth Ride Free program** (September 2022-August 2023) operators in Ventura County provided just over one million free rides. The program has been a huge success for youth who have more access to transit and for the operators as this program has helped operators increase ridership and recover from the pandemic.
- VCTC staff is pleased to report that the **California Transportation Commission (CTC)** approved an allocation of Active Transportation Program (ATP) funds totaling more than **\$6 million to the County of Ventura to begin construction of the El Rio Pedestrian Improvement and Safe Routes to School Project**. The El Rio project was Ventura County's first statewide selected ATP project, having been awarded funding in 2021. The unincorporated El Rio community was founded in 1875 and throughout much of its existence mostly remained two-lane paved roads with dirt shoulders. The ATP project will build over 4 miles of sidewalk, install curbs, gutters, water-retention areas, curb extensions, flashing pedestrian beacons, and ADA intersection improvements to eliminate hazards and create a pedestrian safe community. Construction is expected to start this summer and be completed within the year. Two years ago, a second County Public Works project, the Saticoy Pedestrian Improvements, received a statewide ATP funding award of approximately **\$3.5 million**. That project is scheduled to start construction in Fiscal Year 26/27.
- VCTC submitted the **SB 125 Allocation Package to the California State Transportation Agency (CalSTA) for funds totaling \$98,560,329** between the Transit and Intercity Rail Capital Program (TIRCP) Zero-Emission Transit Capital Program (ZETCP). These funds, approved by the Commission at the December 1, 2023, meeting will support Ventura County continuing current levels of transit service, update the transit fleets, transition to zero emission fueling and implementing new programs and technologies that will help to grow ridership throughout the county. VCTC appreciates the support and hard work from all of the operators to support the Allocation Package. Martin thanked Claire Grasty and the team for putting the SB125 package together. Commissioner White also thanked staff for writing and putting these grants together.

Chair MacDonald took a moment to acknowledge a thank you letter that was sent to each commissioner regarding Santa Paula Branch Line issues that were addressed and resolved with help from staff, the commission and community.

7. ADDITIONS/REVISIONS – None.

8. CONSENT CALENDAR

General Counsel Steve Mattas stated that during the meeting of December 1, 2023, there was a public comment made towards the end of the commission meeting. The draft meeting minutes noted the public comment towards the end of the agenda. General Counsel Mattas recommended that the minutes reflect the public comment made be moved under the public comment section of the final approved December 1, 2023 minutes for the record.

Commissioner Engler moved to approve consent agenda **items 8A through 8I** as amended with the recommended changes to the draft December 1, 2023, minutes. The motion was seconded by **Commissioner Judge** and the motion passed unanimously.

8A. APPROVE MINUTES OF DECEMBER 1, 2023, MEETING

Recommendation:

- Approve the summary minutes of December 1, 2023.

8B. MONTHLY BUDGET REPORT

Recommendation:

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

8C. 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.

8D. 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.

8E. REQUEST FOR PROPOSALS- COMMUNITY TRAFFIC CALMING AND PEDESTRIAN AND BICYCLE SAFETY PROGRAM

Recommendation:

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

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

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.

8G. CLEAN AIR 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.

DISCUSSION CALENDAR:

9. LOSSAN UPDATE

Recommendation:

- Receive and file a presentation from LOSSAN Managing Director.

Claire Grasty introduced LOSSAN Managing Director Jason Jewell to the commission. Managing Director Jewell gave a LOSSAN update and PowerPoint presentation to the commission.

10. 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.

Amanda Fagan gave an update and PowerPoint presentation to the commission regarding the Santa Paula Branch Line.

11. SANTA PAULA BRANCH LINE- SESPE CREEK OVERFLOW RAILROAD BRIDGE PLANS, DESIGN 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

Amanda Fagan gave a PowerPoint presentation on the Santa Paula Branch Line-Sespe Creek Overflow Railroad Bridge Plans, Design and Cost Estimate Update.

12. METROLINK VACANCY FOR ALTERNATE BOARD MEMBER-PG.37

Recommendation:

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

Commissioner Trembley made a motion to nominate and appoint **Commissioner Engler** to participate as an alternate board member in the Metrolink board. The motion was seconded by **Chair MacDonald** and the motion passed unanimously.

13. GENERAL COUNSEL REPORTS-

14. AGENCY REPORTS:

Southern California Association of Governments (SCAG)

Primary: Commissioner Mike Judge

Commissioner Judge stated the Regional Council approved \$35 million in grant funding to support low-income housing pilot programs. During the Regional Council meeting they also received an in-depth explanation from Edison about the plans for electrification by 2045.

Southern California Regional Rail Authority (Metrolink-SCRRA)

Primary: Commissioner Tony Trembley

Alternate: Vacant

Commissioner Trembley stated he appreciates all of the staff working on the Santa Paula Branch Line. He said he would defer a Metrolink update until next month. There is a Metrolink workshop in Ontario coming up.

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

Commissioner Johnson stated he attended the board retreat in Riverside, and CalCOG will be having its annual conference February 7th, 8th and 9th.

California Vanpool Authority (CalVans)

Primary: Commissioner Jim White

Alternate: Commissioner Mike Johnson

Commissioner White stated they were able to hold their CalVans meeting in Visalia last month. He was able to meet with the rest of the board members and also meet some of their drivers. CalVans will also be holding their annual long term/short term goals meeting in Sacramento.

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



[This page intentionally left blank.]



Item 9B

February 2, 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 December 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 December 31, 2023, budget report indicates that the revenues were approximately 31.61% of the adopted budget while expenditures were approximately 29.86% 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 DECEMBER 31, 2023**

Assets and Deferred Outflows

Cash and Investments	\$ 66,842,942
Receivables/Due from other funds	3,961,052
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>\$ 128,049,083</u></u>

LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE

Liabilities and Deferred Inflows:

Accrued Expenses and Due to Other	\$ 3,626,933
Deferred Revenue	4,673,093
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>\$ 12,043,132</u></u>

Net Position:

Invested in Capital Assets	\$ 53,580,960
Fund Balance	<u>62,424,991</u>
Total Net Position	<u><u>\$ 116,005,951</u></u>

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE SIX MONTHS ENDED DECEMBER 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
Revenues												
Federal Revenues	\$ 3,114,133	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	2,341,752	\$ 659,858	\$ 6,115,743	\$ 24,778,599	(18,662,856)	24.68
State Revenues	717,547	16,135,609	2,602,904	683,109	508,635	0	0	0	20,647,804	64,788,702	(44,140,898)	31.87
Local Revenues	97,617	0	0	0	0	349,669	918,470	1,299,950	2,665,706	4,214,538	(1,548,832)	63.25
Other Revenues	1,265	0	0	0	0	0	0	0	1,265	0	1,265	0.00
Interest	68,684	97,917	218,844	34,930	65,474	3,321	3,253	2,807	495,230	890,000	(394,770)	55.64
Total Revenues	3,999,246	16,233,526	2,821,748	718,039	574,109	352,990	3,263,475	1,962,615	29,925,748	94,671,839	(64,746,091)	31.61
Expenditures												
Administration												
Personnel Expenditures	1,630,976	0	0	0	0	0	98,314	24,778	1,754,068	4,196,752	(2,442,684)	41.80
Legal Services	6,716	0	0	0	0	0	0	0	6,716	44,000	(37,284)	15.26
Professional Services	95,744	0	0	0	0	0	0	0	95,744	209,000	(113,256)	45.81
Office Leases	106,141	0	0	0	0	0	0	0	106,141	216,000	(109,859)	49.14
Office Expenditures	600,005	0	0	0	0	0	84,462	21,286	705,753	1,139,563	(433,810)	61.93
Total Administration	2,439,582	0	0	0	0	0	182,776	46,064	2,668,422	5,805,315	(3,136,893)	45.97
Programs and Projects												
Transit and Transportation Program												
Regional Transit Technology	364,813	0	0	0	0	0	0	0	364,813	1,615,000	(1,250,187)	22.59
SD-Accessible Mobility Service	139,320	0	0	0	0	0	0	0	139,320	404,200	(264,880)	34.47
VCTC Intercity Bus Services	0	0	0	0	0	0	3,946,119	0	3,946,119	12,975,200	(9,029,081)	30.41
Valley Express Bus Services	0	0	0	0	0	0	0	1,055,142	1,055,142	2,571,200	(1,516,058)	41.04
Transit Grant Administration	1,792,882	0	0	0	0	0	0	0	1,792,882	10,327,510	(8,534,628)	17.36
Total Transit and Transportation	2,297,015	0	0	0	0	0	3,946,119	1,055,142	7,298,276	27,893,110	(20,594,834)	26.17
Highway Program												
Motorist Aid Services	0	0	0	667,684	0	0	0	0	667,684	2,836,024	(2,168,340)	23.54
Highway Program Management	116,288	0	0	0	0	0	0	0	116,288	5,125,989	(5,009,701)	2.27
Total Highway	116,288	0	0	667,684	0	0	0	0	783,972	7,962,013	(7,178,041)	9.85

For Management Reporting Purposes Only

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

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	SGR Actual	SPBL Actual	VCTC Intercity Actual	Valley Express Actual	Fund Totals	Budgeted Actual	Variance Actual	% Year
Rail Program												
MetroLink and Commuter Rail	7,151,174	0	0	0	0	0	0	0	7,151,174	24,519,414	(17,368,240)	29.17
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	529,407	0	0	529,407	2,167,500	(1,638,093)	24.42
Total Rail	7,151,974	0	0	0	0	529,407	0	0	7,681,381	26,697,414	(19,016,033)	28.77
Commuter Assistance Program												
Reg Transit Information Center	2,011	0	0	0	0	0	0	0	2,011	40,500	(38,489)	4.97
Rideshare Programs	110,514	0	0	0	0	0	0	0	110,514	346,000	(235,486)	31.94
Total Commuter Assistance	112,525	0	0	0	0	0	0	0	112,525	386,500	(273,975)	29.11
Planning and Programming												
TDA Administration	0	15,400,096	138,864	0	19,919	0	0	0	15,558,879	43,378,004	(27,819,125)	35.87
Transportation Programming	15,034	0	0	0	0	0	0	0	15,034	63,900	(48,866)	23.53
Regional Transportation Planning	165,645	0	0	0	0	0	0	0	165,645	832,430	(666,785)	19.90
Airport Land Use Commission	351	0	0	0	0	0	0	0	351	28,000	(27,649)	1.25
Regional Transit Planning	105,038	0	0	0	0	0	0	0	105,038	2,233,571	(2,128,533)	4.70
Total Planning and Programming	286,068	15,400,096	138,864	0	19,919	0	0	0	15,844,947	46,535,905	(30,690,958)	34.05
General Government												
Community Outreach	76,176	0	0	0	0	0	0	0	76,176	210,000	(133,824)	36.27
State and Federal Relations	63,235	0	0	0	0	0	0	0	63,235	113,400	(50,165)	55.76
Management and Administration	65,992	0	0	0	0	0	0	0	65,992	235,000	(169,008)	28.08
Total General Government	205,403	0	0	0	0	0	0	0	205,403	558,400	(352,997)	36.78
Total Expenditures	12,608,855	15,400,096	138,864	667,684	19,919	529,407	4,128,895	1,101,206	34,594,926	115,838,657	(81,243,731)	29.86

For Management Reporting Purposes Only

**VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE SIX MONTHS ENDED DECEMBER 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
Revenues over (under) expenditures	(8,609,609)	833,430	2,682,884	50,355	554,190	(176,417)	(865,420)	861,409	(4,669,178)	(21,166,818)	16,497,640	22.06
Other Financing Sources												
Transfers Into GF From LTF	5,441,066	0	0	0	0	0	0	0	5,441,066	10,953,295	(5,512,229)	49.68
Transfers Into GF From STA	3,136,445	0	0	0	0	0	0	0	3,136,445	6,011,046	(2,874,601)	52.18
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	21,872	0	0	0	0	0	0	0	21,872	66,400	(44,528)	32.94
Transfers Into GF From SPBL	101,088	0	0	0	0	0	0	0	101,088	154,700	(53,612)	65.34
Transfers Into SPBL From LTF	0	0	0	0	0	87,132	0	0	87,132	103,100	(15,968)	84.51
Transfers Into SPBL From STA	0	0	0	0	0	543,363	0	0	543,363	1,834,100	(1,290,737)	29.63
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	(5,441,066)	0	0	0	0	0	0	(5,441,066)	(10,953,295)	5,512,229	49.68
Transfers Out of LTF Into SPBL	0	(87,132)	0	0	0	0	0	0	(87,132)	(103,100)	15,968	84.51
Transfers Out of STA Into GF	0	0	(3,136,445)	0	0	0	0	0	(3,136,445)	(6,011,046)	2,874,601	52.18
Transfers Out of STA Into SPBL	0	0	(543,363)	0	0	0	0	0	(543,363)	(1,834,100)	1,290,737	29.63
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	(21,872)	0	0	0	0	(21,872)	(66,400)	44,528	32.94
Transfers Out of SPBL Into GF	0	0	0	0	0	(101,088)	0	0	(101,088)	(154,700)	53,612	65.34
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	8,700,471	(5,528,198)	(6,279,808)	(21,872)	0	529,407	2,600,000	0	0	0	0	0.00
Net Change in Fund Balances	90,862	(4,694,768)	(3,596,924)	28,483	554,190	352,990	1,734,580	861,409	(4,669,178)	(21,166,818)	16,497,640	22.06
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	\$ 4,976,660	\$ 16,996,948	\$ 25,246,687	\$ 4,429,582	\$ 7,828,090	\$ 378,357	\$ 1,707,258	\$ 861,409	\$ 62,424,991	\$ 12,405,845	\$ 50,019,146	503.19

*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 DECEMBER 31, 2023**

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

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo	Government Checking	N/A	993.61	EAC & 1.08%	\$ 1,225,669.02
LAIF	State Pool	N/A	\$ 80,000.46	3.15%	13,171,823.01
County of Ventura	Treasury Pool	N/A	414,234.54	3.59%	53,022,240.37
VCCF Bike Fund	Investment	N/A	Annually	annually	17,584.89
Total			\$495,228.61		\$67,437,317.29

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 now earning a combination of interest and 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.



[This page intentionally left blank.]



Item 9C

February 2, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: SALLY DEGEORGE, FINANCE DIRECTOR
THAO LE, ACCOUNTING PROGRAM MANAGER**

**SUBJECT: TRANSPORTATION DEVELOPMENT ACT (TDA)
LOCAL TRANSPORTATION FUND (LTF)
DRAFT APPORTIONMENT FOR FISCAL YEAR 2024/2025**

RECOMMENDATION:

- Approve the Local Transportation Fund Draft Apportionment for Fiscal Year 2024/2025, apportioning \$52.44 million as shown in Attachment A.

BACKGROUND:

Each year the Ventura County Transportation Commission (VCTC) is responsible for apportioning the quarter cent statewide sales tax funds that accrue to Ventura County under the State Transportation Development Act (TDA) Local Transportation Fund (LTF). Current eligible uses of LTF revenues include funds for VCTC administration (amount determined by the Commission), County administration fees, VCTC planning activities (capped at 2% of revenues), bicycle and pedestrian projects (capped at 2% after administrative and planning costs are deducted), rail passenger service operations/capital improvements with the remainder going to fund transit and if all transit needs are met, to street and road projects in cities with populations under 100,000 if eligible. The City of Thousand Oaks is exempt from the 100,000-population rule and is eligible to spend funds on Article 4 or 8 per Senate Bill (SB) 848 June 2018.

The County Auditor-Controller works with staff to determine the projected LTF sales tax revenue for the upcoming fiscal year. In developing the LTF apportionment, the current year is also evaluated to determine if the LTF revenue projection needs to be adjusted, and if so, either up or down depending on the direction of sales tax receipts. VCTC staff reviews the information to decide whether to revise the current apportionment or whether to incorporate the adjustment into the upcoming fiscal year. The beginning fund balance is estimated at this time based on projections. Then the apportionment is prepared according to LTF regulations and submitted to the Commission for approval. A draft apportionment is submitted to the Commission in February and a final apportionment is submitted in June for the upcoming fiscal year. The apportionment is allocated throughout the fiscal year after the local agency files a claim and sales tax receipts are received.

In recognition of the volatility of sales tax revenue, the VCTC adopted two policies to help smooth out the year-to-year flow of funds to LTF recipients. In 2011, the VCTC adopted a policy to maintain a reserve of approximately 10% of funds apportioned for Articles 4 (public

transportation) and 8 (other allocations, currently transit and local streets and roads). Should LTF revenues received be lower than estimated, VCTC would be able to draw from the contingency reserve to keep local jurisdictions whole for the fiscal year and to smooth out sales tax fluctuations. The second policy, adopted by VCTC in 2013, established a funding policy to support Rail Passenger Service/Commuter Rail (Metrolink). The policy requires that each time there is an increase in estimated LTF sales tax receipts, the increase will be allocated one-third to Rail Passenger Service/Commuter Rail and two-thirds to bus transit.

DISCUSSION:

This year while working through the LTF projection process with the County Auditor-Controller, it was found that the revenues for the current fiscal year are exceeding the initial projections. The County is now projecting that the current fiscal year's LTF revenue will increase by \$2.4 million to \$48.4 million. The County Auditor-Controller also estimates that Fiscal Year 2024/2025 Local Transportation Fund sales tax receipts will be at \$48.3 million (see attachment B). In the County Auditor-Controller's projection, the Auditor-Controller cautioned that "Projections are very uncertain given the current economic climate."

The beginning balance for Fiscal Year 2024/2025 is estimated to be \$8.1 million comprised of \$2.4 million estimated additional receipts and \$0.5 interest for the current fiscal year (2023/2024), an additional \$1 million in actual receipts from Fiscal Year 2022/2023, and the unused budgeted contingency reserve of \$4.15 million in the current fiscal year's apportionment.

The LTF revenues projection for Fiscal Year 2024/2025 of \$48.3 million, plus the \$8.1 million beginning fund balance less the \$3.96 million contingency reserve results in a LTF apportionment for Fiscal Year 2024/2025 at \$52.44 million, \$1.11 million lower than the previous apportionment for Fiscal Year 2023/2024. The Fiscal Year 2024/2025 apportionment shown in Attachment A follows LTF guidelines and past practices and includes the following:

- Article 3 funds in the amount of \$11,762,506 for VCTC activities as follows:
 - Metrolink commuter rail funds in the amount of \$8,813,706 which is \$766,590 higher than last fiscal year. The increase follows the Commission's policy which designates that one-third of the change in estimated LTF sales tax receipts is allocated to passenger rail.
 - Planning funds (2% formula) in the amount of \$1,048,800 which is \$22,200 lower than last fiscal year. These funds are for planning activities which include Regional Transportation Planning, Regional Transit Planning, and Transportation Programming.
 - Administrative funds in the amount of \$1,900,000 which is a placeholder until the VCTC budget is finalized and the LTF revenues needed are known. These activities include ADA and Senior projects, Regional Transit Technology, Grant Administration, Regional Transit Information Center, TDA Administration, Transportation Programming as well as supporting the VCTC's administrative and management functions.
- Article 3 Administrative funds in the amount of \$14,500 which is the same as last fiscal year. These funds pay for the County Auditor-Controller's administrative costs.
- Article 3 Bicycle and Pedestrian funds (2% formula) in the amount of \$989,534 which is \$20,990 lower than last fiscal year. These funds are for local agency's bicycle and pedestrian projects.

- Articles 4 and 8 funds in the amount of \$39,673,460 which is \$1,795,121 lower than last fiscal year. These funds are for local agencies as allowed by TDA regulations. The funds are apportioned to local agencies based on population estimates for the cities and county from the Department of Finance. The Department of Finance issues population estimates in May of each year; therefore, the draft apportionment is based on the May 2023 population estimate (most current) of 825,653 population. The final LTF apportionment will be updated for the new population estimate published in May 2024.

Staff's recommendation is to approve the Draft Local Transportation Fund Apportionment for Fiscal Year 2024/2025, apportioning a total of \$52.44 million as shown in Attachment A.

ATTACHMENT A
VENTURA COUNTY TRANSPORTATION COMMISSION
TDA DRAFT LOCAL TRANSPORTATION FUND APPORTIONMENT FOR FISCAL YEAR 2024/2025

			DRAFT	Final FY	Change vs. FY	Final FY
			FY 2024/2025	2023/2024	2023/2024	2022/2023
Estimated Unapportioned Cash Balance			8,100,000	11,700,000	-3,600,000	13,900,000
Contingency Reserve			-3,960,000	-4,150,000	190,000	-4,030,000
Estimated Annual LTF Receipts			48,300,000	46,000,000	2,300,000	42,300,000
Total Funds Available			52,440,000	53,550,000	-1,110,000	52,170,000
Auditor's Administration			14,500	14,500	0	14,500
VCTC Administration			1,900,000	1,938,279	-38,279	2,056,334
VCTC Administration one-time			0	0	0	1,000,000
VCTC Planning and Programming			1,048,800	1,071,000	-22,200	1,043,400
Subtotal			49,476,700	50,526,221	-1,049,521	48,055,766
Article 3 Pedestrian and Bicycle Facilities			989,534	1,010,524	-20,990	961,115
Subtotal			48,487,166	49,515,697	-1,028,531	47,094,651
Article 3 Rail Passenger Service Operations/Capital			8,813,706	8,047,116	766,590	6,813,906
Total to be Apportioned			39,673,460	41,468,581	-1,795,121	40,280,745
			DRAFT	Final FY	Change vs. FY	Final FY
Article 4 and Article 8 by Agency	Population	Pop %	FY 2024/2025	2023/2024	2023/2024	2022/2023
Camarillo	69,309	8.39%	3,330,367	3,481,058	-150,691	3,390,552
Fillmore	16,899	2.05%	812,014	848,756	-36,742	795,756
Moorpark	35,151	4.26%	1,689,041	1,765,466	-76,425	1,710,424
Santa Paula	31,423	3.81%	1,509,907	1,578,226	-68,319	1,492,653
Simi Valley	124,174	15.04%	5,966,686	6,236,663	-269,977	6,039,077
Thousand Oaks	122,967	14.89%	5,908,688	6,176,041	-267,353	6,020,088
Gold Coast Transit District:						
<i>Ojai</i>	7,493	0.91%	360,046	376,337	-16,291	360,745
<i>Oxnard</i>	197,477	23.92%	9,488,969	9,918,320	-429,351	9,666,099
<i>Port Hueneme</i>	21,356	2.59%	1,026,177	1,072,609	-46,432	1,043,629
<i>San Buenaventura</i>	107,341	13.00%	5,157,843	5,391,222	-233,379	5,229,551
<i>Ventura County - Unincorporated</i>	92,063	11.15%	4,423,720	4,623,883	-200,163	4,532,171
Total	825,653	100.00%	39,673,460	41,468,581	-1,795,121	40,280,745

Attachment B

JEFFERY S. BURGH
AUDITOR-CONTROLLER

COUNTY OF VENTURA
800 SOUTH VICTORIA AVE.
VENTURA, CA 93009-1540



ASSISTANT
AUDITOR-CONTROLLER
MICHELLE YAMAGUCHI

CHIEF DEPUTIES
BARBARA BEATTY
JASON MCGUIRE
KATHLEEN O'KEEFE
RICHARD WHOBREY

January 16, 2024

Mr. Martin Erickson, Executive Director
Ventura County Transportation Commission
751 E. Daily Drive, Suite 420
Camarillo, CA 93010

SUBJECT: LOCAL TRANSPORTATION FUND FY 2024-25 ESTIMATES AND FY 2023-24 REVISED ESTIMATES (SUPERSEDES THE LETTER DATED JANUARY 12, 2024)

Dear Mr. Erickson:

The Auditor-Controller's conservative estimate of the Local Transportation Fund (LTF) revenues for fiscal year 2024-25 is \$48.3 million. Based on the current year projected growth of 1%, the estimate could be \$48.8 million. As you are aware, projections are very uncertain given the current economic climate. As always, it would be prudent to budget a contingency account to be allocated midyear if projections remain strong.

For fiscal year 2023-24 we projected \$46.0 million. This estimate is currently revised to \$48.4 million. In addition, based on the allocation schedule provided by your office, we estimate that approximately \$467,828 in interest will be earned by the fund during fiscal year 2023-24 and be available for allocation in the subsequent fiscal year.

Based on revised fiscal 2023-24 revenue estimates of \$48.4 million, and interest of \$467,828, we project a LTF fund balance at June 30, 2024 of approximately \$8,154,177 (see Attachment I).

The Auditor-Controller's estimated LTF administrative costs for fiscal year 2023-24 are \$14,500.

We will continue to monitor growth trends and will notify you in the event of a significant change in projected revenues.

If you have any questions, please contact Erica Nakamura at (805) 654-3193.

Sincerely,

JEFFERY S. BURGH
Auditor-Controller

Enclosure

COUNTY OF VENTURA
AUDITOR-CONTROLLER
LOCAL TRANSPORTATION FUND
PROJECTED ACTIVITY AND FUND BALANCE
AS OF JUNE 30, 2024

Audited Fund Balance as of June 30, 2023	\$ 12,701,667	
Reversal of FY23 Fair Value adjustment	<u>111,364</u>	
Subtotal:		12,813,051
ADD:		
FY 23-24 Actual LTF Receipts as of December 31, 2023	\$ 25,125,658	
Projected LTF receipts for remainder of FY 23-24	<u>23,297,640</u>	
Subtotal: (A)		48,423,298
FY 23-24 interest earnings apportioned as of December 31, 2023	\$ 97,917	
Projected interest earnings for the remainder of FY 23-24	<u>369,911</u>	
Total Interest (B)		<u>467,828</u>
Funding Available		\$ 61,704,177
LESS:		
FY 23-24 allocations as of December 31, 2023	\$ 20,928,294	
Projected allocations for the remainder of FY 23-24(C)	<u>32,621,706</u>	
Subtotal:		<u>53,550,000</u>
Projected Fund Balance as of June 30, 2024		\$ <u>8,154,177</u>

(A) FY 23-24 projected LTF receipts are based on FY23-24 actual receipts through December 31, 2023.

(B) Based on actual first and second quarter earnings and projected third and fourth quarter earnings.

(C) Based on VCTC FY 23-24 Transportation Development Act (TDA) allocations adopted on June 3, 2023.



Item 9D

February 3, 2024

MEMO TO: VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
FROM: AMANDA FAGAN, DIRECTOR OF PLANNING AND SUSTAINABILITY
SUBJECT: REVISED AGREEMENT WITH CALIFORNIA HIGHWAY PATROL FOR MOTORIST AID CALLBOX DISPATCH SERVICES

RECOMMENDATION:

- Approve a revised Agreement with California Highway Patrol (CHP) for Answering and Dispatch Services for the Motorist Aid Emergency Roadside Assistance Callbox system in Ventura County.

BACKGROUND:

The Ventura County Transportation Commission (VCTC), acting in its capacity as the Ventura County Service Authority for Freeway Emergencies (VC SAFE), manages the Motorist Aid Services Program, which is financed by a \$1 annual charge on all registered vehicles in Ventura County. Among its programs, Motorist Aid includes the Callbox Program, a system of approximately 428 emergency roadside call boxes that provide motorists with a direct link to California Highway Patrol (CHP) to request roadway assistance.

Monthly and annual callbox volume followed a downward trend with the proliferation of cell phones and improved coverage areas throughout the County. The total number of calls for assistance in 2004 was 6,945. While more recent numbers reflect a significant decline since the early 2000's, and 142 callboxes were permanently removed in 2017, annual callbox usage has held steady above 1,000 annual calls for service even during the reduced periods of traffic during the COVID-19 pandemic, reflecting a continued need for the emergency roadside callbox service. In Fiscal Year 2022/2023, the total number of calls for roadway assistance was 1,224, averaging more than 100 calls per month.

VC SAFE receives support from CHP to answer calls for motorist aid placed using the callboxes in Ventura County and dispatch aid as needed. VCTC and CHP previously cooperated on these services under an agreement that expired in 2020. While the agreement lapsed, CHP continues to provide answering and dispatch services.

DISCUSSION:

In September 2022, the Commission authorized the Executive Director to execute an Agreement with CHP for answering and dispatch services for the Ventura County Emergency Roadside Call Box program provided CHP's edits did not result in material or substantial changes to the document approved by the Commission. CHP Headquarters review of the Commission-approved agreement took longer than anticipated, and the revised CHP version of the Agreement includes several changes that warrant Commission review and approval. Notable changes from the version previously approved by the Commission include: (1) the termination provision changed from 6 months to 30 days, (2) responsibility for

upgrades to CHP communications equipment shifted to VC SAFE, and (3) Exhibits B and D were added to the agreement. While the revisions seem reasonable, these differences exceed the Commission-granted authority to make changes that “do not result in material or substantial changes” to the agreement that the Commission approved in September 2022.

The Agreement defines roles and responsibilities for VCTC and CHP, including communications center equipment and staffing. In exchange for answering and dispatch services, VCTC pays a proportional share of the actual wage rate for a CHP SAFE Coordinator position. The Agreement includes a not-to-exceed amount of \$31,350 for the three-year contract period, which has not changed from the original Commission-approved version of the agreement. The approved Fiscal Year 2023-2024 Motorist Aid Program Budget includes \$45,000 in the CHP expenditures line item. As such, sufficient budget is available to cover the costs associated with the Agreement.

VCTC Counsel has reviewed and concurred with the revised Agreement from a legal perspective. Staff recommends approving the revised Agreement and authorizing the Executive Director to execute the Agreement with CHP.



February 2, 2024

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

RECOMMENDATION:

- *Approve an Amendment to the Santa Paula Branch Line Program Budget to increase expenditures by \$179,846 in Consultant Services, increase revenues by \$179,846 in the State Transit Assistance (STA) category, increase the STA transfer-in by \$179,846, and increase the STA transfer-out to the SPBL Fund by a corresponding \$179,846.*
- *Approve an agreement with RailPros, Inc. for Construction Management Support Services to Reconstruct a Portion of the Sespe Creek Overflow Railroad Bridge in an amount not to exceed \$779,846.*

BACKGROUND:

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

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

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

On January 9th, prior to the bridge wash-out, railroad operator Sierra Northern Railway (SNR) relocated one locomotive from the rail yard in Fillmore to the SNR location in Santa Paula. As such, there is an operational locomotive on either side of the bridge, enabling continued operations on both segments of the bridge on a temporary basis until the bridge can be repaired. However, the damaged bridge has substantially affected

railroad operations, including creating the need to temporarily store rail cars west of Fillmore near Old Telegraph Road. Several community members have continued to express concerns related to visual impacts, graffiti and blight associated with the stored rail cars. VCTC is working with SNR to relocate the stored rail cars by the end of the year.

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

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

In June 2023, VCTC executed a contract with RailPros for Phase 1, with a scope of work that included compliance with State and Federal environmental laws and permitting requirements, structural design and engineering, development of specifications consistent with applicable standards, evaluating design variations to mitigate future hazards, project management, coordination with the railroad operator, and preparation of construction bid documents. As of January 2024, technical reports, plans, and specifications are advancing to the final product stage, and VCTC has received the 100% designs and engineer cost estimate. Due to seasonal/environmental factors, the on-site construction window is May – September during the driest period of the year. Off-site activities to prepare for the on-site construction activities can advance prior to May.

DISCUSSION:

Construction Management support services are needed to properly manage and oversee reconstruction of the Sespe bridge. In November 2023, the Commission approved release of a Request for Proposals (RFP) for Construction Management Services and an accompanying increase in the Consultant Services budget line item and associated revenues of \$600,000. The RFP included construction management and engineering inspection services and assistance to VCTC with the Request for Bids and Construction Contractor selection process.

Proposals were due to VCTC by December 22, 2023. VCTC received three (3) proposals from qualified firms. Each of the three proposals were reviewed and scored by a selection panel consisting of two VCTC staff and one each from the County of Ventura and a fellow County Transportation Commission within the SCAG region. The proposals were scored based on criteria defined in the RFP. After the proposals were scored and ranked, the cost proposal for the highest ranked firm was then opened, and negotiation on final contract terms was initiated with the top ranked firm, RailPros, Inc. The RailPros proposal includes support from subcontractors GHD and RSE and brings a wealth of expertise and experience on railroad bridge and track projects throughout Southern California and beyond.

Construction Management costs were initially estimated at 12% of the total cost of the construction, or \$600,000, based on the preliminary cost estimate (\$5 million) prepared by the Sespe Bridge design team. The final engineer estimate for bridge reconstruction is approximately \$7.125 million. Twelve percent of this final construction estimate would be \$855,000. The final negotiated cost for construction management services with the selected firm is \$791,846, below the construction management cost estimate.

To provide for continued oversight and management of the SPBL and for Construction Management Support Services to reconstruct a portion of the Sespe Creek Overflow bridge, and considering the already approved \$600,000 for construction management services for the Sespe bridge project, a budget amendment is requested to the Santa Paula Branch Line Program Budget as follows: Increase expenditures by \$179,846 in Consultant Services, increase revenues by \$179,846 in the State Transit Assistance (STA) category, increase the STA transfer-in by \$179,846, and increase the STA transfer-out to the SPBL Fund by a corresponding \$179,846.



[This page intentionally left blank.]



Item 9F

February 2, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: HEATHER MILLER, PROGRAM MANAGER
SUBJECT: BASELINE AGREEMENT FOR SOLUTIONS FOR CONGESTED CORRIDOR PROGRAM (SCCP) GRANT

RECOMMENDATION:

- Approve the Solutions for Congested Corridor Program (SCCP) Baseline Agreement for the “U.S. 101 Connected Communities Corridor Rail and Active Transportation Improvements in Ventura County” project (Attachment “A”).

BACKGROUND:

The Solutions for Congested Corridors Program (SCCP) is a statewide, competitive program that provides funding to achieve a balanced set of transportation, environmental, and community access improvements to reduce congestion throughout the state. The program was created by the Road Repair and Accountability Act of 2017 (SB 1). The CTC established the 2022 SCCP as a two-year program (FY23/24 & FY24/25) with available funds totaling nearly \$500 million. SCCP funds are only available to projects that are included in a Multimodal Corridor Plan.

As reported to this Commission in November 2022, VCTC partnered with Caltrans to nominate a suite of projects for the 2022 SCCP derived from VCTC’s “101 Communities Connected” multimodal corridor study which identified high priority multimodal improvements along the U.S. 101 corridor in Ventura County. SCCP only funds the construction phase of capital projects; furthermore, projects must be able to start construction by 2025, factors that also influenced the selection of projects. The grant proposal was entitled the “U.S. 101 Connected Communities Corridor Rail and Active Transportation Improvements in Ventura County”. The CTC received 24 project nominations totaling \$1.5 billion in funding requests.

In June 2023, the CTC announced recommendations for funding of ten projects in the 2022 SCCP; among them, the “U.S. 101 Connected Communities” project recommended for award of \$74,897,000 in SCCP funds for a total project cost of \$114,693,000. That same month, the CTC approved the Southern California Association of Governments regional component of Cycle 6 of the Active Transportation Program, including \$6,716,000 for the design phase of the Santa Paula Branch Line Trail from East Ventura to Saticoy, for which the City of Ventura had submitted an application.

DISCUSSION

Agencies with projects included in the 2022 SCCP must comply with the CTC’s adopted 2022 guidelines and SB 1 Accountability and Transparency Guidelines including the requirement to enter into a Baseline

Agreement. The CTC also requires project Baseline Agreements for Active Transportation Program (ATP) projects with a total project cost of \$25 million or greater. Among the projects in the “U.S. 101 Connected Communities” package is the Santa Paula Branch Line (SPBL) Multi-use Bike Trail with a total project cost of \$27 million. The project was awarded both Cycle 6 ATP funds for design and 2022 SCCP funds for construction.

The Baseline Agreement (BA) sets forth the agreed-upon project scope, anticipated benefits, delivery schedule, project cost and funding plan for the selected project. Caltrans, CTC and VCTC staff have worked closely with implementing agencies to complete the BA exhibits for their respective projects, as well as the projects VCTC will be implementing in order to compile a single Baseline Agreement for the “U.S. 101 Connected Communities Corridor Rail and Active Transportation Improvements (Attachment “A”).

The following project components are included in the US 101 Connected Communities Baseline Agreement:

Implementing Agency	Project Improvement	SCCP Fund Amount
LOSSAN	Oxnard to Camarillo Double Tracking	\$ 43,500,000
City of Ventura	SPBL Multit-use Bike Trail	\$ 20,417,000
City of Camarillo	Camarillo Station Pedestrian Undercrossing	\$ 7,920,000
VCTC	Camarillo Station ADA Improvements	\$ 3,000,000
VCTC	EV Chargers at Camarillo and Oxnard Rail Stations	\$ 60,000
Total		\$ 74,897,000

Oxnard to Camarillo Double Tracking

The Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN) is the implementing agency for the Double Tracking project which extends the existing Leesdale Siding between Oxnard and Camarillo by 3.7 miles. The existing 3,330-foot Leesdale Siding restricts operational flexibility due to its short length, non-powered switches, and substandard track. Providing an additional 2nd main track (double track) will allow additional flexibility in scheduling train meets and passes and reduce the occurrence and resulting delay time of conflicts at the station. Overall project cost is \$69.5 million with \$43.5 million in SCCP funding supplemented by committed Transit and Intercity Rail Capital Program (TIRCP) and STA Transit funding. The Project Report is attached as Exhibit “1B”.

Santa Paula Branch Line (SPBL) Bike Trail

The City of Ventura is the implementing agency to construct a 3.9-mile multi-use bicycle and pedestrian path along the corridor of the Santa Paul Branch Line. This \$27 million project is funded with \$6.7 million in Cycle 6 Active Transportation Program (ATP) funds for the design phase of the project and \$20.4 million in SCCP funds for construction. The rail right-of-way is owned by the VCTC. The Project Report is attached as Exhibit “2B”.

Camarillo Station Improvements

The City of Camarillo is the implementing agency to construct a new ADA-compliant Pedestrian Undercrossing beneath the two existing railroad tracks at the Camarillo Train Station, providing pedestrian access between the two platforms and parking areas adjacent to the tracks as there is currently no at-grade crossing. The project will use \$12 million in SCCP funds as well as previously committed TIRCP, State Prop 1B Public Transportation Modernization Improvement and local funds for a total project cost of \$15 million. The Project Report is attached as Exhibit “3B”.

Camarillo Station ADA Improvements

As the owner of the Camarillo Station, VCTC will be the implementing agency for ADA improvements to address deficiencies at the station, to satisfy a settlement agreement between the U.S. Department of Justice and VCTC. VCTC programmed additional federal (Federal Transit Administration) funding to

cover the construction cost increase of \$1.3 million to deliver the project (from \$3 million to \$4.3 million). The Project Report is attached as Exhibit "4B".

EV Chargers at Camarillo and Oxnard Train Stations

The improvements include adding 4 EV spaces at the Camarillo Station and 2 EV spaces at Oxnard Station with VCTC as the implementing agency on the project. The original grant application proposed the installation of two EV chargers at 3 stations including the East Ventura station; however, as design efforts progressed it was determined that ADA requirements would necessitate relocating the EV spaces within the station resulting in a substantial increase in construction costs associated with providing power to these new locations. Furthermore, additional analysis into the projected usage of the EV stations correlating to train and express bus ridership at all three stations determined that the East Ventura Station has much lower ridership than either the Camarillo or Oxnard Stations and that project benefits would increase if the two chargers would instead be installed at the Camarillo station since that station sees significantly more daily train passengers. VCTC therefore proposed a change to scope for this project such that no additional chargers would be installed at the East Ventura station with the existing two chargers deemed sufficient for this station; instead, 4 chargers will be installed at the Camarillo station and 2 at the Oxnard station.

Although these changes partially mitigate cost increases, they did not eliminate cost increases, and therefore VCTC, as the implementing agency, is responsible for covering the \$351,000 overall cost difference to ensure project delivery with the full benefits identified by VCTC in the "U.S. 101 Connected Communities Corridor Rail and Active Transportation Improvements" grant application. The Baseline Agreement package shows the \$351,000 cost increase as coming from VCTC's State Transit Assistance (STA) balance, but in the coming year staff will explore other funding opportunities to reduce this cost to STA. The Project Report is attached as Exhibit "5B".

The Baseline Agreement (Attachment "A") is planned for approval at the CTC's March 21-22 meeting.



[This page intentionally left blank.]



Item 9G

February 2, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT
AUBREY SMITH, PROGRAM MANGER**

SUBJECT: CLEAN CA GRANT RESOLUTION AND BUDGET AMENDMENT

RECOMMENDATION:

- Authorize resolution 2024-01 Authorizing the Executive Director to execute agreement with Caltrans for Gold Coast Transit District's Bus Stop Improvements project.
- Approve an Amendment to the Regional Transit Planning Program Budget to increase revenues by \$500,000 in a new Caltrans Clean CA category and to increase expenditures by a corresponding \$500,000 in a new Bus Stop Improvements category.

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 for current and future riders. Projects implemented as part of this initiative will 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 2022 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.

In January, the Commission approved a Restricted Grant Agreement (RGA) with Caltrans and gave approval for the Executive Director to execute the RGA and an Memorandum of Understanding (MOU) in order to implement the project.

To begin implementation of this project, a resolution is needed (Attachment A), along with a budget amendment to support project expenditures.

RESOLUTION NO. 2024 – 01

**A RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENT WITH THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR GOLD COAST TRANSIT
DISTRICT'S CLEAN CA BUS STOP IMPROVEMENT PROJECT**

WHEREAS, the Commission of the Ventura County Transportation Commission is eligible to receive State funding for certain transportation related work through the California Department of Transportation;

WHEREAS, a Restricted grant Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Clean California Transit Grant Program;

WHEREAS, the Ventura County Transportation Commission wishes to delegate authorization to execute these agreements and any amendments thereto the Executive Director;

NOW, THEREFORE, BE IT RESOLVED by the Ventura County Transportation Commission, authorize the Executive Director, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation

APPROVED AND PASSED this 2nd day of February, 2024.

Matt LaVere, Chair

ATTEST:

Roxanna Ibarra, Clerk

APPROVED AS TO FORM:

Steve Mattas, General Counsel



[This page intentionally left blank.]



Item 9H

February 2, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MATT MILLER, PROGRAM MANAGER

SUBJECT: VCTC INTERCITY BUDGET AMENDMENT

RECOMMENDATION:

- Approve an Amendment to the VCTC Intercity Program Budget to increase revenues by \$200,000 in Low Carbon Transit Operations Program (LCTOP) funds and to increase expenditures by a corresponding \$100,000 in the Consultant Services category and \$100,000 in the Equipment.

BACKGROUND:

The Low Carbon Transit Operations Program (LCTOP) is a cap-and-trade program established by the California Legislature in 2014 that provides funds to public transportation agencies for investments in capital projects and service that reduce greenhouse gas (GHG) emissions and improve mobility with a priority on serving Disadvantaged Communities.

DISCUSSION:

At the May 2023 meeting, the Commission approved \$890,915 in funds for the Battery Electric Charging Infrastructure (BECI) program for Ventura County. The California Air Resources Board mandates that all transit agencies have a goal of gradually transitioning to a zero-emission bus fleet by 2040. The Ventura County BECI project provides the resources to assist local operators pursuing a battery electric fuel path to meet that goal. Funds will be used for the construction, purchase (equipment acquisition), and installation of battery electric charging infrastructure for Moorpark, Ojai, Simi Valley Camarillo and VCTC Intercity.

\$200,000 of those funds are programmed for VCTC Intercity to transition to zero emission infrastructure. The initial funds will be used to support a mobile charger and infrastructure needed for the battery electric buses purchased by the Santa Barbara County Association of Governments (SBCAG) for use in the VCTC Intercity fleet. VCTC is currently receiving quotes from vendors. Funds must begin being used by March 31, 2024 and VCTC is on schedule to meet that date.



[This page intentionally left blank.]



ITEM 10

February 2, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: AUBREY SMITH, PROGRAM MANAGER
CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT
SUBJECT: FISCAL YEAR 2024/2025 TRANSPORTATION DEVELOPMENT ACT (TDA)
UNMET TRANSIT NEEDS (UTN) PUBLIC HEARING

RECOMMENDATION:

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

BACKGROUND:

The California State Transportation Development Act (TDA), which was passed in 1971, provides a major source of funding for local transit, bicycle/pedestrian and street projects. The legislation, as amended, authorizes the Ventura County Transportation Commission (VCTC) to administer the local TDA process and oversee regulatory and fiscal compliance. The intent of the legislation is to expend available State funds for transit needs and to improve the movement of transit vehicles. To assure full consideration is given to meeting the intent of the law, a public hearing to discuss transit needs must be held every year.

Per TDA statute, VCTC is annually required to conduct an “Unmet Transit Needs” process prior to allocating TDA funds for non-transit purposes such as streets and roads. The Unmet Transit Needs process is conducted each year to collect requests for new or expanded transit service. Before allocating funds for non-transit purposes, staff determines if there are any unmet transit needs that are “reasonable to meet.” TDA statute allows VCTC to develop its own definitions of “unmet transit needs” and “reasonable to meet” the definitions are attached (see Attachment A).

The purpose of the public hearing is to take testimony on local and/or regional transit needs and assure that all reasonable transit needs are satisfied. VCTC is required to make those findings and provide them to the State for review and concurrence prior to allocation of TDA funds to the cities/County for any street or road purpose. In the past, this process was applicable to the entire County and the format of the public hearing process occurred through a voluntary subcommittee of Commissioners. In 2014, TDA legislation changed and Counties with populations over 500,000 were required to use all TDA funds for transit. Ventura County received an exemption in the legislation so that cities with populations under 100,000 are

eligible to use TDA funds for non-transit purposes. As of July 1, 2014, only the cities of Camarillo, Fillmore, Moorpark and Santa Paula can claim TDA funds for local street purposes. Additionally, in June 2018, legislation allowed Thousand Oaks to spend TDA fund on streets and roads. While not required by the legislative change, the City of Thousand Oaks has agreed to follow the spirit of the Unmet Needs process before allocating LTF revenues to streets and roads.

DISCUSSION:

Under current law, with respect to any county with a population below 500,000 in 1970, transportation planning agencies, such as VCTC, are required to convene a Social Services Transportation Advisory Committee (SSTAC) to annually identify the transit needs of the county, review and recommend action by the transportation planning agency and conduct at least one public hearing a year. The hearing is required to target "transit dependent and transit disadvantaged populations" (seniors, disabled and low-income). State law included this requirement as a way to ensure these populations had an opportunity to provide comments about transit needs prior to counties using TDA funds for local streets and roads.

Since the Commission's approval of the Unmet Transit Needs findings and recommendations in May 2023, VCTC has received public comments and service requests through VCTC's public comment form and rider comment email address. An online survey for the general public to provide feedback posted on VCTC's website, one in English and one in Spanish, has been available since mid-December and will continue to be until mid-February. Community Listening sessions for Unmet Transit Needs and the Short Range Transit Plan (SRTP) were held in the following locations:

Thursday, January 11 | 6 p.m.
Fillmore Library Innovative Lab
502 2nd St, Fillmore

Tuesday, January 30 | 6 p.m.
Camarillo Library
4101 Las Posas Rd, Camarillo

Tuesday, January 16 | 6 p.m.
Newbury Park meeting Room
2331 Borchard Road, Newbury Park

Thursday, January 18 | Noon
Virtual Meeting

Thursday, January 25 | 6 p.m.
Moorpark City Hall
799 Moorpark Avenue, Moorpark

Legal notice for today's public hearing was published in the Ventura County Star on January 3, 2023 and Vida News on December 28, 2023. Thus far, VCTC has received over 160 comments through the survey, website, social media, and community events, with most of them coming through the online survey. VCTC is currently conducting public outreach for the SRTP and applicable comments through that process will also be included. Staff is recording all transportation comments even if they are not applicable to the Unmet Transit Needs process and responding where appropriate to better understand the needs of the community and improve transportation. Comments are wide ranging from on-time performance, extended service hours, additional bus stop installations and several other recommendations. An appendix with all comments in addition to a survey analysis will be included as part of the final report sent to the Commission.

After today's hearing, the online Unmet Transit Needs survey will remain on the www.goventura.org website through Thursday, February 15, 2024 when the public comment period closes. Testimony received at today's public hearing will be reviewed by staff and the Citizen's Transportation Advisory Committee and Social Services Transit Advisory Committee (CTAC/SSTAC). Staff will consult and work

with the CTAC/SSTAC to develop findings and appropriate recommendations, which will be presented to the Commission in May 2024 for approval action

ATTACHMENT A

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

ATTACHMENT A

“REASONABLE TO MEET”

Outcome	Definitions	Measures & Criteria
Equity	The proposed service will not cause reductions in existing transit services that have an equal or higher priority	Measures: Vehicle revenue service hours and revenue service miles. Criteria: Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
Timing	The proposed service is in response to an existing rather than future transit need	Criteria: Proposed service is in response to an existing rather than future transit need; based on public input
Feasibility	The proposed service can be provided with the existing fleet or under contract to a private provider	Measure: 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?
Feasibility	There are adequate roadways to safely accommodate transit vehicles	Measure & Criteria: Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
Cost Effectiveness	The proposed service will not unduly affect the operator’s ability to maintain the required passenger fare ratio for its system as a whole	Measure: Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) Criteria: Fare revenue/ operating cost cannot fall below the operator’s required passenger fare ratio.
Cost Effectiveness	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	Measures and criteria described below.
Service Effectiveness	Estimated passengers per hour for the proposed service will not be less than the system-wide average after five years.	Measure: Passengers per hour. Criteria: 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.*

ATTACHMENT A

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.

Urban Service	Rural Service	Recommended Action
New Service Performance Criteria: End of Twelve Months		
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Twenty-four Months		
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service, with modifications if needed
New Service Performance Criteria: End of Sixty Months **		
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*



February 2, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

SUBJECT: SALARY RANGE ADJUSTMENTS

RECOMMENDATION:

- Receive and file the reports and a presentation on the Salary Survey from CPS HR Consulting.
- Approve a policy to update both the minimum and maximum of the salary range when a Cost-of-Living Adjustment (COLA) is approved.
- Approve the proposed Salary Ranges effective July 1, 2024 (Fiscal Year 2024/2025).

BACKGROUND:

The Ventura County Transportation Commission (VCTC) has grown from three staff members in 1989 to twenty-four staff members in 2023. The job duties and classifications have changed over time with the changing needs of the agency. The job classifications have salary ranges that can be adjusted, as approved by the Commission, by Cost-of-Living Adjustments (COLAs) increases and/or salary studies. VCTC's last all staff salary study was performed in 2009.

In July 2023, the Commission approved a contract amendment with CPS HR Consulting (CPS HR) to perform a salary compensation survey for VCTC and provide recommendations to the Commission for a revised Salary Schedule. The funding was already included within the Fiscal Year 2023/2024 Management and Administration budget approved in June 2023.

DISCUSSION:

In September 2023, the CPS HR team began the salary survey for VCTC. As part of the process, CPS HR reviewed VCTC's salary schedule and 21 job descriptions. Although VCTC has 24 employees, the Executive Director position was excluded from this survey and two of the positions (Customer Service and Senior Accountant) have two employees with the same job position. Therefore, 21 positions were reviewed by CPS HR.

CPS HR surveyed 17 agencies for comparison. The survey included eleven (11) local agencies within Ventura County: Cities of Camarillo; Fillmore; Moorpark; Ojai; Oxnard; Port of Hueneme; San Buenaventura; Santa Paula; Simi Valley; and Thousand Oaks as well as the County of Ventura. CPS HR also surveyed six (6) of VCTC's sister agencies: Los Angeles Metro Transportation Authority (LAMetro); Orange County Transportation Authority (OCTA); Riverside County Transportation Commission (RCTC);

San Bernardino County Transportation Authority (SBCTA); Santa Barbara County Association of Governments (SBCAG); and Southern California Regional Rail Authority (SCRRA).

After CPS HR collected compensation data from the 17 agencies, they compared and reviewed the agency’s job positions with VCTC’s job positions to find comparable matches and benchmark classifications. They also provided details by position about labor market position including the minimum, midpoint, and maximum salary ranges. VCTC staff comprised of the Executive Director and agency directors reviewed the information provided by CPS HR and provided feedback to CPS HR. CPS HR then prepared a summary with updated salary recommendations to VCTC’s Executive Director for final review. CPS HR’s Executive Summary and Compensation Report is under separate cover as Attachment 1 and Detailed Data Sheets report as Attachment 2.

CPS HR and VCTC staff discussed several issues that became apparent with the study:

- VCTC has a small staff (24 employees) with many of the positions requiring multiple skills. This made it harder to compare positions to larger agencies where job positions were more narrowly defined. Although most positions were able to have sufficient matches (defined as at least three comparable matches) for CPS to compile data for the salary range calculations, one position, Transit Information Center and Technology Specialist, had no matches. VCTC staff recommends that this position remain in the Support II classification as is currently.
- VCTC has a slightly different salary range structure than is seen at larger agencies, which are often delineated by grades. VCTC has positions classified into six classification groupings. This simple classification works for VCTC’s small staff and staff recommends continuing with this structure instead of reclassifying all positions into individual grades. At CPS HR’s suggestion, a grade was used for each classification to allow for future changes as needed.

The current structure is as follows:

<u>Classification Group</u>	<u>Number of Employees</u>	<u>Grade</u>
Executive Director	- 1 employee	not evaluated
Director	- 4 employees	133
Manager	- 9 employees	126
Analyst/Planner	- 5 employees	119
Support Staff II	- 3 employees	110
Support Staff I	- 2 employees	107

- CPS HR considers VCTC’s current ranges too wide compared to the labor market, at times over 90% bandwidth (the distance between, or within a range). The wide bandwidth was likely caused in part by only the maximum range being adjusted when prior Cost of Living Adjustments (COLAs) were approved instead of adjusting both the minimum and maximum of the range. Therefore, staff recommends the Commission adopt a policy that when a COLA is approved that both the minimum and maximum of the range be adjusted. The proposed salary ranges do not include a COLA adjustment and any future COLAs will be determined based on budget availability and Commission approval.
- After reviewing with CPS HR, the Executive Director concurred that the ranges should be adjusted to 45% for support staff and 55% for professional staff in keeping with the current labor market and information provided by CPS. CPS HR noted that the minimum and maximum of the ranges is important but for different reasons. The minimum salary range is important for recruiting purposes while the maximum salary range is important for retention purposes.

- CPS HR survey indicates that VCTC's ranges are below what the current labor market supports which makes it difficult for VCTC to both recruit and retain good employees. CPS HR recommends increasing the salary ranges to labor market standards. It is estimated that five employees will be under the minimum range. The transition will be evaluated and addressed with the Fiscal Year 2024/2025 budget with an anticipated cost of approximately \$39,300. Staff proposes that VCTC adopt the below salary range effective July 1, 2024, to correspond to the new Fiscal Year and allow staff to appropriately adjust the pay as part of the budget process.

Classification	Proposed Salary Ranges		Old Salary Ranges	
	Minimum	Maximum	Minimum	Maximum
Executive Director	221,450	282,556	221,450	282,556
Director	149,249	231,336	109,108	188,603
Manager	106,068	164,406	70,132	133,650
Analyst/Planner	80,092	116,534	50,107	97,802
Support Staff II	51,628	75,119	43,826	70,138
Support Staff I	44,598	64,890	32,240	44,491



[This page intentionally left blank.]



February 2, 2024

MEMO TO: VENTURA COUNTY AIRPORT LAND USE COMMISSION
FROM: CAITLIN BROOKS, PROGRAM MANAGER – TRANSPORTATION PLANNING
SUBJECT: CITY OF CAMARILLO- FARING CAMARILLO AIRPORT NORTH CENTER (LD-562A, IPD-412) CONSISTENCY REVIEW AND DETERMINATION

RECOMMENDATION:

- *The Ventura County Airport Land Use Commission (ALUC) hold a public hearing regarding consistency of a lot line adjustment, Airport North Specific Plan amendment, and industrial planned development permit (LD-562A, IPD-412) with the Ventura County Airport Comprehensive Land Use Plan (ACLUP).*
- *The Ventura County ALUC make a determination that the proposed a lot line adjustment, Airport North Specific Plan amendment, and industrial planned development permit (LD-562A, IPD-412) are consistent with the Ventura County ACLUP.*

BACKGROUND:

The Ventura County Transportation Commission (VCTC) serves as the ALUC for Ventura County. The Commission adopted the Ventura County ACLUP on July 7, 2000, which serves as the airport land use compatibility plan (ALUCP) as required by state law for the Ventura region. The ACLUP covers the Camarillo, Santa Paula and Oxnard Airports, Naval Air Station Point Mugu, and the surrounding areas. For the Oxnard Airport, the County and City have also adopted the Oxnard Airport Master Plan (OAMP), which serves as the planning document for development within the airport's boundaries consistent with the ACLUP.

The State Aeronautics Act (SAA) requires that a specific plan amendment within the airport influence area must first be referred to the ALUC for a determination as to whether the proposed action is consistent with the airport land use compatibility plan. The California Airport Land Use Compatibility Planning Handbook notes that, in accordance with the SAA, County and City General Plans and applicable specific plans "shall be consistent" with an adopted ALUCP, and:

"any local agency seeking to amend its general plan, a specific plan, or adopt zoning ordinance or building regulation within the airport influence area must first refer its proposed amendments to the ALUC for a determination if the proposed action is consistent with the airport land use compatibility plan. If the ALUC determines that the amendment is not consistent, the local agency may not enact the plan or regulation unless a two-thirds of the local agency's governing body votes to overrule the ALUC's inconsistency determination and the local government makes specific findings [that its action is consistent with the SAA]."

Airports in the United States are part of a national system regulated and supported by the Federal Aviation Administration (FAA) known as the National Plan of Integrated Airport Systems (NPIAS). Airports within the NPIAS receive financial support from the FAA to operate and must meet grant assurances that include maintaining free and fair public access and taking reasonable action to prevent incompatible land uses

surrounding the airport. Airport Land Use Commission review of proposed development is part of the process to prevent incompatible land uses.

Oxnard Airport currently has approximately 70,000 annual aircraft operations, and Camarillo Airport has approximately 140,000 annual operations, for a combined total of approximately 220,000 annual operations. Camarillo Airport has an annual economic impact of \$230 million, supports 1,764 jobs, is home to over 60 businesses, and results in over \$10.8 million in State, local, and school tax revenues.

DISCUSSION:

In a letter dated January 22, 2024, the City of Camarillo referred LD-562A and IPD-412 with a Specific Plan Amendment to the ALUC for a consistency review. The proposed action includes a lot line adjustment, Airport North Specific Plan amendment, and industrial planned development permit for 46.88 acres on behalf of applicant RIC (Springville) LLC. The property is located north of the Camarillo Airport, bounded by Ventura Boulevard to the west, Springville Road to the east, U.S. 101 to the north, and Camarillo Airport to the south. The property is currently vacant. In 2016, the property was rezoned from Limited Manufacturing (L-M) to Commercial Planned Development (CPD) and L-M. In 2023, the project was referred to the ALUC to return the property to Limited Manufacturing zoning in both the General Plan and Airport North Specific Plan (GPA 2019-1), at which time the ALUC made a determination that the zoning change is consistent with the ACLUP.

The proposed lot line adjustment includes three lots totaling 46.88 acres that will be reconfigured but not create any new lots. The industrial planned development permit includes five Limited-Manufacturing (L-M Zone) buildings with a combined footprint of 560,791 square feet (585,791 total building square feet including 25,000 square feet of mezzanine) and two auto dealerships with a combined footprint of 94,000 square feet (133,000 total building square feet with upper floors). The Airport North Specific Plan will be updated to include new exhibits showing existing conditions, update language regarding circulation, traffic and drainage to reflect current conditions, and add automotive dealerships as an allowed use.

The property is located within the Camarillo Airport Influence Area, which requires an analysis of the proposed land use according to Noise and Safety standards of the Ventura County Airport Comprehensive Land Use Plan. The following provides additional background and analysis of the proposed project relative to the Ventura County ACLUP:

Noise Compatibility. Airport land use compatibility with respect to Noise is measured in decibels (dB) and evaluated based on modeled Community Noise Equivalent Level (CNEL) contours. Figure 1 depicts the CNEL contours as blue lines. The southern portion (approximately $\frac{1}{4}$ of the property) of the property is located within the 65-70 dB CNEL contour, with the middle portion of the property within the 60-65 dB CNEL contour, and the northern portion (approximately $\frac{1}{2}$ of the property) beyond the 60 dB CNEL contour. According to the Ventura County ACLUP, Manufacturing, Light Industrial, and Research and Development land uses are considered Acceptable within the 60-65 dB and 65-70 dB CNEL contours. As such, the proposed project is consistent with the ACLUP from a noise perspective.

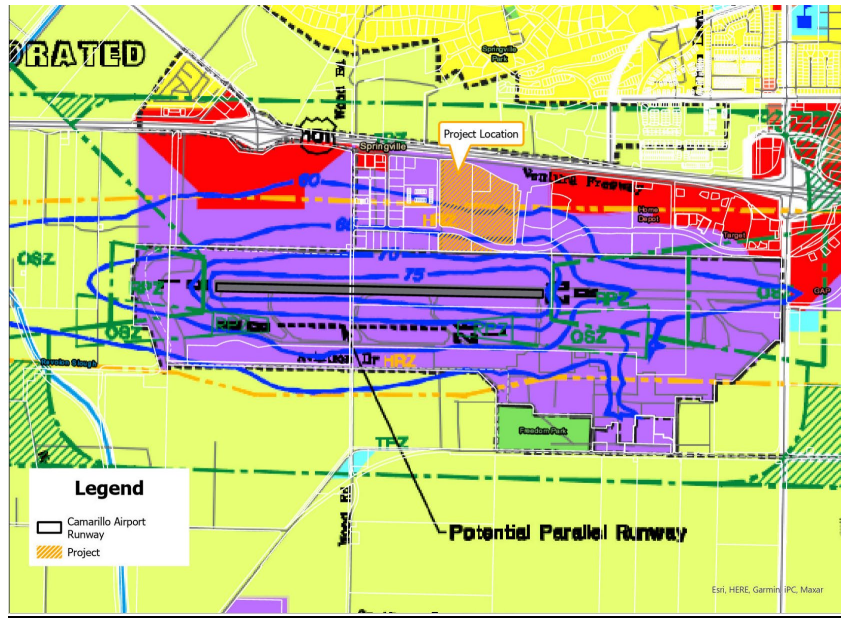


Figure 1. Project Site Relative to ACLUP Noise Contours

Safety Compatibility. Figure 2 depicts the Safety Contours for Camarillo Airport, including the Traffic Pattern Zone (TPZ) and Height Restriction Zone (HRZ). The subject property is located entirely within the TPZ. Per the ACLUP, Manufacturing, Light Industrial, and Research and Development land uses are considered Conditionally Acceptable within the TPZ provided that the maximum structural coverage of the site is not more than 50 percent. An aviation easement, fair disclosure agreement, and covenant to be recorded by the owner and developer of the property are also recommended. Structural coverage is defined as the percent of building footprint area relative to the total land area, including streets and greenbelts.

Figure 3 depicts the subject property relative to and distances from the Camarillo Airport Runway. At its southern border, the subject property is approximately 600 feet from the runway. At a ratio of 7:1 (for every 7 feet of horizontal distance, maximum structure height would be 1 foot), the maximum structure height at the southern border would be approximately 85 feet tall. At 1,500 feet of horizontal distance, the maximum structure height would be approximately 215 feet. The existing Airport North Specific Plan and the L-M Zoning Code require any buildings within this property taller than 35' in height to have a Conditional Use Permit and verified consistency with the Camarillo Airport HRZ.

The proposed development plans do not exceed height restrictions and the proposed maximum structural coverage of the site under IPD-412 is less than 50%, therefore the proposed planned development (IPD-412) is consistent with the ACLUP from a safety perspective. In addition, the City of Camarillo routinely applies Project Conditions of Approval to all projects near the airport that require compliance with Camarillo Airport Master Plan and FAA regulations and requirements to ensure that compatibility with airport operations is maintained.

Agency Reviews. In addition to this review by the ALUC, the proposed project will next be considered by the Camarillo Planning Commission and the Camarillo City Council.

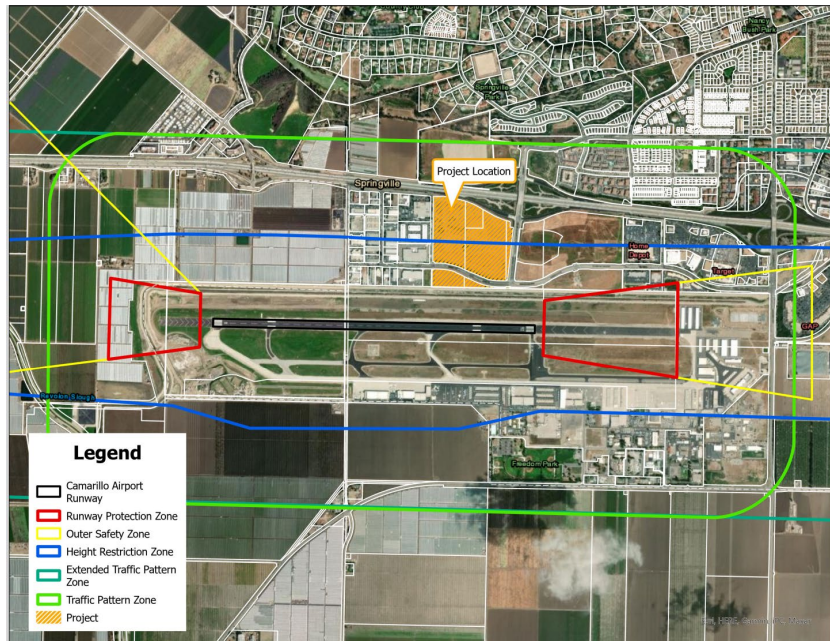


Figure 2. Project Site Relative to ACLUP Safety Contours

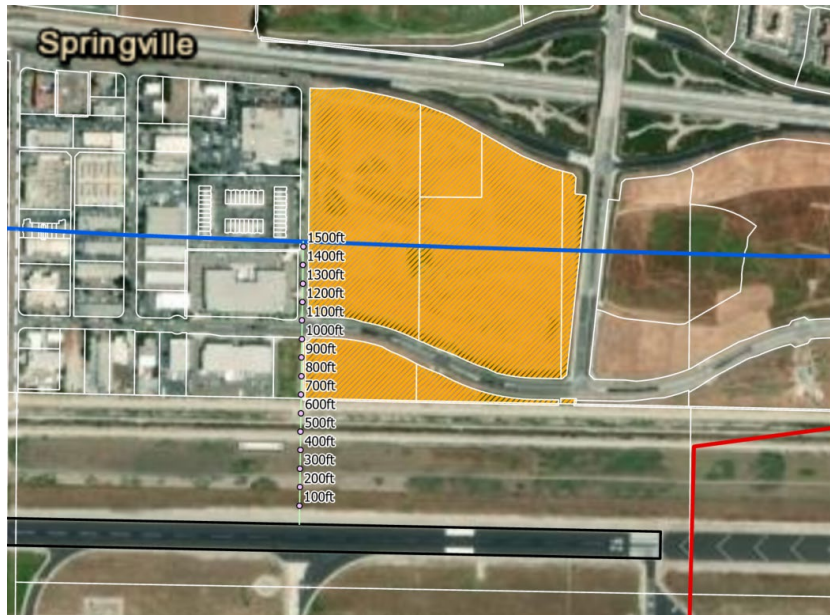


Figure 3. Project Site Relative to Runway with Horizontal Distances

RECOMMENDATION:

Given that the proposed project meets noise and safety compatibility standards, and existing protections within the Airport North Specific Plan require compatibility with airport operations as described above, staff recommends that the ALUC determine that the proposed project (lot line adjustment, specific plan amendment, and industrial planned development permit) is consistent with the ACLUP.



Item 13

Feb. 2, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

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

SUBJECT: LEGISLATIVE UPDATE

RECOMMENDATION:

- Receive and file.

DISCUSSION:

Federal Issues

In late January, Congress passed and President Biden signed a continuing resolution to keep the government funded for several more weeks. Federal agencies have been operating under a continuing resolution since October, which is the deadline for Congress to approve a federal budget for the new year. The continuing resolution signed in October extended budget deadlines for some federal agencies, including the Department of Transportation (DOT), until Jan. 19. The new continuing resolution will extend funding for DOT and some other agencies until March 8. Although funding has been extended, the continuing resolution could delay distribution of transportation grants until Congress agrees on a new annual budget. VCTC staff will continue to monitor the federal budget discussions and update the Commission on developments.

State Issues

State budget proposal

Gov. Gavin Newsom presented his budget proposal to the state Legislature on Jan. 10, as required by law. As expected, the Legislature begins the new session with the state facing a significant budget challenge. The governor presented a \$291.5 billion total budget proposal. The proposal projects a \$37.8 billion deficit, which is far smaller than the \$68 billion deficit that the Legislative Analyst's Office (LAO) estimated in a fiscal outlook released in December. The governor's budget forecasts higher revenues and larger savings than the LAO report, resulting in the smaller deficit forecast.

The governor's budget proposal maintains much of the funding commitment for transportation that was made in the 2022 Budget Act. The proposed budget instead would implement shifts in funding

from the General Fund to other funds, as well as delay some funding that already has been committed.

As part of the process for the current budget year, the Legislature in 2023 approved Senate Bill 125, which guides the distribution of \$4 billion General Fund through the Transit and Intercity Rail Capital Program (TIRCP) to regional transportation planning agencies through a population-based formula. In the current fiscal year, VCTC's allocation is \$42.4 million. VCTC's commissioners approved the SB 125 project list in December, and VCTC submitted its allocation plan to the California State Transportation Agency (CalSTA). The governor's budget proposal makes no changes to allocations committed in the current fiscal year, and initial funds are expected to be distributed by April 30, 2024. The budget proposal would delay future TIRCP formula funding, allocating it over two years instead of one year as planned. SB 125 also guides distribution of \$1 billion appropriated to the Zero-Emission Transit Capital Program (ZETCP) over four years on a population-based formula, with about \$5.3 million allocated to VCTC. The proposed budget would not change the allocations or distribution timeline of ZETCP funds. The proposed budget would also shift \$261 million in General Fund expenditures to the Greenhouse Gas Reduction Fund (GGRF).

Additional proposed adjustments to the transportation budget include:

- A \$300 million reversion to the General Fund for the Regional Early Action Planning Grants (REAP 2.0). In 2023, VCTC was awarded \$3.7 million from the REAP 2.0 County Transportation Commissions Partnership Program for four projects: an update to the Santa Paula Branch Line Master Plan, a paratransit integration analysis, a countywide assessment of transit stops and stations, and a bicycle and pedestrian safety program. In December, the Commission approved a memorandum of understanding (MOU) with the Southern California Association of Governments (SCAG) to accept the funding. It is not yet clear if these funds would be affected by the proposed reversion. VCTC will continue to work with SCAG to determine any impact on funding.
- A \$200 million reduction in the Active Transportation Program (ATP). The program funds projects that encourage active modes of transportation such as biking and walking. Recent ATP funding cycles have provided support for such Ventura County projects as the County of Ventura's El Rio Pedestrian Improvement and Safe Routes to School Project, and for the City of Ventura's project to build the Santa Paula Branch Bike Trail from Santa Paula to Ventura. The governor's budget would use ATP funding expected to be available for allocation in future cycles to backfill projects awarded in Cycle 6, the most recent funding cycle, to avoid impacts to previously awarded projects. The impact on future funding cycles has not been determined, although future cycles are expected to be affected.
- A delay of \$150 million General Fund from 2021-22 to align the Highways to Boulevards budget with expenditure schedules. The delay is not expected to affect programming.
- A delay of \$100 million General Fund from 2021-2022 for the Port and Freight Infrastructure Program to align the budget with expenditure schedules. The delay is not expected to affect programming.

The governor's budget proposal is a starting point for discussions with the Legislature. Legislative committees have already begun to review the proposal and will work with the governor on a final budget plan. The governor will release a revised budget plan in May, based on those discussions and updated revenue projections. The Legislature must pass a budget by June 15. VCTC will stay engaged with its Sacramento advocate and regional partners throughout the budget process and keep the Commission informed of updates.

Legislature

The state Legislature reconvened Jan. 3 for the second year of its two-year session. The new session comes with some changes in leadership. Assembly member Robert Rivas, who represents the 29th District, began his first term as speaker of the Assembly. In addition, Assembly member Lori Brown, who represents the 11th District, began her first term as chair of the Assembly Transportation Committee.

Members of Ventura County's legislative delegation also received transportation-related committee assignments. Assembly member Steve Bennett, who represents the 38th District, will serve on the Budget Committee and will chair Budget Subcommittee No. 4 on Climate Crisis, Resources, Energy and Transportation. Sen. Monique Limon, who represents the 19th District, continues to serve on the Senate Transportation Committee and is also a member of the Subcommittee on LOSSAN Rail Corridor Resiliency. Assembly member Jacqui Irwin, who represents the 42nd District, will continue to serve as chair of the Revenue and Taxation Committee.

Attachment A is the monthly report of Delaney Hunter, the Commission's state lobbyist. Attachment B is a matrix of bills that VCTC has been tracking since the start of the legislative session, as well as bills introduced in the new session.



CALIFORNIA ADVISORS, LLC

VENTURA COUNTY TRANSPORTATION COMMISSION MONTHLY STATE ADVOCACY REPORT JANUARY 2024

Legislative Update

The Legislature reconvened from their interim recess on January 3rd to begin the second year of the two-year legislative session. Legislators have returned to Sacramento to a full schedule of policy committees and floor sessions as they push to meet the “two-year” bill deadline. Two-year bills are those bills that were introduced last year and still haven’t moved out of the house they were introduced in. Legislative deadlines require those bills to move into the second house by the end of January.

The Governor also submitted his initial budget proposal to the Legislature on January 10th. This proposal provides the first glimpse of what the Governor’s priorities will be for the coming year. This framework will also serve as the starting point for negotiations to occur with the Legislature over the next five months. The final budget must be passed and signed by the Governor by June 15th. As always, California Advisors will continue to represent VCTC as the budget evolves over the next few months and will keep VCTC apprised of any new relevant legislation that is introduced.

Governor’s Proposed Budget

On January 10th the Governor proposed a budget for the 2024-25 fiscal year that includes General Fund resources—carry-forward balance, revenues, and transfers—of \$222.7 billion and expenditures of \$208.7 billion (total expenditures from all funds are proposed to be \$291.5 billion). The proposed budget includes a General Fund revenue estimate that is \$44 billion lower than assumed at the 2023-24 Budget Act over a three-year budget window, and the Governor’s budget projects a budget gap of \$37.9 billion in the 2024-25 fiscal year. The governor proposed to draw \$13 billion from the state’s reserves to cover some of the deficit. He also proposed \$8.5 billion in spending cuts, nearly \$3 billion of that would come from climate programs and another \$1.2 billion from housing programs.

Transportation Package. In total, the Governor’s budget includes the following amendments to the prior years’ transportation package: \$296 million General Fund reductions, \$791 million in fund shifts, and \$3.2 billion in delays. According to the administration, the proposed delays will not have a programmatic impact and primarily align the budget with expenditure schedules. More specifically, the budget solutions include the following:

Active Transportation Program (ATP). A reduction of \$200 million General Fund to the ATP at the California Transportation Commission (CTC). This will be backfilled by ATP funding that was expected to be available for allocation in future cycles. In addition, the Governor’s budget includes a delay of \$400 million General Fund from 2021-22.

Competitive Transit and Intercity Rail Capital Program. A delay of \$2.1 billion General Fund from 2021-22 to as late as 2027-28 as well as a shift of \$530 million from General Fund to Greenhouse Gas Reduction Fund (GGRF) to the competitive Transit and Intercity Rail Capital Program (TIRCP) at the California State Transportation Agency (CalSTA).

Formula Transit and Intercity Rail Capital Program. A delay of \$1 billion General Fund from 2024-25 to 2025-26 as well as a shift of \$261 million from General Fund to GGRF to the formula TIRCP at CalSTA.

Highways to Boulevards. A delay of \$150 million General Fund from 2021-22 to the Highways to Boulevards program at Caltrans.

Port and Freight Infrastructure Program. A delay of \$100 million General Fund from 2021-22 to the Port and Freight Infrastructure Program at CalSTA.

Port of Oakland. A reduction of \$96 million General Fund from 2021-22 to the \$280 million previously appropriated for Port of Oakland improvements.

High Speed Rail. The budget includes a \$6 million High-Speed Rail Property Fund for the reinvestment of excess property sale revenues to offset future costs related to right-of-way acquisitions for the Central Valley Segment.

California Highway Patrol. The budget includes \$18 million (\$4.9 million Motor Vehicle Account (MVA)) and \$13.1 million Public Buildings Construction Fund) for the Keller Peak Tower replacement and six ongoing area office replacement projects located at Gold Run, Redding, Los Banos, Antelope Valley, Barstow, and Porterville.

Department of Motor Vehicles. The budget includes a \$17.9 million Public Buildings Construction Fund for the performance criteria phase of the El Centro field office replacement project and for the construction phase of the Oxnard field office reconfiguration project.

Governor’s Proposed 2024-25 Budget Bills are AB 1812 (Gabriel) and SB 917 (Skinner).

Legislative Analyst’s Office Reports

The Legislative Analyst’s Office (LAO) released its annual overview of the Governor’s January 10th budget proposal, calculating that the Governor’s plan addressed a \$58 billion potential California budget deficit for 2024. The Governor’s revenue estimates are roughly \$15 billion higher than LAO’s over the three-year “budget window” (22-23 through 24-25), LAO says, terming the Governor’s estimate “plausible, but optimistic.” The Legislature likely will face more difficult choices next year, the LAO report says. “To mitigate these challenges, we recommend the Legislature develop this year’s budget with a focus on future years,” the report says.

Upcoming Bill Deadlines

January 31 – Last day for each house to pass bills introduced in that house.

February 16 – Last day for bills to be introduced.

March 21 – April 1 – Spring Recess.

Below is a list of VCTC tracked newly introduced bills:

AB 6 (Friedman D) Transportation planning: regional transportation plans: Solutions for Congested Corridors Program: reduction of greenhouse gas emissions.

Introduced: 12/5/2022

Status: 7/14/2023-Failed Deadline pursuant to Rule 61(a)(10). (Last location was TRANS. on 6/14/2023) (Two-year bill, in the Second House, doesn't have to be acted upon until later this year)

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

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

Introduced: 12/5/2022

Status: 9/14/2023-Failed Deadline pursuant to Rule 61(a)(14). (Last location was INACTIVE FILE on 9/11/2023) (Two-year bill, in the Second House, doesn't have to be acted upon until later this year)

Summary: The Transportation Agency is under the supervision of the Secretary of Transportation, who has the power of general supervision over each department within the agency. The secretary, among other duties, is charged with developing and reporting to the Governor on legislative, budgetary, and administrative programs to accomplish coordinated planning and policy formulation in matters of public interest, including transportation projects. On and after January 1, 2025, and to the extent applicable, feasible, and cost effective, this bill would require the agency, the Department of Transportation, and the California Transportation Commission to incorporate specified goals into program funding guidelines and processes.

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

Introduced: 1/25/2023

Status: 7/14/2023-Failed Deadline pursuant to Rule 61(a)(10). (Last location was TRANS. on 6/14/2023) (Two-year bill, in the Second House, doesn't have to be acted upon until later this year)

Summary: Would require the Department of Transportation to expedite roadside maintenance for specified projects related to roadside maintenance and the removal and clearing of material, as provided. The bill would also authorize local governmental entities, fire protection districts, fire safe councils, and tribal entities to notify the department of those projects related to roadside maintenance and the removal and clearing of material that have not been completed in an efficient and timely manner if the continued failure to complete these projects poses a clear and imminent danger, as provided. The bill would require the Division of Maintenance to begin the maintenance project within 90 days of being notified.

AB 411 (Bennett D) California Recreational Trails and Greenways Act.

Introduced: 2/2/2023

Status: 5/19/2023-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 5/10/2023) (May be acted upon Jan 2024)

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

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

Introduced: 2/6/2023

Status: 5/19/2023-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 4/26/2023) (May be acted upon Jan 2024)

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

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

Introduced: 2/9/2023

Status: 9/14/2023-Failed Deadline pursuant to Rule 61(a)(14). (Last location was INACTIVE FILE on 9/11/2023) (Two-year bill, in the Second House, doesn't have to be acted upon until later this year)

Summary: Current law declares that the fostering, continuance, and development of public transportation systems are a matter of state concern. Current law authorizes the Department of Transportation to administer various programs and allocates moneys for various public transportation purposes. Upon the appropriation of moneys by the Legislature, this bill would create the Youth Transit Pass Pilot Program, administered by the department, for purposes of awarding grants to transit agencies for the costs of creating, designing, developing, advertising, distributing, and implementing free youth transit passes to persons attending certain educational institutions, providing free transit service to holders of those passes, and administering and participating in the program, as specified.

The bill would authorize a transit agency to submit a grant application in partnership with one or more educational institutions and would also authorize grant funds to be used to maintain, subsidize, or expand an existing fare-free program, as provided. The bill would authorize a transit agency with an existing fare-free program that enables a person 18 years of age or younger to use a transit agency's bus and rail services without paying any additional fare or charge to submit an application without an educational institution partner, as provided.

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

Introduced: 2/13/2023

Status: 5/19/2023-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 5/17/2023)(May be acted upon Jan 2024)

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

AB 761 (Friedman D) Local finance: enhanced infrastructure financing districts.

Introduced: 2/13/2023

Status: 9/14/2023-Withdrawn from committee. Re-referred to Com. on RLS.

Summary: Current law authorizes the legislative body of a city or a county to designate a proposed enhanced infrastructure financing district by adopting a resolution of intention to establish the proposed district which, among other things, is required to state that an enhanced infrastructure financing district is proposed and describe the boundaries of the proposed district. Current law requires the public financing authority to direct the preparation of and adopt an infrastructure financing plan consistent with the general plan and any relevant specific plan, and consisting of, among other things, a financing section. Current law requires that the financing section include a plan for financing the public facilities, a limit on the total number of dollars of taxes that may be allocated to the district pursuant to the plan, and a date, either not more than 45 years from the date on which the issuance of the bonds is approved for the plan on which the district will cease to exist, by which time all tax allocation to the district will end, or, where the district is divided into project areas, a date on which the infrastructure financing plan will cease to be in effect and all tax allocations to the district will end and a date on which the district's authority to repay indebtedness with incremental tax revenues will end, as specified. This bill, for plans proposed on or after January 1, 2024, would specify that for the purpose of development and construction of passenger rail projects in the County of Los Angeles where at least 75% of the revenue from the district is used for debt service on a federal Transportation Infrastructure Finance and Innovation Act loan, the date on which the district will cease to exist shall not be more than 75 years from the date of the issuance of bonds or approval of a loan, as specified. This bill would make legislative findings and declarations as to the necessity of a special statute for specified districts

enacted primarily for the purpose of development and construction of zero-emission mass transit projects.

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

Introduced: 2/13/2023

Status: 1/16/2024-From committee: Amend, and do pass as amended. (Ayes 8. Noes 0.) (January 10).

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

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

Introduced: 2/13/2023

Status: 5/19/2023-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 4/19/2023)(May be acted upon Jan 2024)

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

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

Introduced: 2/14/2023

Status: 4/27/2023-Re-referred to Com. on APPR. (Set for hearing on 01/18/2024)

Summary: Current law authorizes certain local agencies to form a community revitalization authority within a community revitalization and investment area, as defined, and authorizes an authority to, among other things, provide for low- and moderate-income housing and issue bonds, as provided. Current law authorizes a community revitalization and investment plan to provide for the division of taxes within the plan area. This bill would authorize the legislative bodies of 2 or more cities or counties to jointly form a Reinvestment in Infrastructure for a Sustainable and Equitable California district (RISE district) in accordance with specified procedures. The bill would authorize a special district to join a RISE district, by resolution, as specified.

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

Introduced: 2/15/2023

Status: 5/19/2023-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 5/10/2023)(May be acted upon Jan 2024)

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

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

Introduced: 2/15/2023

Status: 5/19/2023-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 5/10/2023)(May be acted upon Jan 2024)

Summary: Would require the Department of Transportation, beginning in 2025 and ending in 2032, to use cold in-place recycling or partial depth recycling, as defined, on at least 12 projects each year. The bill would require the department, beginning in 2027 and ending in 2032, to use full depth recycling, as defined, on at least 5 projects each year. The bill would require the department to submit an annual report to the Legislature regarding these projects. The bill would repeal its provisions on January 1, 2034.

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

Introduced: 2/16/2023

Status: 1/12/2024-Read second time. Ordered to third reading.

Summary: Current law, until January 1, 2031, for purposes of the exercise of a power of sale, prohibits a trustee from bundling properties for the purpose of sale, instead requiring each property to be bid on separately, unless the deed of trust or mortgage provides otherwise. Current law also prohibits specified institutions that, during their immediately preceding annual reporting period, as established with their primary regulator, foreclosed on 175 or more residential real properties, containing no more than 4 dwelling units, from conducting a sale of 2 or more parcels of real property containing one to 4 residential dwelling units, inclusive, at least 2 of which have been acquired through foreclosure under a mortgage or deed of trust. This bill would prohibit a developer of residential one to 4 dwelling units, inclusive, from conducting a sale of 2 or more parcels of real property containing one to 4 residential dwelling units, inclusive, in a single transaction to an institutional investor, as defined, if the occupancy permit was issued on or after January 1, 2025.

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

Introduced: 2/16/2023

Status: 9/1/2023-Failed Deadline pursuant to Rule 61(a)(11). (Last location was APPR. on 7/12/2023) (Two-year bill, in the Second House, doesn't have to be acted upon until later this year)

Summary: Current law requires specified designated transportation planning agencies to prepare and adopt a regional transportation plan directed at achieving a coordinated and balanced regional transportation system, as described. Current law requires the plan to include specified information,

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

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

Introduced: 2/16/2023

Status: 9/1/2023-Failed Deadline pursuant to Rule 61(a)(11). (Last location was APPR. SUSPENSE FILE on 8/21/2023) (Two-year bill, in the Second House, doesn't have to be acted upon until later this year)

Summary: Existing law, the Government Claims Act, generally requires the presentation of all claims for money or damages against local public entities and the state. Existing law provides for the presentation of a claim for which appropriations have been made, or for which state funds are available, under that act to the Controller, in the form and manner prescribed by the general rules and regulations adopted by the Department of General Services. Existing law, with specified exceptions, prohibits the Controller from drawing a warrant for any claim until it has been audited in conformity with law and the general rules and regulations adopted by the Department of General Services governing the presentation and audit of claims. This bill would authorize the Controller to conduct, unless prohibited by the provisions of a state ballot proposition passed by the electorate, financial and compliance audits as the Controller's office deems as necessary for purposes of ensuring that any expenditures, regardless of the source or fund from which the warrants for claims are drawn, are expended in a manner consistent with the law and the voters' intent. The bill would also authorize the Controller to conduct any audits necessary to carry out their constitutional and statutory duties and responsibilities under the law. The bill would require, if an audit is conducted as specified, the Controller to provide a report with specified information from these audits to the Legislature by June 30 following the completion of the audit and would require the Controller to allow all auditees in the report a reasonable period of time to review and comment on the section of the report relating to the auditee, as described. The bill would make related legislative findings and declarations.

AB 1525 (Bonta D) Transportation projects: priority populations.

Introduced: 2/17/2023

Status: 5/19/2023-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 5/17/2023)(May be acted upon Jan 2024)

Summary: Would require the agency, the Department of Transportation, and the California Transportation Commission, on or before July 1, 2025, to jointly develop and adopt criteria and an evaluation process for purposes of jointly evaluating each agency, Department of Transportation, or California Transportation Commission project, as defined, to, among other things, determine if the project would be located in a priority population, address an important need of a priority population, and provide a direct, meaningful, and assured benefit to a priority population, as specified. The bill would

require the agency, the Department of Transportation, and the California Transportation Commission, on and after July 1, 2025, to jointly evaluate all new proposed projects by the criteria, and, on or before July 1, 2026, and annually thereafter, to jointly submit a report to the Legislature that evaluates how projects funded during the prior year impacted priority populations, as specified.

AB 1654 (Addis D) City streets and highways.

Introduced: 2/17/2023

Status: 5/5/2023-Failed Deadline pursuant to Rule 61(a)(3). (Last location was PRINT on 2/17/2023)(May be acted upon Jan 2024)

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

AB 1702 (Hart D) Active Transportation Program.

Introduced: 2/17/2023

Status: 5/5/2023-Failed Deadline pursuant to Rule 61(a)(3). (Last location was PRINT on 2/17/2023)(May be acted upon Jan 2024)

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

SB 312 (Wiener D) California Environmental Quality Act: university housing development projects: exemption.

Introduced: 2/6/2023

Status: 1/16/2024-January 16 hearing: Placed on APPR suspense file.

Summary: Current law, until January 1, 2030, exempts from the California Environmental Quality Act (CEQA) a university housing development project carried out by a public university on real property owned by the public university if the project meets certain requirements, including that each building within the project is certified as Leadership in Energy and Environmental Design (LEED) Platinum or better by the United States Green Building Council. Current law requires the lead agency, if the university housing development project is exempt from CEQA under the above provision, to file the LEED certificate for buildings within the project and a notice determining that the construction impacts of the project have been fully mitigated with the Office of Planning and Research and the county clerk of the county in which the project is located. Current law requires a public university or a relevant public agency with authority to issue a certificate of occupancy for a building within the project to not issue the certificate of occupancy for the building unless the lead agency receives certification of LEED Platinum or better from the United States Green Building Council for the building and the lead agency determines that the construction impacts of the project have been fully mitigated. This bill would instead require a public university to obtain LEED Platinum certification for each building within a university housing development project no later than 12 months from the issuance of the building's certificate of occupancy or its usage. The bill would prohibit a public university that has exempted a university housing development project from being eligible to exempt a subsequent university housing development project until the public university has obtained LEED Platinum certification for each building within the prior exempted university housing development project.

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

Introduced: 2/14/2023

Status: 7/14/2023-Failed Deadline pursuant to Rule 61(a)(10). (Last location was J., E.D. & E. on 6/8/2023) (Two-year bill, in the Second House, doesn't have to be acted upon until later this year)

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

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

Introduced: 2/14/2023

Status: 5/5/2023-Failed Deadline pursuant to Rule 61(a)(3). (Last location was TRANS. on 3/29/2023)(May be acted upon Jan 2024)

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

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

Introduced: 2/14/2023

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

Summary: Current law, until January 1, 2024, authorizes the legislative body of a local agency to use alternate teleconferencing provisions during a proclaimed state of emergency or in other situations related to public health that exempt a legislative body from the general requirements (emergency provisions) and impose different requirements for notice, agenda, and public participation, as prescribed. The emergency provisions specify that they do not require a legislative body to provide a physical location from which the public may attend or comment. Current law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing in certain circumstances related to the particular member if at least a quorum of its members participate from a singular physical location that is open to the public and situated within the agency's jurisdiction and other requirements are met, including restrictions on remote participation by a member of the legislative body. These circumstances include if a member shows "just cause," including for a childcare or caregiving need of a relative that requires the member to participate remotely. This bill would expand the circumstances of "just cause" to apply to the situation in which an immunocompromised child, parent, grandparent, or other specified relative requires the member to participate remotely. The bill would authorize the legislative body of a multijurisdictional, cross-county agency, as specified, to use alternate teleconferencing provisions if the eligible legislative body has adopted an authorizing resolution, as specified. The bill would also require the legislative body to provide a record of attendance of the members of the legislative body, the number of community members in attendance in the teleconference meeting, and the number of public comments on its internet website within 10 days

after a teleconference meeting, as specified. The bill would require at least a quorum of members of the legislative body to participate from one or more physical locations that are open to the public and within the boundaries of the territory over which the local agency exercises jurisdiction.

SB 614 (Blakespear D) Transportation Development Act.

Introduced: 2/15/2023

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

Summary: The Mills-Alquist-Deddeh Act, also known as the Transportation Development Act, provides for funding of local public transit systems throughout the state, as provided. The act makes legislative findings and declarations in that regard. This bill would make nonsubstantive changes to the legislative findings and declarations of the act.

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

Introduced: 2/16/2023

Status: 4/28/2023-Failed Deadline pursuant to Rule 61(a)(2). (Last location was N.R. & W. on 3/1/2023)(May be acted upon Jan 2024)

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

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

Introduced: 2/16/2023

Status: 5/19/2023-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 5/8/2023)(May be acted upon Jan 2024)

Summary: Current law designates the State Air Resources Board as the state agency with the primary responsibility for the control of vehicular air pollution and the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. Current law imposes various requirements related to transportation planning, including a requirement that certain transportation planning agencies prepare and adopt regional transportation plans directed at achieving a coordinated and balanced regional transportation system. Current law requires each regional transportation plan to include, among other things, a sustainable communities strategy prepared by each metropolitan planning organization, as specified, which is designed to achieve certain targets for 2020 and 2035 established by the state board for the reduction of greenhouse gas emissions from automobiles and light trucks in the region. This bill would require the state board, in consultation with the Office of Planning and Research and the Department of Transportation, to develop a methodology for assessing and spatially representing light-duty vehicle miles traveled and to develop maps accordingly to display average light-duty vehicle miles traveled per capita in the state at the local, regional, and statewide level, as provided. The bill would require the state board to adopt the methodology no later than January 1,

2025, and to publish the maps no later than 6 months after the methodology is adopted. The bill would require the state board to update the methodology and maps at least once every 4 years.

SB 672 (McGuire D) Residential property insurance.

Introduced: 2/16/2023

Status: 7/14/2023-Failed Deadline pursuant to Rule 61(a)(10). (Last location was INS. on 6/26/2023) (Two-year bill, in the Second House, doesn't have to be acted upon until later this year)

Summary: Current law generally regulates classes of insurance, including residential property insurance. Current law prohibits a residential property insurance policy from being issued or renewed in this state unless it complies with certain requirements. This bill would prohibit an admitted insurer that offers residential property insurance from refusing to offer or sell residential property insurance to an applicant whose property meets specified best practices for wildfire building hardening and property-level mitigation.

SB 768 (Caballero D) California Environmental Quality Act: State Air Resources Board: vehicle miles traveled: study.

Introduced: 2/17/2023

Status: 1/16/2024-January 16 hearing: Placed on APPR suspense file.

Summary: The California Environmental Quality Act (CEQA) requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. Current law requires the Office of Planning and Research to prepare, develop, and transmit to the Secretary of the Natural Resources Agency for certification and adoption proposed revisions to guidelines establishing criteria for determining the significance of transportation impacts of projects within transit priority areas to promote the reduction of greenhouse gas emissions, the development of multimodal transportation networks, and a diversity of land uses. Current law creates the State Air Resources Board as the state agency charged with coordinating efforts to attain and maintain ambient air quality standards, to conduct research into the causes of and solution to air pollution, and to systematically attack the serious problem caused by motor vehicles, which is the major source of air pollution in many areas of the state. Existing law authorizes the state board to do those acts as may be necessary for the proper execution of the powers and duties granted to, and imposed upon, the state board. This bill would require the state board, by January 1, 2026, to conduct and submit to the Legislature a study on how vehicle miles traveled is used as a metric for measuring transportation impacts pursuant to CEQA, as specified.

VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY February 2, 2024			
BILL/AUTHOR	SUBJECT	POSITION	STATUS
AB 6 Friedman	Transportation planning: Regional Transportation Plans: Solutions for Congested Corridors Program: Reduction of Greenhouse Gas Emissions	Monitor	Passed Assembly. Ordered to Senate. Now a two-year bill.
AB 7 Friedman	Transportation: Project Selection Process	Monitor	Ordered to inactive file.
AB 96 Kalra	Public employment: local public transit agencies: autonomous transit vehicle technology	Monitor	Approved by the governor. Chaptered.
AB 411 Bennett	California Recreational Trails and Greenways Act	Monitor	Held at committee.
AB 463 Hart	Electricity: prioritization of service: public transit vehicles	Monitor	Held at committee.
AB 557 Hart	Open meetings: local agencies: teleconferences	Monitor	Approved by the governor. Chaptered.
AB 610 Holden	Youth transit pass pilot program: free youth transit passes	Monitor	Ordered to inactive file.
AB 817 Pacheco, Wilson	Open meetings: teleconferencing: subsidiary bodies	Monitor	Referred to Committee on Local Government. Amended and passed by committee on 1/16.
SB 411 Portantino	Open meetings: teleconferences: neighborhood councils	Monitor	Approved by the governor. Chaptered.
SB 768 Caballero	CEQA: vehicle miles traveled: statement of overriding considerations	Monitor	Placed in Appropriations suspense file 1/16.



Item 14

February 2, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ANDREW KENT, PROGRAM MANAGER – DATA & SERVICES

SUBJECT: INCIDENT RESPONDER GRANT PROGRAM – ROUND 3

RECOMMENDATION:

- Approve program guidelines and initiation of the application process for a third round of grants for the Incident Responder Grant Program to provide up to \$500,000 to agencies that respond to highway incidents within Ventura County.

BACKGROUND:

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

In November 2018, the Commission approved the development of new programs funded through the SAFE to provide expanded services to Ventura County motorists and established a policy to maintain a \$1.5 million reserve fund balance. In June 2019, the Commission established the Incident Responder Grant Program to provide financial assistance to agencies that respond to highway incidents. Agencies responding to freeway and highway incidents play a significant role in aiding motorists involved in incidents and those simply caught in the resultant congestion until the incident is cleared. These agencies use a wide variety of tools to assist motorists, from life saving devices to photographic equipment for incident analysis. These tools improve the efficiency of incident responders allowing them to save lives and reduce congestion. To accommodate the purchase of the widest possible array of tools and/or equipment by agencies both large and small, the Commission established a wide range of grants available from \$5,000 to \$500,000. The Commission also approved grant participant eligibility criteria, eligible expenditures, grant amount and frequency, expenditure life cycle, ownership requirements, and application process and scoring.

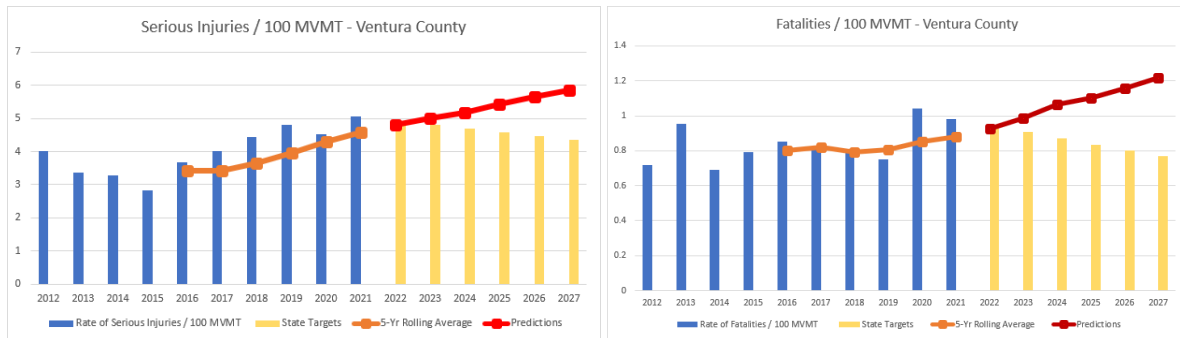
The first round of Incident Responder Grants provided five awards for a total of \$905,519.62, with award amounts ranging from \$45,000 to \$437,519.62. These awards supported the purchase of a major incident response vehicle, lighting systems, traffic control devices, changeable message signs, and a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

Oxnard Police Department, Ventura Police Department, Ventura County Fire Protection District, and Ventura County Sheriff.

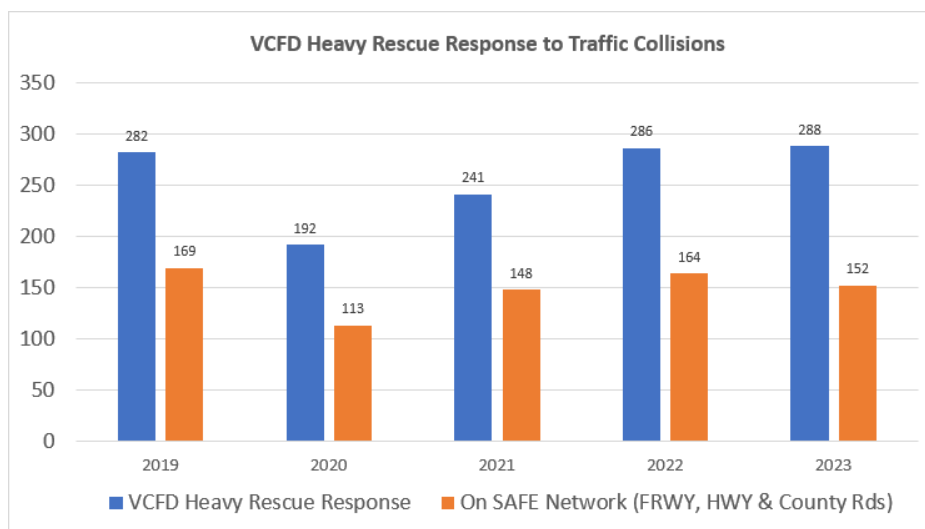
In July 2021, the Ventura County SAFE approved program guidelines and initiation of the application process for a second round of grants for the Incident Responder Grant Program to provide up to \$1,000,000 to agencies that respond to highway incidents within Ventura County. VCTC received a total of seven applications totaling \$1,653,690.45 in requested funds by Ventura County police and fire agencies. Round 2 grant allocations funded equipment including drones for the Ventura County Sheriff to quickly document accident scenes and a new generation of battery-operated cutters and spreaders for the Ventura County Fire Department which save critical minutes extracting a motorist trapped in a vehicle, among other tools and equipment for responding to highway incidents. In total, VCTC awarded \$1,000,000 to incident responders in Round 2.

DISCUSSION:

The continued need for equipment and tools to support highway incident response is demonstrated through a review of traffic safety data. The Transportation Injury Mapping System (TIMS) safety program management dashboard projects an increase in the rate of Fatalities and Serious Injury collisions in Ventura County based on the most recent county level collision data available from the California Highway Patrol (CHP) SWITRS database. While these projections are influenced by the COVID era, if collisions per vehicle miles travelled (VMT) do increase as predicted by TIMS, Ventura County will increasingly fall short of Caltrans collision reduction targets into the near future.



The SAFE incident response network includes Ventura County Freeways, Highways and unincorporated County Roads. Five years of collision response data from the Ventura County Fire Department shows about 60% of accidents requiring a “Heavy Rescue” response occurred on the SAFE network. Additionally, about 16% of highway delays in Ventura County are classified as non-recurring incident related. Taken together with the predicted increase in collision rates, SAFE staff believes the highway safety challenges that the County faces merit a third round of incident responder grants.



The Incident Responder Grant Program requires review of the SAFE Fund Balance every two years with an allocation set at not less than \$500,000, subject to available funding. As of June 30, 2023, the SAFE Fund Balance is approximately \$4.61 million. The approved Motorist Aid Program Budget for Fiscal Year 2022/2023 includes \$500,000 for a third round of Incident Responder Grant Program awards.

The proposed Round 3 program carries forward the grant eligibility criteria and other requirements and follows the application process approved by the Commission in June 2019, and provides an updated timeline for grant submittal and review. Changes to the previously approved grant guidelines includes the requirement for agencies reapplying to be in good standing with past awards and clarification of grant eligibility extending to suicide prevention efforts and incident response on highways and roadways in the SAFE network. This clarification stems from the efforts of the Arroyo Simi Bridge Suicide Prevention Task Force.

While the full outline and schedule of the grant program can be found in Attachment 1 to this item, highlights include:

- Minimum and maximum grant amounts to be \$5,000 and \$500,000 respectively;
- Open to government agencies either singularly or working in collaboration that respond to highway incidents;
- Prior grant recipients must be in good standing with prior IRGP award requirements,
- Must be on the roadway network as defined in SAFE statutes;
- Grants to be for capital expenditures only; and,
- Grant recommendations will be brought back to the Commission for final approval.

Upon approval by the SAFE board, staff will notify each of the law enforcement and emergency response agencies that serve communities across Ventura County and post the call for applications online at <https://www.goventura.org/work-with-vctc/grant-opportunities/>. VCTC will also hold a pre-proposal conference via Zoom on February 15th. Grant proposals are due no later than 4:00PM on March 29, 2024. Staff anticipates returning to the Commission at the June 2024 meeting to request approval of grant awards.



[This page intentionally left blank.]



February 2, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY
SUBJECT: SANTA PAULA BRANCH LINE LEASING, LICENSING AND INSURANCE OVERVIEW

RECOMMENDATION:

- *Receive and file a report on leasing, licensing, and insurance for the Santa Paula Branch Line railroad right-of-way.*

BACKGROUND:

In September 2023, during Commission consideration of a new Right-of-Entry (ROE) Template Agreement and permitting process for the Santa Paula Branch Line (SPBL) right-of-way, the Commission requested additional information on SPBL leases, licenses, and insurances requirements. The following staff report provides the requested overview of SPBL leasing and licensing practices.

The SPBL consists of 99 parcels owned by VCTC and runs for 32 miles from Mile Post (MP) 403 to MP 435, with 29 active track miles extending through MP 432. The SPBL property has 79 active paying leases and generated \$318,151.95 in lease, license, and other local fee revenue in Fiscal Year 2022/2023. The Branch Line currently has 625 total ongoing leases, the majority of which are for utilities (460 leases) or access (76 leases) that do not pay lease fees on an ongoing basis. Leased areas also include 25 cultivation leases extending a total of 11.55 miles along the railroad, where agriculture occurs on portions of the property owned by VCTC and leased to private parties.

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 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 Agreement retains to VCTC the rights and responsibilities related to leases and licenses of the SPBL right-of-way. This includes rights and responsibilities to manage, invoice and collect, update, and reassign existing leases and licenses and issue new leases and licenses, which are required for use and access of the right-of-way property.

In March 2020 and again in March 2021, the Commission directed staff to address encroachments onto the SPBL right-of-way through leasing activities to ensure fairness among neighboring landowners and generate revenues to sustain SPBL management and operations. An initial field study conducted in February 2020 and an analysis of the SPBL property indicated that many neighboring properties have extended cultivation activities and/or access onto the public property without a lease or license. These encroachments include row crops, lemon and avocado trees, equipment and materials staging areas, employee parking and use of the railroad right-of-way to access properties, and other uses of the public property without an active lease or other permission to access the Branch Line property.

Though used for a public purpose, railroads are considered private property, unlike streets and highways. In California, courts have found that railroads are not subject to adverse possession, so users cannot gain a right to use the railroad property by using or occupying the property.

A Right of Entry Permit is required for access to and use of the railroad right-of-way property on a temporary basis and/or as a condition of access for construction, maintenance, or other activities to be conducted by a lease holder. Long-term use of the VCTC right-of-way, such as agricultural cultivation or parking for access to adjacent properties, requires a Lease Agreement. Use, access, maintenance, or installation of utility equipment or infrastructure within the SPBL right-of-way require a Utility License Agreement.

DISCUSSION:

The Railroad Lease and Operations Agreement transfers responsibility for operations and maintenance of the railroad and right-of-way to Sierra Northern. However, as noted above, the Agreement retains to VCTC the right and responsibility of managing leases and licenses for the SPBL right-of-way and provides for cooperation between VCTC and Sierra Northern to address encroachments into the right-of-way to ensure that railroad operations are not impacted and that proper leases, licenses, and crossing agreements are in place with the appropriate insurance coverage by users of VCTC-owned property.

In alignment with direction from the Santa Paula Branch Line Advisory Committee (SPBLAC), as leases are renewed or reassigned, VCTC works with landowners to update rent values consistent with current market rates and modern insurance and indemnity provisions. For leases with termination provisions, VCTC staff will continue to work proactively with leaseholders to update leases to market rates as workload allows. Several new or reassigned leases are in the development process, such as reassignment of the Lindgren Lease to the Underwood Partnership and reassignment of the lease and crossing agreement for the Loose Caboose property previously owned by Fillmore & Western Railway, both of which require updated agreements to be executed.

Encroachments. As time and workload allow, VCTC staff conduct field study to document encroachments, prepare and send letters to neighboring property owners to notify, educate, and inform the owners about the need for a lease to access or cultivate within the public right-of-way or on railroad property, and give property owners sufficient time to respond, execute a lease, or remove encroachments and/or cease access without permission. VCTC staff has not yet been able to access the entirety of the Branch Line to conduct a detailed evaluation due to difficulty of access on certain portions of the Line without crossing private property; however, from a visual inspection, it is anticipated that additional encroachments along the Line are occurring. VCTC staff works with Sierra Northern to identify and prioritize encroachments that impact safe and efficient rail operations on the SPBL.

Given time and workload challenges, as well as push-back from some adjacent landowners on property lines, VCTC staff requested and received additional funding in the Fiscal Year 2023/2024 budget to contract for and conduct a right-of-way survey, an approach similar to one used by the Santa Cruz County Regional Transportation Commission, which owns a short line railroad similar to the SPBL. Survey results will be useful for leasing activities as well as trail planning.

Lease and License Template and Rate Valuation. In working with neighboring landowners and others interested in accessing, cultivating, or otherwise using the SPBL right-of-way property through a lease or license agreement, Staff provide a set of instructions (Attachment A) and use a template lease agreement (example included as Attachment B) or utility license agreement (example included as Attachment C) as a starting point for working with prospective lessees and licensees.

To determine the annual lease payment, VCTC has used a market-based lease rate of \$1,666.67 per acre to calculate the total annual cost, based on the per acre rate of the lower of two leases that the County of Ventura executed in the Santa Clara River Valley in 2019. To confirm validity of the estimate, Staff also refers to the current version of the annual *Trends Guide from the California Chapter of the American Society of Farm Managers and Rural Appraisers*. Finally, for additional confirmation of estimated lease rate, Staff has reached out to the Agriculture Commissioner's Office for confirmation of land values. Per the

Agricultural Commissioner's office, in the Oxnard Plain, irrigated strawberry or vegetable land values range from \$61,000 to \$81,000 per acre, with rents ranging from \$2,900 to \$4,300 per acre. Land east of the Oxnard Plain ranges from \$42,000 to \$68,000 per acre, with rents of \$1,700 to \$2,900 per acre. The Commissioner's Office has indicated that these values hold for the Santa Clara River Valley area. Prospective lessees are also provided the opportunity to share other comparable leases or information upon which to establish the rental rate for consideration in the establishment of a rental rate.

Insurance. Lessees and licensees must provide VCTC with a certificate of insurance to demonstrate coverage that complies with the requirements of the lease or license agreement. VCTC must be a named additional insured party. The coverage limits vary depending on the type of use or access of the property. Prior to executing a new lease or license agreement, VCTC's contract risk manager reviews and advises on appropriate coverage amounts and policy provisions.

One issue related to insurance coverage for SPBL leases, licenses, and rights-of-entry is referred to as a railroad exclusion. Many Commercial General Liability (CGL) policies include an exclusion of coverage within 50 feet of railroad tracks. For policies with such an exclusion, VCTC requires lessees, licensees, and/or anyone working on the railroad right-of-way to provide an endorsement that removes the exclusion of coverage, if applicable, for bodily injury or property damage arising out of operations within 50 feet of any railroad property and affecting any railroad bridge, trestle, tracks, roadbeds, tunnel, underpass or crossing. This endorsement is known as a Railroads CG 24 17 endorsement. An alternative to the Railroads CG 24 17 endorsement is Railroad Protective Liability (RPL) coverage, demonstrated through Insurance Services Office (ISO) Form CG 00 35 04 13.



SUBJECT: USE OF VCTC-OWNED PROPERTY SANTA PAULA BRANCH LINE RIGHT-OF-WAY

Ventura County Transportation Commission (VCTC) owns and manages the Santa Paula Branch Line (SPBL) railroad right-of-way, in partnership with a designated railroad operator, Sierra Northern Railway. A Right of Entry (ROE) Permit is required for access to and use of the railroad right-of-way property. Long-term use of VCTC right-of-way, such as agricultural cultivation or parking for access to adjacent properties, requires a Lease Agreement. To obtain Right of Entry, Utility License Agreement, or Lease Agreement, or for more information, please contact VCTC at:



Ventura County Transportation Commission
751 E. Daily Drive, Suite 420
Camarillo, CA 93010
805 642-1591
ATTN: Amanda Fagan
Director of Planning & Sustainability
afagan@goventura.org

Access or use of SPBL right-of-way prior to issuance of a Right of Entry permit, Lease Agreement, or License Agreement may be considered trespassing or encroachment, so timely communication with VCTC by the permit requestor is important.

Right of Entry (Temporary Use) - [THIS SECTION TO BE UPDATED UPON COMMISSION APPROVAL OF A NEW RIGHT OF ENTRY PERMIT TEMPLATE AND PROCESS]

All parties wishing to use, access, or perform work within the SPBL right-of-way on a temporary basis (60 days or less) must submit the following information to VCTC to receive a Right of Entry (ROE) permit. Please submit these items as a single package for review.

1. Two signed copies of the original Right of Entry contract, included as Attachment A.
2. Detailed written description/scope of work for the use of, access to, or work to be performed on the SPBL property, including site plans, cross sections, cut sheets, or other specifications, as applicable. The scope of work should identify the location of work to be performed and/or the portion of the property to be used/accessed.
3. Approximate start date and duration of work/use/access to the property.
4. Prior to receiving a final Right of Entry permit, the applicant must provide proof of insurance as described in Article 4 of the Right of Entry. Both Ventura County Transportation Commission and the County of Ventura must be included as additional named insured parties.
5. As outlined in Article 5, the \$1,000 fee must be provided to VCTC prior to issuance of the permit for use of the property. A check for \$1,000 made out to the Ventura County Transportation Commission must be sent to VCTC at the above address.

Article 2 of the Right of Entry describes special requirements for any use/access/work within 20-feet of the rail line. If use/access/work extends onto adjacent railroad parcels where tracks are present, this provision will apply. To comply with Article 2 of the Right of Entry, please contact Matt Blackburn, Sierra Northern Railway, General Manager – Ventura Branch, at mblackburn@sierrarailroad.com or (530) 490 – 1446.

Utility License Agreement

All parties wishing to use, access, perform work, or install utility equipment or infrastructure within the SPBL right-of-way on an extended basis (more than 60 days) must submit the following information to VCTC and enter into a Utility License Agreement. Please submit these items as a single package for review.

1. Detailed written description/scope of work for the use of, access to, work to be performed, or equipment or infrastructure to be installed on the property, including site plans, cross sections, cut sheets, or other specifications, as applicable. The scope of work should identify the location of work to be performed and/or the portion of the property to be used/accessed.
2. Approximate start date and duration of work/use/access to the property.
3. Prior to receiving a final Utility License Agreement, the applicant must provide proof of insurance as described in Article 11 of the License Agreement. Ventura County Transportation Commission must be included as an additional named insured party.
4. As outlined in Article 2, the \$1,000 one-time processing fee must be provided to VCTC prior to issuance of a Utility License Agreement. A check should be made out to the “Ventura County Transportation Commission” and sent to VCTC at the above address.
5. Depending on the proposed activity, plans may require further review by the railroad engineer and/or review and approval by regulatory agencies, such as the California Public Utilities Commission (CPUC).

Article 4 of the Utility License Agreement describes special requirements for any use/access/work proximate to the rail line. To comply with the special requirements, please contact Matt Blackburn, Sierra Northern Railway, General Manager – Ventura Branch, at mblackburn@sierrarailroad.com or (530) 490 – 1446.

Lease Agreement

All parties wishing to use or access the SPBL right-of-way on an extended basis, such as for agricultural cultivation or access to adjacent properties, must submit the following information to VCTC and enter into a Lease Agreement. Please submit these items as a single package for review.

1. Detailed written description/scope of work for the use of or access to SPBL right-of-way property, including site plans, cross sections, cut sheets, or other specifications, as applicable. The scope of work should identify the location of work to be performed and/or the portion of the property to be used/accessed.
2. Approximate start date and duration of work/use/access to the property.
3. Prior to receiving a final Lease Agreement, the applicant must provide proof of insurance as described in the Insurance Provisions section of the Lease Agreement. Ventura County Transportation Commission must be included as an additional named insured party.
4. As outlined in Article 2, the \$1,000 one-time processing fee must be provided to VCTC prior to issuance of a Lease Agreement. A check should be made out to the “Ventura County Transportation Commission” and sent to VCTC at the above address.
5. Depending on the proposed activity, plans may require further review by the railroad engineer and/or review and approval by regulatory agencies, such as the California Public Utilities Commission (CPUC).

The Lease Agreement describes special requirements for any use/access/work proximate to the rail line. To comply with the special requirements, please contact Matt Blackburn, Sierra Northern Railway, General Manager – Ventura Branch, at mblackburn@sierrarailroad.com or (530) 490 – 1446.



[This page intentionally left blank.]



February 2, 2024

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: AMANDA FAGAN, DIRECTOR OF PLANNING & SUSTAINABILITY

SUBJECT: SANTA PAULA BRANCH LINE MONTHLY UPDATES FOR JANUARY 2024

RECOMMENDATION:

- *Receive and file a report on Santa Paula Branch Line updates for the month of January 2024.*

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 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 and January 5, 2024 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 January 2024.

DISCUSSION:

January updates and activities include:

- On January 4, VCTC received the 100% design package for the Sespe Creek Overflow Railroad Bridge from the railroad engineering consultant team (RailPros).
- On January 12, a selection panel convened to review the three proposals received in response to the Sespe bridge construction management Request for Proposals (RFP).
- On January 23, VCTC conducted contract negotiations with the highest ranked proposer for the Sespe bridge construction management services RFP.
- On January 23, VCTC staff and Sierra Northern Railway held a virtual regular check-in meeting.
- 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/Barnyard, 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. In January, the County transferred responsibility to negotiate the utility license agreement from the CIO to Public Works Real Estate Services. VCTC staff anticipates bringing the utility license to the Commission following consideration by the Board of Supervisors, with timing still to be determined.
- On December 1, 2023, 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. A response to questions was posted to the VCTC Contracts web page on January 3. Proposals are due no later than February 2 at 4:00PM Pacific Standard Time.
- Sierra Northern Railway holds a trademark for "The Movie Railroad" and maintains the website <https://movierailroad.com/>. Sierra Northern Railway continues to field requests for production estimates.
- To accommodate the new allowable rail car storage area under Amendment #1 to the Railroad Lease and Operations Agreement, the railbike turn-around point was also moved to an area near S. Largo Lane due to displacement by the relocated stored rail cars. Mendocino Railway and the Sunburst Train worked to improve the turn-around location with decorative fencing to define the visitor area and other features. The new route eliminates one crossing of SR-126 and reduces the round-trip distance from 17 miles / 3 hours to approximately 10 miles / 2 hours per tour.
- VCTC scheduled the Santa Paula Branch Line Advisory Committee (SPBLAC) meeting for March 11, 2024, which is part of the process to prepare the annual program budget.