

County of Ventura Title VI Annual Accomplishments Report 2022 - 2023

David Sasek Interim Director, Public Works Agency 800 S. Victoria; L#1600 Ventura, CA 93009

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VENTURA COUNTY PUBLIC WORK AGENCY TITLE VI ANNUAL GOALS & ACCOMPLISHMENT REPORT

Federal Fiscal Year 2023 October 1, 2022 – September 30, 2023

SECTION I. INTRODUCTION

This Annual Goals & Accomplishment Report outlines Ventura County Public Works Agency (VCPWA) Program and Policies that it implements and adheres to ensure compliance with Title VI of the Civil Rights Act of 1964 (Title VI). Part of those policies is to conduct program area reviews which includes data collection and analysis to identify and address discrimination, if found. The Federal Highway Administration (FHWA) requires recipients of Federal-aid funds to prepare this report identifying VCPWA's accomplishments, goals, roles, responsibilities, and procedures to ensure compliance with Title VI Civil Rights Act. VCPWA's Title VI reporting year runs from October 1 through September 30 annually which mirrors the federal fiscal year.

This report establishes goals derived by the data collected from each assessment conducted in the following areas: Title VI Training, Dissemination of Information, Title VI Complaints, Public Outreach, Environmental Justice, Right-of-Way, Construction, Subrecipient Compliance Monitoring, and Language Assistance. The following report focuses on goals and accomplishments for the 2022 to 2023 federal reporting year.

SECTION II. OVERVIEW

As a recipient of federal financial assistance, VCPWA, including its direct grant recipients and sub-recipients, is obligated to adhere to, and is committed to achieving full compliance with Title VI and all related nondiscrimination laws. It incorporates the principles of Environmental Justice (EJ), Executive Order 12898 into its programs, policies, and activities to ensure there are no transportation related activities that disproportionately impacts low-income and minority populations. Executive Order 13166 on Limited English Proficiency (LEP) is also included to ensure meaningful access is provided to persons who are limited in the English language.

SECTON III. TITLE VI POLICY STATEMENT

VCPWA, under Title VI and related statutes, ensures that no person shall on the grounds of race, color, national origin, sex, disability, religion, sexual orientation, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

VCPWA further assures that every effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs and activities are federally funded or not.

The Director of VCPWA and the Title VI Coordinator are authorized to ensure compliance with provisions of this policy and with the law, including the requirements of Title 23 Code of Federal Regulations (CFR) 200 and Title 49 CFR 21.

SECTION IV. ORGANIZATION, STAFFING AND STRUCTURE

The Administrative Division of Public Works includes the Director of VCPWA, Jeff Pratt, and Assistant Director, David Fleisch, and their immediate staff. VCPWA is comprised of five Departments consisting of 319 employees serving approximately 97,865 residents in unincorporated Ventura County.

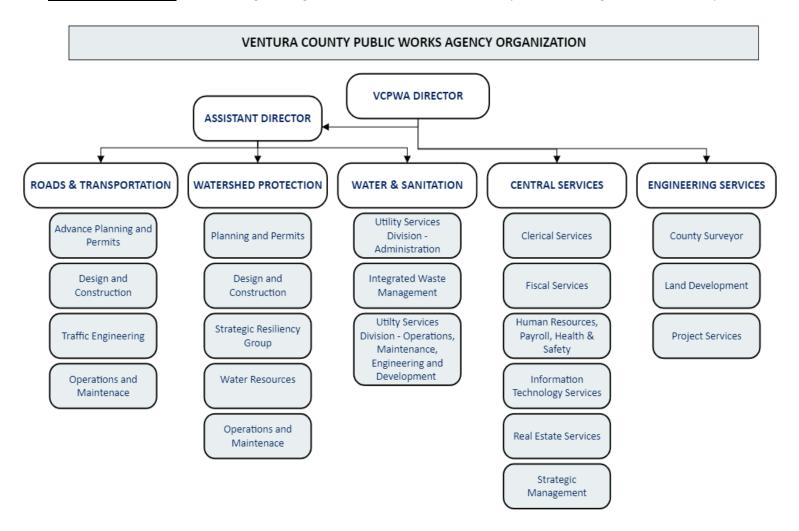
<u>Roads & Transportation:</u> Responsible for the planning, designing, funding, operating, and maintaining 542 miles of County unincorporated road system and public transit needs for the County. Roads & Transportation is the only Department receiving federal funding through the Federal Highway Administration.

<u>Watershed Protection:</u> Provides for the control and conservation of flood and storm waters and the protection of watercourses, watersheds, public highways, life and property in the district from damage or destruction from these waters.

<u>Water & Sanitation:</u> Provides water and sanitation services to customers through two divisions. The Utility Services Division and the Integrated Waste Management Division (IWMD).

<u>Central Services:</u> Provides support services to all PWA Departments to include clerical, fiscal, real estate services, health & safety, technology and facilities, payroll, and personnel.

Engineering Services: Provides engineering services to clients with the County of Ventura organization and the public.



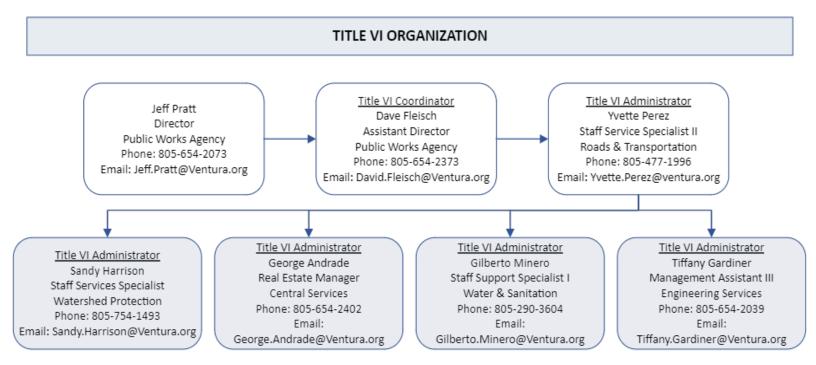
The Department Directors are responsible for familiarizing themselves with the requirements of Title VI at the Department level. Each Department has designated a person to serve in the role of Title VI Administrator for the day-to-day administration of the Title VI Program under the direct supervision of the Title VI Coordinator. The Title VI Coordinator works together with all Department Directors and Administrators to ensure the successful implementation of VCPWA's Title VI Program.

To comply with Title VI, Departments are responsible for: Collecting and analyzing data regarding participants in and beneficiaries of a department's programs, activities, and services to determine benefits and burdens to persons protected by Title VI.

- Working proactively with Department staff to prevent disparities and take corrective action when necessary.
- If complaints arise, work to resolve complaints and track complaint activity.
- Ensuring Environmental Justice by considering any potential disproportionate adverse human health, environmental, social, and/or economic effects of Department activities on communities of color and low-income populations.
- Ensuring programs, services, and benefits of the Department are accessible to people with limited English proficiency.
- Providing convenient access to information and meaningful public participation opportunities for all Department services, programs benefits and projects.
- Ensuring dissemination of Title VI information and notices to the public to provide meaningful access to
 departmental programs and activities. Title VI non-discrimination notices should be included in all applicable
 Department or project documents and public meeting materials.
- Providing the Title VI Coordinator with an annual report of Title VI accomplishments from each department for the previous year and goals for next year.

Title VI Unit Organization

Pursuant to 23 CFR 200, VCPWA has established an organizational structure Title VI Unit as shown on the diagram below which reflects the current reporting structure and staffing for this reporting period. The Title VI Coordinator is appointed by and reports to, the Director of Public Works Agency.



Title VI Coordinator Responsibilities

VCPWA's Title VI Coordinator is responsible for developing, maintaining, updating, and ensuring compliance in accordance with VCPWA's Title VI Plan.

Title VI Administrator Responsibilities

The Title VI Administrators work with the coordinator to ensure their respective Departments comply with Title VI regulations and meet the objective of the Title VI Plan, meet federal & State requirements, and provide training opportunities for staff. Each of the Administrators will maintain data related to each Department.

SECTION V. COMPLAINTS

VCPWA received neither formal nor informal complaints that were directly or indirectly related to Title VI during the reporting period. Complaint procedures are incorporated into the Title VI Plan and will be followed if any formal Title VI complaint is filed per the procedures. A Title VI Notice to the Public is also included in the Plan informing the public of their Title VI rights and how to file a Title VI complaint. The Complaint Procedures, The Notice to the Public, and the Title VI Plan are available on VCPWA's website at https://www.vcpublicworks.org/federalpolicies/

SECTION VI. DISSEMINATION OF TITLE VI INFORMATION

VCPWA currently makes Title VI information available through its website, at front counters where direct contact is made with the public, and at public meetings. As Title VI information is developed and/or updated, it will continue to be disseminated to the public and, where appropriate, in Spanish.

Planned Activities/Goals

Update VCPWA's Title VI webpage to include the Title VI Accomplishments & Goals Report to ensure the public has access to information on Title VI activities.

SECTION VII. EDUCATION AND TRAINING

VCPWA has taken steps to ensure its employees receive Title VI training:

COMPLETED ACTIVITIES/ACCOMPLISHMENTS:					
Training Title Staff Completion					
VCPWA worked with IT to develop a mandatory Title VI Training module for all VCPWA employees. The bi-annual compliance training for 2022-2023 rolled out on February 10, 2023 and was required to be completed by April 1, 2023. VCPWA has approximately 319 employees.	All VCPWA Staff	04-01-23			
CEQA Training: This training was designed to help Project Managers gain a better understanding of the various aspects of planning and project development and to guide them in making better CEQA process decisions when working on transportation projects. There were 20 attendees from the Roads & Transportation Department	20 Attendees from Roads & Transportation				
Local Assistance Procedures Manual Chapter 10 Consultant Selection Training	Susanna Arroyo	06-15-23			

PLANNED ACTIVITIES/GOALS:			
Training Title	Target Date		
County of Ventura Mandatory Training for new employees			
• New Employee Orientation (for all new regular full-time employees, within 30 days of hire)	Within 30 days of hire		
 Discrimination Prevention (for all new regular full-time & extra- help employees) Developing Cultural Competency & Inclusion (for all new regular full-time employees) 	And then every 2 years		
Continue Title VI Overview Training for key employees who interface with the public (for all PWA employees) Training shall include: Information on Title VI and LEP responsibilities. Use of the "I Speak" cards. Documentation of language assistance requests How to handle a potential Title VI Complaint Review procedures for translation services via SharePoint Continue to improve translation services	Ongoing		
Conduct quarterly discussions with the Title VI Administrators to evaluate the effectiveness of our Programs, activities, and services. (for Title VI Administrators)	Ongoing		

VENTURA COUNTY PUBLIC WORKS AGENCY ROADS & TRANSPORTATION DEPARTMENT

SECTION VIII. PLANNING AND DEVELOPMENT & PUBLIC OUTREACH

The Advance Planning Section is responsible for the development of the County's Strategic Master Plan that guides the County's implementation of transportation projects, develops short- and long-range plans, pursue funding opportunities for capital projects, performs feasibility analysis, cost estimates, funding projections, and prepares federal, State and Local funding applications.

STAFF NAME	TITLE
Vacant	Planning Engineering Manager
Robert Zastrow	Engineer III
Howard De Leon	Engineer III
Joe Morua	Engineering Technician IV
Israel Rios	Engineering Technician IV
VACANT	Engineering Technician IV
Susanna Arroyo	Administrative Assistant II

Active Transportation Plan

VCPWA is working on developing its very first Active Transportation Plan (ATP). The ATP is designed to improve our transportation system that supports and encourages different modes of travel such as walking and biking in the unincorporated County. The ATP includes recommendations for prioritizing infrastructure improvements based on public and stakeholder input. A major component of the ATP is Public Engagement. During this reporting period, the following public outreach activities were conducted to educate the public on the County's ATP (Refer to Exhibit 5 for public reach activities).

ATP Public Outreach Activities

Several Technical Advisory & Community Advisory meetings were held to introduce the Draft ATP recommendations. Numerous public outreach events were held for each Supervisory District. Listed below are the outreach activities that were accomplished during the reporting period.

Public Outrea	nch Activities	Date
TAC Mee	tings No. 3 & 4	05/02/23, 5/23/23
 CAC Mee 	ting No. 3 (Supervisory District #1) Draft Bicycle Recommendations ting No. 3 (Supervisory District #2) Draft Bicycle Recommendations ting No. 3 (Supervisory District #3) Draft Bicycle Recommendations ting No. 3 (Supervisory District #4) Draft Bicycle Recommendations ting No. 3 (Supervisory District #5) Draft Bicycle Recommendations ting No. 4 (Supervisory District #1) Draft Pedestrian/Transit/SRTS ting No. 4 (Supervisory District #2) Draft Pedestrian/Transit/SRTS ting No. 4 (Supervisory District #3) Draft Pedestrian/Transit/SRTS ting No. 4 (Supervisory District #4) Draft Pedestrian/Transit/SRTS ting No. 4 (Supervisory District #5) Draft Pedestrian/Transit/SRTS	05/03/23 05/16/23 05/18/23 05/08/23 05/09/23 05/24/23 05/25/23 05/30/23 06/06/23 06/08/23
demonst and pede the publi • Illustration	and social media: ATP website was specifically created for information on the ration projects planned for each of the five supervisorial District to show bicycle estrian recommendations. Dates and times were added to the website informing c on pop-up events. Public input map requesting public feedback.	05/26/23 to 06/23/23 08/13/22 to 06/20/23
	ent, and Farmers Market pop-up events. Flyers passed out at the following throughout Ventura County: Libraries, transit centers, and schools.	







At the Farmers Market, the team had the opportunity to pass out flyers and to engage residents about the ATP and obtain their feedback on the project.

At Nyeland Acres and Eucalyptus Avenue a demonstration of curb extensions and high visibility crosswalks were installed. On June 16, 2023, the project team held a pop-up in the afternoon. There were positive feedback from the community.

Federal/State Approved Grants

Project Name	Project Description	Project Costs	Type of Funds	Programmed Amount
Rumble Strips &	Install rumble strips and curve warning signs at	\$6,710,900	HSIP Cycle	\$6,039,810
Curve Warning Signs	various locations in unincorporated Ventura	7 - 7 - 2 - 7 - 2 - 2	11	7 0,000,000
	County			
Guardrail Upgrades	Upgrade existing guardrail to a Midwest Guardrail	\$1,111,100	HSIP Cylcle	\$999,990
	System		11	
Pedestrian Crossing	Installation of Rectangular Rapid Flashing Beacons	\$327,700	HSIP Cycle	\$249,930
Enhancements	at various locations throughout unincorporated		11	
Countywide	Ventura County			
Saticoy Pedestrian	Work includes construct ion of sidewalks, curbs &	\$3,897,000	ATP Cycle 6	\$3,497,000
Improvements	gutters, ADA ramps, crosswalks, drainage, RRFB,			
	Class I bike lanes			
Piru Pedestrian	Work includes construct ion of sidewalks, curbs &	\$4,000,000	ATP Cycle 6	\$3,450,000
Improvements	gutters, ADA ramps, crosswalks, drainage, RRFB,			

Funding Opportunities

Safe Streets and Roads for All (SS4A Grant)

On March 30, 2023, the U.S. Department of Transportation released a Notice of Funding Opportunity to solicit applications for the Safe Streets and Roads for All (SS4A) grants. The SS4A program provides funding for two main types of grants: Planning and Demonstration Grants for comprehensive safety action plans and Implementation Grants for implementing strategies or projects that are consistent with an existing Action Plan. PWA Roads & Transportation applied for a Planning and Demonstration Grant to develop a Vision Zero Action Plan.

• Project: Ventura County Vision Zero Action Plan

Grant Funding Amount: \$1,000,000Reimbursement Ratio: 80/20

Environmental Justice

Environmental justice (EJ) and Title VI apply to every stage of the Transportation decision-making process. As recipients of federal funding, PWA-RT is responsible for implementing EJ requirements and non-discrimination principals into transportation planning, project development and environmental scoping and NEPA/CEQA documentation.

It is PWA-RT's responsibility for assuring that the determination of environmental effects and any resulting impacts and mitigated measures are executed in accordance with Title VI. This process requires consideration of all social, economic, and environmental effects of a proposed project on minority and low-income populations impacted by our transportation programs and activities.

Many projects designed in PWA-RT are classified as Categorical Exemptions from CEQA/NEPA because they typically do not have substantial impacts on the environment. Projects that identify potential impacts and identify any specific environmental justice issues will undergo a more formalized evaluation as part of the NEPA/CEQA process. The table below lists the number of transportation projects during the reporting period and indicates the level of evaluation during the environmental process. None of the projects disproportionately impact any minority and disadvantaged communities.

	Environmental Justice Evaluations – Roads & Transportation Projects					
Project No.	Project Name	Federal Yes/ No	EJ Evaluation Approach	EJ Findings	NEPA	CEQA
50562	Bridge Road Rehabilitation	Υ	Formal	None	Programmatic Categorical Exclusion	Mitigated Negative Declaration
50574	Ventura Avenue Pedestrian & Bike Improvements	Y	Informal	-	Categorical Exclusion	Notice of Exemption
50624	Pavement Resurfacing – Nyeland Acres Area	N	Informal	-	N/A	Notice of Exemption
50631	Pavement Resurfacing – Guiberson, Riverside, and Sespe	N	Informal	-	N/A	Notice of Exemption
50632	Pavement Resurfacing – Ojai Area	N	Informal	-	N/A	Notice of Exemption
50633	Pavement Resurfacing – Moorpark Area	N	Informal	-	N/A	Notice of Exemption
50634	Pavement Resurfacing – Oxnard West & Plain Area	N	Informal	-	N/A	Notice of Exemption
50637	Pavement Resurfacing – Santa Rosa Valley Area	N	Informal	-	N/A	Notice of Exemption
50630	Norway Track – Sidewalk Repairs	N	Informal	-	N/A	Notice of Exemption
50641	Pavement Resurfacing - Lesser Drive, Jenny Drive, and Ruth Drive	N	Informal	-	N/A	Notice of Exemption

50642	Saticoy Pedestrian Improvements	N	Informal	-	N/A	Notice of Exemption
50639	Drainage Improvements – Capello Way & Shell Ave	N	Informal	-	N/A	Notice of Exemption
50634	Pedestrian Crossing Enhancements	N	Informal	-	N/A	Notice of Exemption
50644	Guardrail Upgrades	N	Informal	-	N/A	Notice of Exemption
50645	Rumble Strip and Curve Warning Signs	Υ	Informal	-	Categorical Exclusion	Notice of Exemption
50622	Santa Rosa Road Bike Lane and Pedestrian Improvement	N	Informal	-	N/A	Notice of Exemption

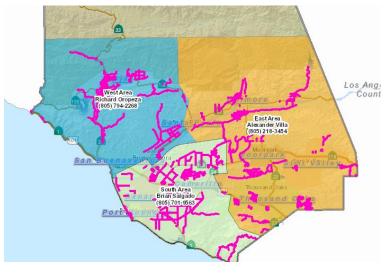
Environmental Justice - Summary

- There were seven (7) pavement resurfacing projects and three (3) pedestrian improvement projects that were exempt
 for the following criteria: CEQA Guidelines section 15301 (c) because it consists of minor alterations of existing
 structures and facilities, and there is no possibility that the projects will have significant effects on the environment
 either individually or cumulatively.
- There was one (1) drainage project that was exempt for the following criteria: CEQA Guidelines section 15302 (c), because it consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.
- There was one (1) bike lane and pedestrian improvement project that was exempt for the following criteria: CEQA Guidelines section 15304 (h) because they include the creation of bicycle lane on existing right-of-way and section 15301 (c) because they consist of minor alterations to existing highways and streets. Creation of new sidewalks will result in no or negligible additional expansion of use.
- There were three (3) traffic and safety improvements projects that were exempt for the following criteria: CEQA
 Guidelines section 15301 (c) and (f) because of minor alterations on existing highways and streets... and similar
 facilities including traffic control devices, and addition of safety or health protections devices for use during
 construction of/ or in conjunction with existing structures and facilities.
- There was one (1) bridge rehabilitation project that required an Initial Study/Mitigated Negative Declaration (IS/MND). This document was prepared pursuant to the requirements of the California Environmental Quality Act (CEQA). The IS/MND was circulated for public from June 20, 2022, to July 20, 2022. This included advertising the Notice of Availability in the Ventura County Star, mailing the notice to residents within a 500' radius, posting the IS/MND online on VCPWA's website and at the County of Ventura Government Center. PWA-RT determined that the proposed bridge project may have a significant effect on the environment; however, mitigation measures are available that would reduce the impacts to less than significant levels. There were no impacts to minority and low-income population as a result of this project. The Notice of Determination was filed October 12, 2022 and the Categorical Exclusion (NEPA) was approved January 5, 2023.

SECTION IX. PERMITS

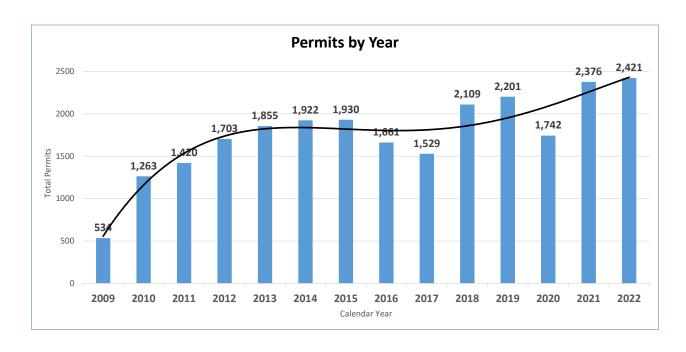
The Permits Section is one division of Ventura County Public Works Agency - Roads & Transportation (VCPWA-RT). The Permits Section (PS) is a team of nine staff persons consisting of one engineer, two technicians, three inspectors, three part-time film inspectors, and one part-time student. The primary function of the PS is to issue encroachment permits for permanent construction or temporary activities in the county-maintained road right-of-way. In addition, the Permits Section enforces and regulates local laws as it relates to unpermitted activities or construction and unauthorized encroachments. The PS answers inquiries and investigates concerns/complaints from the public. This Section meets the public most frequently at the front counter. The PS collaborates with other RT staff persons, other county agencies, and local cities, applicants/permittees, contractors/utilities, residents and property owners. The PS collects permit fees, special fees, and traffic impact mitigation fees (TIMFs).

STAFF NAME	TITLE
Gary Weeks	Permits Manager
Luis Gonzalez	Engineering Technician III
Scott Greer	Engineering Technician III
Richard Oropeza	PW Inspector III
Alexander Villa	PW Inspector I
Brian Salgado	PW Inspector



The Permit Counter provides support to the County as a "one stop shop" for the general public, the building industry, and

the development community. The counter staff assists our customers in determining the type of permit needed and provides assistance throughout the process. VCPWA supplies staff at its public counters with "I Speak" cards to help LEP individuals identify the language they speak. All Interpretation services that are provided at the front counter and over the phone is in Spanish. The Permit's Section maintains a tracking system that records all language assistance that is provided throughout the year.



SECTION X RIGHT OF WAY

VCPWA's Real Estate Services (RES) manages and coordinates the appraisal and acquisition of real property for all Public Works Projects. The right of way acquisition process entails appraisals of property, negotiations of terms and condition for all acquisitions, assistance in the relocation of displaced individuals if any, and property management. It is the responsibility of the Right of Way Manager to ensure that all right of way appraisal and negotiations functions are executed in accordance with Title VI. All real property acquisitions performed by VCPWA fully comply with the Federal Uniform Relocation and Assistance Act of 1971.

STAFF NAME	TITLE
George Andrade	Manager
Dave Jackson	Senior Real Property Agent
John Weal	Senior Real Property Agent
Thomas Kaiser	Real Property Agent II
Christine Dalia	Real Property Agent I
Richard Yerkovich	Real Property Agent I

GOALS

- Secure Rights of Entries from approximately 199 property owners.
- 2. Attend a follow-up Community meeting at the Rio De Valle Middle School to discuss project impacts.
- Ensure the inclusion of Title VI provisions in all appraisals, deeds, agreements, and leases on projects that received federal assistance.
 For all other projects, include Non-Discrimination Assurances.
- 4. Continue to monitor internal procedures and update as necessary.

During the reporting period, VCPWA's Real Estate Division engaged three property owners for the acquisitions of easements and one property owner for a Temporary Construction Easement. These right-of-way activities are summarized below:

<u>Pedestrian Crossing Enhancements – Countywide – HSIP-5952(212)</u>

Type of Easement: Temporary Construction Easement Property Owner: Conejo Unified School District

Funding: HSIP Cycle 10

Paving Resurfacing - Guiberson Rd, Riverside Ave & Sespe St

Type of Easement: Permanent Easement
Property Owner: Gary M & Diana Cusumano

Type of Easement: Permanent Easement
Property Owner: Ventura Realty Company

Type of Easement: Permanent Easement
Property Owner: Scott & Cynthia Klittich

SECTION XI SURVEY

The County Surveyor's office is a Division within Public Works Agency Engineering Services and is responsible for maintaining accurate land records within the County. The services provided by the County Surveyor to Roads and Transportation include field surveys, right of way information, legal descriptions and maps, topographic, boundaries and control surveys. All survey related services occurred within County Road right of way; therefore, there was no impact to residents on private property.

STAFF NAME	TITLE
Dan Walsh	Ventura County Surveyor
Joe DeChellis	Deputy County Surveyor
Debby Naves	Deputy County Surveyor
Larry Dibble	Surveyor II
Ray Farokhi	Surveyor II
Luis Lechuga	Surveyor II
Alex Matthew	Surveyor III
April Hernandez	Survey Technician I
Mario Vasquez	Survey Technician I
Leilani Rivera	Survey Technician II

GOALS

- 1. Work Orders issued to the County's Surveyor's Office shall include Title VI instructions if survey work shall occur within Private Property
- 2. Notification to property owners when certain survey activities occur, Title VI brochure shall be included.

The table below lists the 4 projects that utilized the services of the Survey Division during this reporting period:

Project Name	Project No.	Federal/ Local	Division
Santa Rosa Road Bike Lane Pedestrian Improvements	50622	Local	Design & Construction
Pavement Resurfacing – Guiberson, Riverside, and Sespe	50631	Local	Design & Construction
Pavement Resurfacing – Ojai Area	50632	Local	Design & Construction
Pavement Resurfacing – Santa Rosa Valley	50637	Local	Design & Construction

SECTION XII. DESIGN & CONSTRUCTION

The Design & Construction Section (D & C) has primary responsibility for ensuring that all aspects of the design phase are performed in accordance with Title VI. As individual projects are initiated, a project review process is started early in the project preliminary design phase. As the project evolves, so does the project team's understanding of the communities being serviced by the project. Some of our projects take place in disadvantaged communities where community engagement is crucial when minimizing unintended project impacts. The Roads & Transportation's Title VI Administrator provides support to D & C ensuring Title VI procedures are in place and regularly assesses D & C's performance under Title VI.

STAFF NAME	TITLE	STAFF NAME	TITLE
Vacant	Deputy Director	JEFF POLLARD	Inspector
Vacant	Engineering Manager II	ANTHONY SANTIAGO	Inspector
Vacant	Engineering Manager I/II	ELICEO MENDOZA	Engineering Technician IV
Sohil Bhakta	Engineer IV	JULIE STUART	Engineering Technician IV
Terry Hanser	Engineer II	YVETTE PEREZ	Staff Services Specialist
Joshua Patricio	Engineer II	VACANT	Administrative Assistant II

DESIGN PHASE

The following projects were in design during the reporting period from 10/1/22 to 09/30/23

ROAD	ROADS & TRANSPORTATION DESIGN PROJECTS – CAPITAL IMPROVEMENTS							
Project Name	Project No.	Funding Source	Project Cost	Project Description				
El Rio Pedestrian Improvements	50616	ATP	\$7,000,000	Construction of sidewalks, access ramps, crosswalks, rectangular rapid flashing beacons and drainage improvements.				
Ventura Avenue Pedestrian Improvements	50574	CMAQ	\$847,000	Construction of sidewalks, Class II and Class III Bike Lanes				
Las Posas Road at E 5th St Intersection Improvements	50564	Section 130	\$3,000,000	The project consists of widening the northerly leg of the intersection to construct a median, railroad advanced preemptive warning systems, gates and signal modification				
Hueneme Road Widening	50629	HIP	1,172,000	Environmental Phase Only				
Systemic Countywide Signalized Intersection Improvements	50617	HSIP Cycle 10	\$4,905,300	Updating existing traffic signals by installing Retroreflective back-plates to all signal heads, installing Advance Dilemma Zone Detection and High Friction Surface Treatment				
Pedestrian Crossing Enhancements	50643	HSIP Cycle 11	\$327,000	Installation of Rectangular Rapid Flashing Beacons				
Santa Rosa Road Bike Lane and Pedestrian Improvements	50622	ATP	\$1,103,000	Construction of bike lanes and sidewalks				
Norway Track Sidewalks	50630	Road Funds	\$200,000	Sidewalk Repairs				
Pavement Resurfacing – Ojai Area	50632	SB1	\$2,332,788	Resurface approximately 6.28 miles of deteriorated roads in the east Ojai and Live Oak Acres area.				
Pavement Resurfacing – Santa Rosa Area	50637	SB1	\$2,863,013	Resurface approximately 12.37 miles of deteriorated roadway in the Santa Rosa Valley area.				
Pavement Resurfacing – Moorpark Area	50633	SB1	\$2,381,718	Resurface approximately 3 miles of roadway in the Moorpark area				

CONSTRUCTION PHASE

The following projects were in construction during the reporting period from 10/1/22 to 09/30/23

	ROADS & TRANSPORTATION CONSTRUCTION PROJECTS								
RD No.	Contractor Name	Project No.	Project Name	Amt	DBE Goal	Title VI Provisions in Contract			
RD23-01	Toro Enterprises		Systemic Rumble Strip and High Friction Surface	\$2,873,352.60	N/A	Yes			
RD23-02	J & H Engineering	50631	Pavement Resurfacing – Guiberson, Riverside, Sespe	\$2,594,569.20	N/A	Yes			
RD23-04	J & H Engineering	50619	Pedestrian Crossing Enhancements	\$292,315.00	N/A	Yes			
RD24-01	American Asphalt South, Inc	50637	Pavement Resurfacing – Santa Rosa Area	\$2,170,013.48	N/A	Yes			
RD23-05	Pavement Coatings	50632	Pavement Resurfacing – Ojai Area	\$1,777,787.50	N/A	Yes			
RD24-02	Granite Construction Co	50633	Pavement Resurfacing – Moorpark Area	\$1,892,718.00	N/A	Yes			

The public openings of bids are done through an electronic bidding process "Bonfire". D & C staff work directly with the Engineering Services Department to prepare the applicable advertisement documents. VCPWA advertises contract solicitations in the local newspapers. The advertisements identify the specific scopes of work that are available as subcontracting opportunities. Title VI requirements are included in all federal project specifications. The specifications include a requirement for these provisions to be included in all lower-tier subcontracts entered by the successful contractor. Nondiscrimination language is included in all state and local funded project specifications. Contractors can search for upcoming contracts, register, and respond to solicitations.

Disadvantaged Business Enterprises (DBE) goals are established for the participation of DBE's when applicable.

Consultant Work Orders & Stand-Alone Contracts (Design Phase)

Selection Procedures

Consultants are selected according to the procedures outlined in VCPWA's PPPM, Local Assistance Procedures Manual for federally funded projects and Federal/State Regulations. Consultants' selections are based on qualification. SOQs are evaluated by PWA-RT staff and scores are tabulated. When necessary, interviews are held with prospective firms. The firm with the highest score is invited to submit a proposal and begin negotiations. Once fees have been agreed upon, and agreement is executed.

There was a total of Consultant Contract/Work Orders that were executed during the design phase during the reporting period. The value of these contracts totals \$3,380,876. The scope, size and duration of these contracts vary in size. The table below includes the list of consultant contracts executed from October 1, 2022, through September 30, 2023.

Agmt #	Consultant Name	Proj. #	Project Name / Services	Amount	Informal/ Formal	DBE Contra ct Goal	Title VI Provisions in RFP?	Title VI Provisions in Contract?
AE23-11 Federal	Galvin Preservation Associates	50629	Hueneme Road Widening – Environmental Services	\$792,033	Formal	65.85 %	Yes	Yes
AE23-022	Rincon Consultants, Inc	50623	Rose Avenue Bike Lane	\$269,817	Formal	No	No	No
AE23-025 Federal	Kimley-Horn and Associates	50564	Las Posas at 5 th Street Intersection Design	\$875,000	Formal	8.29%	Yes	Yes
AE23-027 State	Kimley-Horn and Associates	50617	Systemic Countywide Intersection Improvements -Design	\$23,390	Formal	No	Yes	Yes
AE23-029 Federal	Dokken Engineering	50635/ 50636	Camino Cielo - Final Design	\$1,195,28 5	Formal	No	No	No
AE23-041	Rincon Consultants, Inc	50635/ 50636	Camino Cielo Bridge Emergency Permitting Services	\$8,661	Informal	No	No	No
AE23-053	Aspen Environmental Group	50635/ 50636	Camino Cielo Bridge- Environmental Services (CEQA Updates)	\$185,000	Formal	No	No	No
PW4-013	Earth Systems Pacific	50638	Highland Drive West Slope Repair	\$31,690	Informal	No	No	No

SUMMARY OF FORMAL SOLICITATIONS

Request for Qualifications for Environmental Service:

Hueneme Road Widening – Phase I – Federal No. HIPL-5952(215): Solicitations, interviews, and the selection of Galvin Preservation Associates (DBE) were completed in the previous reporting period. The Consultant contract was awarded in this 2022-2023 reporting period. The DBE Contract goal for this contract was 22%. Total Claimed participation is 65.85%. The total value of the contract is \$792,033.

Rose Avenue Bike Lanes Project: Solicitations, interviews and selection of Rincon Consultants were completed in the previous reporting period. The Consultant contract was awarded in this 2022-2023 reporting period. The total value of the contract is \$269,871.

Request for Qualifications for Design Services:

Las Posas Road at 5th Street Intersection Improvements - Federal No. STPLR-7500(290): Solicitations, interviews and the selection of Kimley Horn & Associates, Inc were completed in the previous reporting period. The Consultant contract was awarded on February 7, 2023, in this 2022-2023 reporting period. The total value of the contract is \$880,000. The DBE Contract goal for this contract was 8%. Total Claimed DBE participation was 8.2%.

Systemic Countywide Signalized Intersection Improvements – (Cycle 10) State No. HSIPSL-5952(210): Solicitations, interviews and the selection of Kimley Horn & Associates, Inc were completed in the previous reporting period. The Consultant contract was awarded on February 7, 2023, in this 2022-2023 reporting period. The total value of the contract is \$810,000.

Camino Cielo Bridge Replacement – Solicitations, interviews and the selection of Dokken Engineering were completed in the previous reporting period. The Consultant contract was awarded on January 24, 2023, in this 2022-2023 reporting period. The total value of the contract is \$1,200,000.

Consultant Work Orders & Stand-Alone Contracts (Construction Phase)

There was a total of 10 Consultant Contracts/Work Orders that were executed during the Construction phase. The value of these contracts totals \$630,792. The scope, size and duration of these contracts vary in size. During the reporting period, most consultant contracts that were procured were for construction support in the area of construction inspection and materials-testing services. The table below includes the list of consultant contracts executed from October 1, 2022, through September 30, 2023.

Agmt #	Consultant Name	Proj. #	Project Name / Services	Amount	Informal/ Formal	DBE Goal	Title VI Provisions in RFP?	Title VI Provisions in Contract?
AE23-030	Earth Systems Pacific	50588	Hueneme Traffic Signal – Material Testing and Inspection	\$14,000	Formal	No	No	No
PW22-077	Filippin Engineering, Inc.	50604	Bradley Road Bridge Construction Inspection	\$49,780	Informal	No	No	No
AE23-043	Twining, Inc.	50604	Bradley Road Bridge Materials Testing and Inspection	\$21,024	Informal	No	No	No
AE23-062	Earth Systems Pacific	50631	Pavement Resurfacing – Guiberson Rd, Riverside Ave, and Sespe St	\$71,988	Formal	No	No	No
AE24-001	Cannon Corporation	50632	Pavement Resurfacing – Ojai	\$75,000	Formal	No	No	No
AE24-002	Union Materials Testing	50632	Pavement Resurfacing – Ojai	\$110,00	Formal	No	No	No
AE23-003	Filippin Engineering, Inc	50633	Moorpark Area – Construction Inspection	\$74,000	Formal	No	No	No
AE24-004	MNS Engineering	50637	Pavement Resurfacing – Santa Rosa Valley – Construction Inspection	\$85,000	Formal	No	No	No
AE24-005	NV5 West, Inc.	50637	Pavement Resurfacing – Santa Rosa Valley – Materials Testing and Inspection	\$85,000	Formal	No	No	No
AE24-010	G3 Quality, Inc.	50633	Moorpark Area – Materials Inspection and Testing	\$45,000	Formal	No	No	No

During the reporting period, Roads & Transportation issued two separate solicitations for Requests for Qualifications for material testing and construction inspection services. Statement of Qualifications were rated by a committee according to the rating criteria listed in the RFQ. Multiple contracts were awarded through these two solicitations for various projects during the reporting year.

Construction Contracts

Roads & Transportation Related Construction Contracts

RD#	Contractor Name	Proj. #	Project Name	Amount	DBE Goal	Title VI Provisions Advertisement & Contract?
RD23-02	J & H Engineering General Contractors	50631	Pavement Resurfacing – Guiberson Rd, Riverside Ave and Sespe St	\$2,594,569.20	N/A	Non- Discrimination Assurances
RD23-04	J & H Engineering General Contractors	50619	Pedestrian Crossing Enhancement (Countywide)	\$292,315	N/A	Non- Discrimination Assurances
RD23-05	Pavement Coatings	50632	Pavement Resurfacing – Ojai Area	\$1,777.787.50	N/A	Non- Discrimination Assurances
RD24.02	Granite Construction Company	50633	Pavement Resurfacing – Moorpark Area	\$1,892,718.00	N/A	Non- Discrimination Assurances
RD24-01	American Asphalt South, Inc	50637	Pavement Resurfacing – Santa Rosa Area	\$2,170,013.48	N/A	Non- Discrimination Assurances
RD23-01	Toro Enterprises, Inc	50618	Systemic Rumble Strip & High Friction Surface Treatment	\$2,783,352.60	N/A	Non- Discrimination Assurances

There was a total of 6 Construction Contracts awarded during this reporting period totaling \$11,510,755.78. PWA-RT advertises construction contracts opportunities in the local paper and through the Count's electronic bidding system "Bonfire". For all federal projects, all projects out to bid include DBE & Title VI Provisions, FHWA Form 1273 and Exhibit 12-G Federal - aid Contract Language. Although none of the projects this reporting period were federally funded, all bid documents and construction contracts that are funded with Local Roads Funds include standard provisions regarding non-discrimination in hiring and in subcontracting.

GOALS

- > Continue to focus on compliance within the framework of our federally funded transportation projects planned for 2023/2024. Continue to conduct reviews of pre-award and post awards of construction audits to ensure DBE and Title VI Assurance language is included. Staff will continue to work on projects during the next reporting year and will be addressed in the upcoming 2023-2024 Title VI Accomplishment Report.
- > Data Collection: Title VI Administrator shall assist Project Managers with research concerning demographics and accessibility in neighborhoods where projects will be constructed.
- > Create better content for social media and improve our outreach efforts.

Labor Compliance

The Administrative staff is in charged with specific responsibilities when administering construction contracts including:

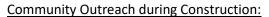
- Attend preconstruction meeting. Discuss Labor Compliance, DBE Requirements, and subcontracting provisions in the contract.
- Review and confirm all Certified Payroll Records (CPR).
- Review employee interviews and cross-check wage rates and classifications against certified payrolls.
- Ensure Compliance with Title VI requirements.
- o Provide technical guidance to Contractors & Subcontractors.
- When necessary, recommend funds to be withheld from progress payments made to the contractor for inadequate CPR and missing documents.
- Ensure subcontractors are paid promptly.

(

Public Outreach

Community Outreach Prior to Construction:

- Provide advance notice to residents of VCPWA's upcoming projects via Facebook.
- All upcoming construction projects are posted on VCPWA's website.
- Door hangers are hung on resident's front door 48 hours in advance prior to the beginning of construction.
- For special circumstances such as road closures, detours, unusual delays, etc., residents are notified in writing in both English/Spanish.
- D & C identifies limited English proficiency populations and translation needs on a project-by-project basis.



The D & C Section continues to utilize different methods when engaging the public during construction such as social media, project information signs, message boards, customer feedback, etc. All construction projects are posted on VCPWA's website and are updated regularly keeping the residents of Ventura County informed of upcoming construction projects.

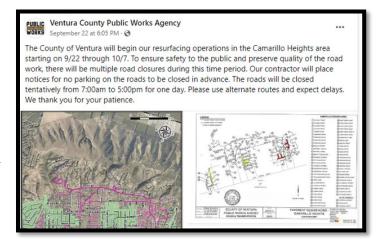
There are multiple ways for the public to submit comments on ongoing projects including mail, email, phone, website, and Customer Satisfaction Surveys. Comments are provided to Project Managers and are handled promptly. Some comments will require further discussion by project staff depending on the complexity of the inquiry.

Community Outreach Post Construction:

The Agency conducts post-construction surveys to determine customer satisfaction. These surveys contain a set of questions designed to elicit the public's opinions on our construction projects. Public opinions surveys can be an effective method to build credibility and confidence with the public. In addition, it provides us with a clear path forward with what issues need to be assessed and resolved for future projects.

GOALS

Explore conducting customer surveys prior to construction to help Roads & Transportation plan projects, adjust construction, look at different traffic management strategies and improve the success on future projects.



SECTION XIII. TRAFFIC

The Traffic Section is a small team of five (5) consisting of one Traffic Engineering Manager, one Assistant Engineer, two Engineering Technicians and one part-time Student Worker. Its primary functions include, but are not limited to, citizen requests/complaints, engineering reports and surveys, traffic support services, traffic signal & communication network systems, work orders, legal reviews, and much more. Below are some examples of completed projects and tasks accomplished by the Traffic team in Fiscal Year 2022/23.

STAFF NAME	TITLE
Gianfranco Laurie	Engineering Manager II
Matt Litvinas	Engineer
Greg Teran	Engineering Tech
Vacant	Engineering Tech
Brendan Munoz	Student Worker

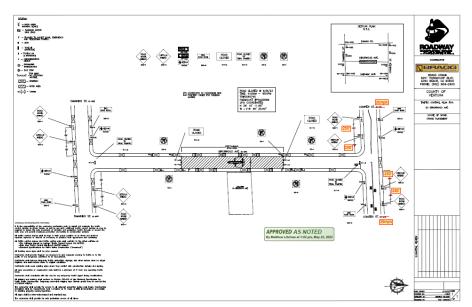
Citizen Requests/Complaints

Through VCPWA Connect (citizen concern portal) around 79 citizen requests/complaints were addressed by the Traffic Section. Some of the entries in the database involved high vehicle speeding, missing roadside signs, sight distance evaluations, speed hump requests, etc. To adequately respond to the request/complaint submitted, the Traffic team performed field investigations, conducted traffic counts, reviewed collision history, created exhibits, and summarized findings/actions for the citizen via the online portal. In special cases speed humps are installed if the citizen complies with the County speed hump policy and meet all warrants.



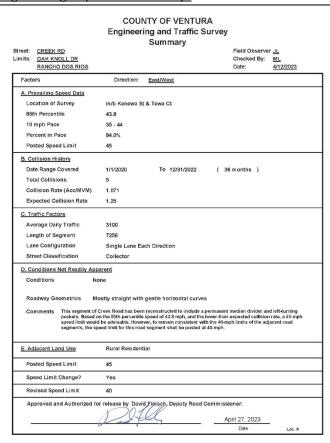
Traffic Support Services

The Traffic Section plays a vital role when it comes to reviewing utility work/road closures for the Permits team. In FY 22/23, the Traffic team reviewed and approved approx. 170 traffic control plans submitted by utility companies (i.e. Edison, Gas Company, etc.) for routine maintenance work on County roadways. These traffic control plans range in complexity from easy road closures with detours to complicated one-lane, two-way traffic operation with flaggers. Additionally, the Traffic team reviewed Special Event permits which traffic control plans varied in size and crossed County limits. Such traffic control plans included the Mountains to Beach Marathon, Ojai Valley Marathon, Wings Over



Camarillo Air Festival, NBVC Point Mugu Air Show, etc.

Engineering Reports and Surveys



PWA-RT has roughly 80 County roadways which are not prima facie speed limits (i.e. 25 MPH for residential or 55 MPH for two lane undivided highways), therefore, require an Engineering & Traffic Survey (E&TS) to establish a safe and reasonable speed limits. In accordance with State principles and guidelines, an E&TS involves a radar survey of 100 free-flowing vehicles (50 per direction), traffic volumes, collision history, and adjacent road characteristics to determine the 85th percentile of driving speeds which is how speed limits are set. In FY 22/23, the Traffic team updated the E&TS for Creek Road due to newly installed safety improvements. The updated E&TS was certified by the Road Commissioner and resulted in lowering the speed limit of the center section of Creek Road from 45MPH to 40MPH, which created a consistent speed limit of 40MPH throughout the entire length of Creek Road.

Work Orders



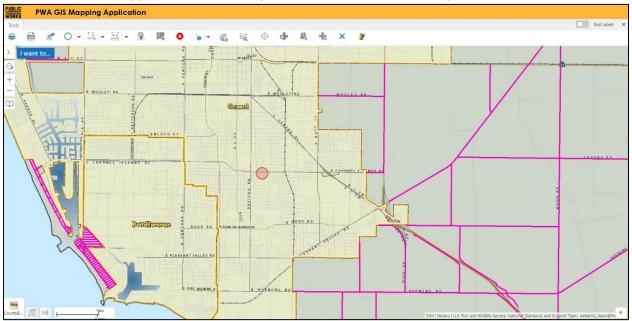
vcpublicworks SPEED ADVISORY UPDATE: VCPWA continues to evaluate citizen requests concerning speeding on County roads - particularly Creek Road. A speed analysis conducted after recent traffic safety improvements were completed on Creek Road during a pavement resurfacing project has resulted in a speed limit reduction from 45 to 40 MPH! This speed limit reduction creates a consistent 40 MPH speed limit along Creek Road. In early May, the speed limit will take effect. #speed limit #40MPH #drivesafe

In FY 22/23, the Traffic Section completed over 50 work orders with the assistance of the Operations and Maintenance team. Work orders involved minor work like to remove/install roadside signs to major improvements like school traffic safety enhancements. These work orders involved field investigations, traffic counts, collision reports, sight distance checks, and public outreach/engagement. Through Consortium Media, the Traffic team can notify constituents in advance (or at completion) on a work order process via various social media platforms.



Legal Review

The Traffic team completed about 65 tort claims in FY22/23. Tort claims are routed by Risk Management and/or County Counsel involving a Claim for Damage or Injury case. Sometime these cases occur outside the County road right-of-way and in private property (i.e. shopping center parking lot, school grounds, etc.). These reviews require a thorough assessment of the claim, reviewing the County road index, coordinating with interdepartmental staff, and providing a response to the requesting party. Common responses include a Declaration statement signed by the Traffic Engineering Manager indicating which after extensive review of County records, the alleged incident did not occur on a County road right-of-way. For incident which occurred on County road right-of-way, a separate process is followed. Image below shows the incident which happened within the City of Oxnard and not on a County owned and maintained roadway.



Traffic Signal & Communication Network Systems

In FY 22/23, the Traffic team assisted with one (1) new traffic signal installation at Hueneme Rd and Wood Rd. This additional signalized intersection is the 44th traffic signal which the County will own and maintain. This signalized intersection will include an advance traffic controller, wireless interconnect, and wireless cellular modem. The traffic signal will be added to the County advance traffic management system for remote online capabilities. The signalized intersection is expected to be completed in 2023 and funding was provided through the Highway Safety Improvement Program.



SECTION XIV OPERATIONS & MAINTENANCE

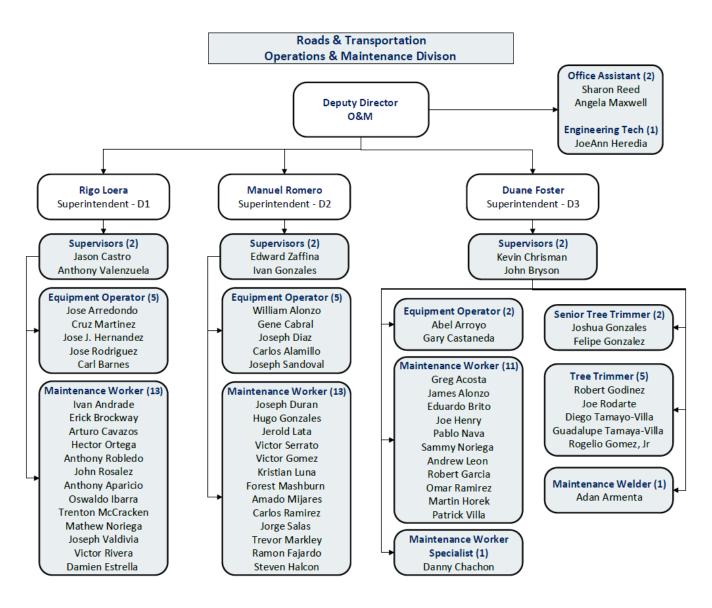
The Roads and Transportation Operations & Maintenance (O&M) Division preserves and provides routine maintenance of 542 miles of road and 158 bridges within the County of Ventura. Routine road maintenance may include but is not limited to:

- Road striping, symbolling, and signing
- Rural tree trimming
- Maintenance and installation of culverts and storm drains
- Shoulder repairs and grading
- Repairing and filling potholes
- Crack sealing
- Storm debris removal
- Culvert and catch basin cleaning
- Roadside ditch maintenance
- Guardrail maintenance

The O&M Division also receives public concerns or comments via phone, email or through the Citizen Request Management (CRM) portal to investigate public roadway concerns. All requests are promptly investigated, and in most cases, maintenance crews can repair or address most concerns. During the reporting period, O&M addressed 1,037 citizen requests received through CRM.







Completed Activities & Achievements

Storm Debris Removal





As a result of the January 2023 storm events, the O&M Division removed approximately 70,000 cubic yards of storm debris and 28 fallen trees to ensure the roads were free and clear of obstructions to ensure public safety.

Drop Off Day Event

Any unauthorized large deposit of waste that is illegally dumped on a public road right-of-way, such as paint, motor oil, cooking oil, tires, mattresses, yard waste, construction debris, or furniture, is considered illegal dumping. Waste is not only an eyesore on the Ventura County Landscape, but it pollutes the local environment and poses a threat to humans and wildlife.

O&M received a Mattress Recycle Council grant through Clean California and Caltrans for a public outreach campaign to stop illegal dumping. As part of the grant O&M hosted a community Drop Off Day where residents were able to dispose of bulky items, trash or unwanted items for free. This event brought 90 participants and a total of 13 mattresses, 15 CY of E-waste and 240 CY of generated waste was collected.

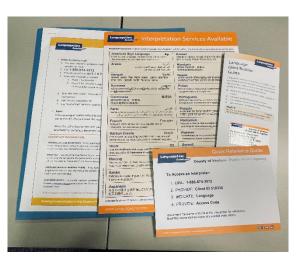


The free events provide the public with a place to dispose of their wests materials to discourage and prevent illegal dumping on the neadow This trop-Off event is made evaluable in part through Covernor Cavin Nessonn's \$11.00 or Class California initiative to remove treaty. Create through of local and an exemptable to transfer mediate into the discourage data and exemptable to transfer of control.

SECTION XV. LANGUAGE ASSISTANCE

Language assistance is one component of VCPWA's efforts to provide an appropriate mix of language assistance measures_ to meet the needs of individuals within the County of Ventura who are "limited English proficient". Limited English proficient (LEP) individuals are those who have limited ability to read, write, speak, or understand English. VCPWA maintains an up to date list of employees who can provide interpretation and translation services in Spanish upon request.

It is VCPWA's policy to provide timely and meaningful access to our LEP residents, visitors, and customers by providing language assistance whether over the phone, in writing or through social media.



VCPWA can provide interpretation and translation services in Spanish inhouse upon request. We have also contracted with a translation service "LanguageLine Solutions". This

<u>GOALS</u>

- VCPWA-RT will continue to collect data and address the issues of special language needs for those with limited English language abilities.
- The language assistant plan will continue to be updated and revised with best practices.
- 3. Survey staff on how often they use the language assistance services.
- 4. Translate from English to Spanish the Agency signs.

allows staff and customers to speak with a live translator over the phone in languages other than Spanish. "I Speak" cards are available at front desks throughout all department offices and divisions. VCPWA's will continue to provide on its website and in its outreach materials that language assistance is available upon request and free of charge. Our website is an Important method when communicating with the public including LEP individuals. Our website provides content in Spanish along with Googley Translate as well as dedicated Spanish language for certain projects.

Written Translation

Written translation requests for document translations are received through VCPWA's SharePoint site from various departments in Public Works. Documents are uploaded in the system with specific instructions and timeframes when the documents are to be completed. The primary language in Ventura County and requested for document translation is Spanish. All requests for Spanish translations are provided by in-house interpreters. Currently VCPWA has two staff members who are qualified and certified for document translation.

VCPWA continues to maintain a translation and interpretation tracking system (see table below):

Department	Services	1	1st Quarter		2nd Quarter		3rd Quarter			4th Quarter			
Беранинене		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
Water & Sanitation	Document Translation		2			1					2		
Roads & Transportation	Document Translation			1								3	
Watershed Protection													
District	Document Translation					1							
Central Services	Document Translation												

EXHIBIT 1

Policy Statement



COUNTY of VENTURA

David Sasek Interim Agency Director

David Fleisch
Assistant Director

Central Services

Joan Araujo, Director

Engineering Services

James O'Tousa, Director

Roads & Transportation
Anitha Balan, Director

Water & Sanitation

Joseph Pope, Director

Watershed Protection **Vacant**, Director

April 18, 2024

NON-DISCRIMINATION TITLE VI POLICY STATEMENT

Ventura County Public Works Agency (VCPWA), under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, color, national origin, sex, disability, religion, sexual orientation, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

VCPWA further assures that every effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs and activities are federally funded or not.

The Interim Director of VCPWA and Title VI Coordinator are authorized to ensure compliance with provisions of this policy and with the law, including the requirements of Title 23 Code of Federal regulations (CFR) 200 and Title 49 CFR 21.

David Sasek, Interim Director

Public Works Agency





EXHIBIT 2

Title VI Complaint Form



Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the grounds of race, color, sex, age, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The requested information will assist us in processing your complaint. Please let us know if you require any assistance in completing this form.

Complete and return this form to: County of Ventura - Public Works Agency Hall of Administration Bldg., 3rd Floor Attention: David Fleisch - Title VI Coordinator 800 South Victoria Avenue #1620 Ventura, CA 93009

a. Race/Color:

b. National Origin:

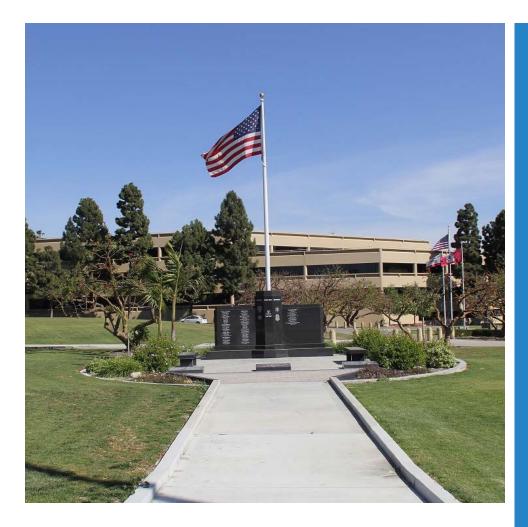
4. What date did the alleged discrimination take place?

1.	Complainant's Name:		
	Address:		
	City:	State:	Zip Code:
	Contact Number:		
2.	Person discriminated against (if someon	ne other than	the complainant)
	Name: Address:		
	City:	State:	Zip Code:
	Contact Number:		
3.	Which of the following best describes th	e reason you	believe the discrimination
	took place? Was it because of your:		

5.	In your own words, described and who you believe was r	-	on. Explain what happened
6.	Have you filed this compla with any federal or state co		state, or local agency; or
	If yes please check each b	oox that applies:	
	Federal agency	Federal court	State agency
	State court	Local agency	
7.	Please provide information complaint was filed. Name: Address: City: Contact Number:	about a contact person a	at the agency/court where the Zip Code:
8.	Please sign below. You may you think is relevant to you		erials or other information that
	Complainant's Signature		Date

EXHIBIT 3

Title VI Brochure English/Spanish



TITLE VI

What is title VI?

Title VI is part of the Civil Rights Act of 1964. Title 42, United States Code, section 2000d states: "No person in the United States shall, on the grounds of race, color, sex, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

WHAT IS TITLE VI?

WHAT DOES IT MEAN?

WHO IS RESPONSIBLE?

ARE YOUR
RIGHTS BEING
VIOLATED?

FILE A
COMPLAINT

PUBLIC WORKS
AGENCY

Hall of Administration Bldg., 3rd Floor Attention: David Fleisch Title VI Coordinator 800 S. Victoria Ave, #1600 Ventura, CA 93009



What does this mean?

The Ventura County Public Works Agency (VCPWA) strives to ensure that access to and use of all programs and all benefits derived from any activity it is responsible for will be administered without regard to race, color, national origin, sex, age, disability or socioeconomic status. The VCPWA will not tolerate discrimination by a County employee or any recipient of federal funds through VCPWA such as other agencies, contractors, consultants, suppliers, vendors, planning agencies.

The VCPWA prohibits all unlawful discriminatory practices in programs or projects that it is responsible for that may result in:

- Denial to any individual of any service, or benefit provided under the program or project to which he or she may be otherwise entitled;
- Different standards or requirements for participation;
- Segregation or separate treatment in any part of the program or project;
- Distinction in quality, quantity or manner in which the benefit is provided;

Are your rights being violated?

If you believe you have been discriminated against because of your race, color, national origin, sex, age, disability or socioeconomic status, we encourage you to file a written complaint with the VCPWA. A complaint must be filed within 180 days of the alleged act of discrimination. The "Title VI Complaint Form" is available online by clicking on the "File a Complaint" link and should be used to detail the complaint, but is not mandatory. A complaint form may also be obtained by downloading the form from our website at: http://vcpublicworks.org/transportation-department/federal-policies-programs, or by calling (805) 654-2049.

An investigation will begin within 15 working days of receipt of the complaint. The complainant will be contacted in writing within 30 working days. The complainant may be interviewed as part of the investigation procedures. The VCPWA will complete the investigation within 90 days of receipt of the complaint.

How does VCPWA enforce Title VI?

To ensure compliance with Title VI, related statutes, and the Presidential Executive Order on Environmental Justice, for programs and projects it is responsible for, VCPWA to:

- Avoid or reduce harmful human health and environmental effects on minority and low-income populations.
- Ensure the full and fair participation by all communities including lowincome and minority populations in the transportation decision-making process on federally funded projects.
- Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations on federally funded projects.

In addition, any recipient who receives federal financial aid is responsible to administer its programs and activities without regard to race, color, national origin, sex, age, disability or socioeconomic status.

WHO IS RESPONSIBLE FOR TITLE VI?

All VCPWA's employees
and programs are
responsible for
complying with Title VI.
The VCPWA provides
continuous leadership,
guidance and assistance
to ensure ongoing
compliance with Title VI.

FILE A COMPLAINT

County of Ventura
Public Works Agency
Hall of Administration
Bldg., 3rd Floor
Attention: David Fleisch
Title VI Coordinator
800 S. Victoria Av, #1600
Ventura, CA 93009

LIMITED ENGLISH PROFICIENCY (LEP)

The VCPWA will provide timely and reasonable language assistance to Limited English Proficiency (LEP) persons who come in contact with the County.



TÌTULO VI

¿Qué es Título VI?

Título VI es parte de la Ley de Derechos Civiles de 1964. Título 42, Código de Estados Unidos, estados de la sección 2000d: »Ninguna persona en los Estados Unidos podrá, por motivos de raza, color, sexo, edad, origen nacional o discapacidad, ser excluida de la participación, negársele los beneficios o ser objeto de discriminación en cualquier programa o actividad que recibe asistencia financiera federal."

¿QUÉ ES TÍTULO VI?

¿QUÉ SIGNIFICA ESO?

¿QUIÉN ES RESPONSABLE ?

¿ESTÁN VIOLADOS SUS DERECHOS?

> PRESENTA R UNA QUEJA

COUNTY OF VENTURA PUBLIC WORKS AGENCY

Hall of Administration Bldg., 3rd Floor Attention: David Fleisch Title VI Coordinator 800 S. Victoria Ave, #1600 Ventura, CA 93009



¿Qué significa esto?

La Agencia de Obras Públicas del Condado de Ventura (Ventura County Public Works Agency (VCPWA)) se esfuerza por garantizar que el acceso y el uso de todos los programas y todos los beneficios derivados de cualquier actividad de la que es responsable se administren sin importer la raza, el color, el origen nacional, el sexo, la edad, la discapacidad o estatus socioeconómico. La VCPWA no tolerará la discriminación por parte de un empleado del Condado o cualquier destinario de fondos federales a través de VCPWA, como otras agencias, contratistas, consultores, proveedores, vendedores, agecias de planificación.

La VCPWA prohibé todas las prácticas discriminatorias ilegales en programas o proyectos de los que es responsable que puedan resultar en:

- Negación a cualquier individuo de cualquier servicio o beneficio proporcionado bajo el programa o proyecto al cual él o ella podría tener derecho;
- Diferentes estándares o requisitos de participación;
- Segregación o tratamiento separado en cualquier parte del programa o proyecto;
- Distinción en calidad, cantidad o forma en que se brinda el beneficio;

¿Están violados sus derechos?

Si cree que ha sido discriminado por su raza, color, origen nacional, sexo, edad, discapacidad o situación socioeconómica, le recomendamos que presente una queja por escrito ante la VCPWA. Se debe presenter una queja dentro de los 180 días posteriores al presunto acto de discriminación. El «Formulario de queja del Título VI» está disponible en línea haciendo clic en el enlace "File a Complaint" (Presentar una queja) y debe usarse para detallar la queja, pero no es obligatorio. También se puede obtener un formulario de quejas descargando el formulario de nuestro sitio web en: http://vcpublicworks.org/transportation-department/federal-policies-programs, o llamando (805) 654-2049.

La investigación comenzará dentro de los 15 días hábiles posteriores a la recepción de la queja. El denunciante será contactado por escrito dentro de los 30 días hábiles. El denunciante puede ser entrevistado como parte de los procedimientos de investigación. La VCPWA completará la investigación dentro de los 90 días posteriores a la recepción de la queja.

¿Cómo hace cumplir la VCPWA el Título VI?

Para garantizar el cumplimiento del Título VI, los estatutos relacionados y la Orden Ejecutiva Presidencial sobre Justicia Ambiental, para los programas y proyectos de los que es responsable, VCPWA para:

- Evitar o reducir los efectos nocivos para la salud humana y el medio ambiente en las poblaciónes minoritarias de bajos ingresos.
- Asegurar la participación plena y justa de todas las comunidades, incluidas las poblaciónes minoritarias y de bajos ingresos en el proceso de toma de decisiones de transporte en financiados con fondos federales.
- Prevenir la denegación, reducción o demora significativa en la recepción de beneficios por parte de poblaciónes minoritarias y de bajos ingresos en proyectos financiados con fondos federales.

Además, cualquier beneficiario que reciba ayuda financiera federal es responsable de administrar sus programas y actividades sin importar su raza, color, nacionalidad, sexo, edad, discapacidad o nivel socioeconómico.

¿QUIÉN ES RESPONSABLE DEL TÍTULO VI?

Todos los empleados y programas de VCPWA son responsables de cumplir con el Título VI. La VCPWA proporciona liderazgo, orientación y asistencia continua para garantizar el cumplimiento continuo del Título VI.

PRESENT AR UNA QUEJA

County of Ventura
Public Works Agency
Hall of
Administration Bldg.,
3rd Floor Attention:
David FleischTitle VI
Coordinator
800 S. Victoria Av,
#1600
Ventura, CA 93009

DOMINIO LIMITADO DEL INGLÉS (LEP)

La VCPWA
proporcionará
asistencia lingüística
oportuna y razonable a
las personas con
dominio limitado del
inglés (LEP) que entren
en contacto con el
Condado.

EXHIBIT 4

Contract Assurances Appendix A-E

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S.
 Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 2. **Non-discrimination**: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, age, sex, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
- 3. Solicitation for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, age, sex, or disability.
- 4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

- 5. **Sanctions for Noncompliance**: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - 1. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - 2. Cancelling, terminating, or suspending a contract, in whole or in part.
- 6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Ventura County Public Works Agency (VCPWA) will accept title to the lands and maintain the project constructed thereon in accordance with Title 23 U.S.C., the regulations for the administration of the preceding statute, and the policies and procedures prescribed by the FHWA of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the California Department of Transportation all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto VCPWA and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on VCPWA, its successors and assigns.

VCPWA, in consideration of the conveyance of said lands and interest in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that VCPWA will use the lands and interests in lands and interest in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said lands, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by Ventura County Public Works Agency (VCPWA) pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, VCPWA will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, VCPWA will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon evert to and vest in and become the absolute property of VCPWA and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE.ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Ventura County Public Works Agency (VCPWA) pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest ,and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishings of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits or, or otherwise be subjected to discrimination, (3) that the grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.) in the event of breach of any of the above of the above Non-discrimination covenants, VCPWA will have the right to terminate the (license, permits, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, VCPWA will there upon revert to and vest in and become the absolute property of VCPWA and its assigns.

^{*}Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities, including, but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), prohibits discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination of the basis of disability in the operation of public

entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations 49 C.F.R. parts 37 and 38;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. §47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and lowincome populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

EXHIBIT 5

ATP Public Outreach Activities



Website Updates

The team has completed regular updates to the project website (https://atplan.vcpublicworks.org/) to keep community members informed of upcoming events and engagement opportunities and to provide information about the status of the Plan. The following list describes each website update this quarter.

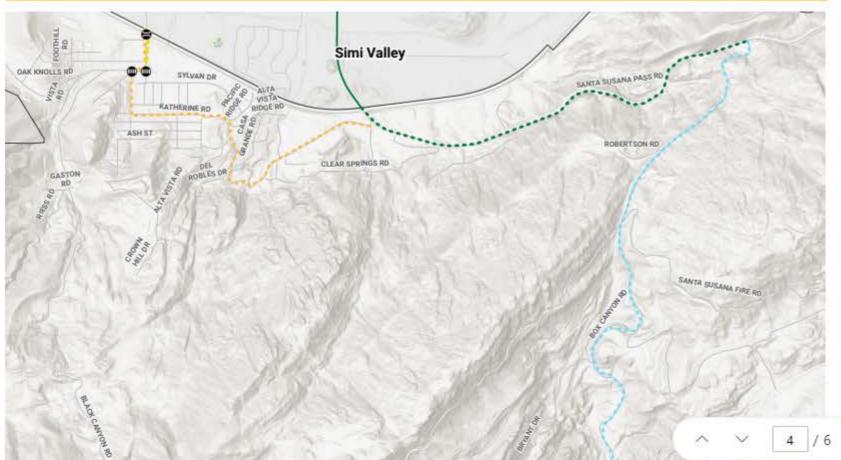
- May 15, 2023
 - An additional page was created specifically for the demonstration projects
 (https://atplan.vcpublicworks.org/input/). When community members scan the sidewalk sticker QR code at any demonstration event, the code will take them to this webpage. This page contains information about the demonstration projects and a survey about the demonstrations.
- May 26, 2023
 - A public input map was launched on the main webpage with all of the draft recommendations. This input map allows community members to see the locations of each pedestrian and bicycle recommendation in the Plan and vote if they like or dislike the recommendation, and provide comments.
 - The previous version of the public input map which asked community members for the locations they
 would like to walk or bike was removed from the website.
- May 30, 2023
 - A bicycle facilities PDF was added to the website. A link to the PDF was also embedded in the public input map. This PDF describes the types of recommended bicycle facilities in the Plan. Community members can reference this PDF when reviewing the recommendations.
- June 1, 2023
 - The demonstration webpage was updated to include dates and time of the pop-up events at each demonstration location.
 - On the main webpage in the Events section, upcoming Farmer's Market pop-ups were listed.
- Expected June 23, 2032
 - The public input map and demonstration will be closed to signal the end of the public input period of the Plan and the beginning of the final recommendation process.

Demonstrations and Pop-up Events

In each Supervisorial District, the County installed a demonstration project. The purpose of these demonstrations was to try out some of the recommendations in the Plan and gather feedback from community members that are using them. In addition to providing their feedback online, community members could join the project team in-person during a pop-up event to provide their feedback.



Place a sticker on the recommended active transportation improvement that you'd like to see in your community!





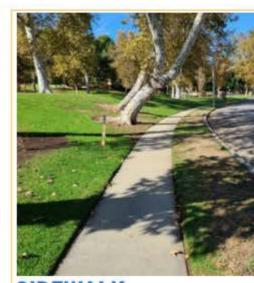




BIKE ROUTES (CLASS III)









Oak Park

- At Kanan Road and Doubletree Road in front of Oak Park High School curb extensions were installed at each corner
 of the intersection. Bike lane conflict striping and delineators were installed on the north side of the street on
 either side of the intersection.
- The project team held a pop-up on May 23 during school drop-off. The team talked to community members including parents, students, and the crossing guards at the intersection. Respondents were in favor of the demonstration because it slowed down traffic near the schools in the area, and prevented vehicles from idling in the crosswalk area waiting to turn right. Some community members noted that it did take a few days to get used to the change, but it made walking feel safer.
- Online feedback from this demonstration project showed that community members have concerns about the
 green bike lane and delineators, as they may distract drivers and cause accidents. Most survey respondents stated
 they did not like the demonstration project, however those that did like the demonstration said they felt safer as
 pedestrians and bicyclists.



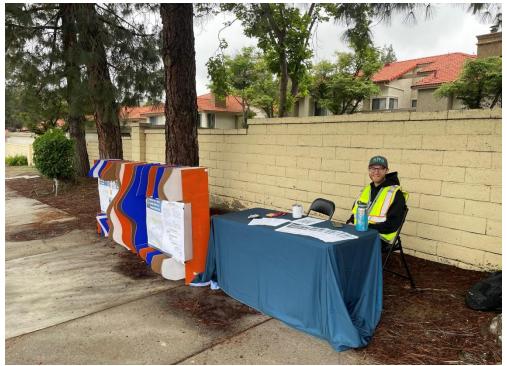
At each demonstration pop-up event, colorful stands held up poster boards that provided information about the Plan and recommendation maps of communities in the County.

alta





Oak Park Demonstration project



The Alta team had a table and flyers at each demonstration event to talk to community members



Hollywood Beach

- At Sunset Lane and Channel Islands Boulevard in front of Hollywood Beach Elementary a demonstration of curb
 extensions were installed on each corner. Bike sharrows were also placed on Sunset Lane on either side of the
 intersection.
- On June 8 the team held a pop-up during school drop- off. The principal, teachers, and bus drivers at Hollywood Beach Elementary voiced their concerns about the demonstration project, specifically the wide turning radius at the curb extensions which cause the buses to hit the delineators. The delineators on the southeast corner of the intersection also negatively affected the school drop-off line. Sand plows also had difficulty moving sand from the road which can create slippery conditions for all road users. Community members requested improvements that prevent U-turns on Sunset Lane, as this is the biggest issue at the school. Other community members were happy to see pedestrian and bicycle improvements, even if these improvements were not as helpful for this intersection.
- Online feedback from this demonstration was in line with in-person feedback that the curb extensions did not feel
 safe. A bicyclist stated that the curb extensions require bicyclists to take the lane, which some don't feel
 comfortable doing. No survey respondents said that they want this demonstration to be made permanent,
 however some comments also noted that they liked that the County was trying out techniques to make walking
 and biking safer.



Curb extension and bike sharrow demonstration in Hollywood Beach





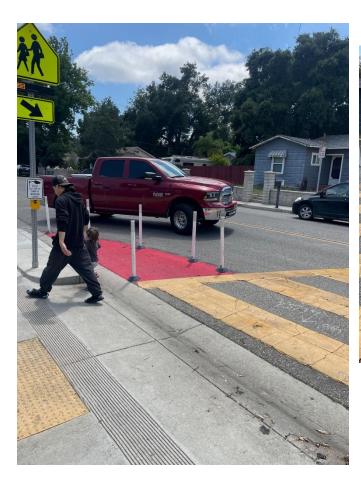


Community members told the Alta team that the curb extension radius is too wide for school traffic, including school buses.



Meiners Oaks

- At Lomita Avenue and El Rio Drive in front of Meiners Oaks Elementary a demonstration of curb extensions were installed on each corner.
- On June 8 the team held a pop-up during school pick- up in the afternoon. The team noted that many students
 walk home from this school and the crosswalks at El Rio Drive and Lomita Avenue are heavily used. The team
 noted that further infrastructure and traffic calming improvements would be useful here to add additional safety
 elements for students and parents.
- There were few online responses related to this demonstration project, but the responses were in favor of the project.





Many parents and guardians walk their children to Meiners Oaks Elementary.



Knolls Park

- At Katherine Road and Oak Knolls Road in front of Knolls Park a demonstration of high visibility crosswalks were
 installed across Oak Knolls Road and across Katherine Road. Sharrows were also installed on Katherine Road in
 front of the park.
- On June 16 the team held a pop-up in the morning. The team observed many families, dog walkers, and bicyclists using the demonstration crosswalks and bike sharrows and talked with over a dozen community members about the Plan and demonstration project. Community members were in favor of the crosswalk and hoped it would be made permanent. Several community members said the park is always busy, especially during baseball games, and the adjacent fire station often hosts events. Due to the park's proximity to the City of Simi Valley, some community members described their vision of being able to bike from Simi Valley into unincorporated Ventura County safely and easily.
- There were no online responses for this demonstration location.



The team talked to several bicyclists, including this group that regularly rides in this neighborhood of unincorporated Ventura County.

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Knolls Park was busy with families, dog walkers, and bicyclists on the morning of the pop-up event.

Nyeland Acres

- At Nyeland Avenue and Eucalyptus Avenue a demonstration of curb extensions and high visibility crosswalks were installed.
- On June 16 the team held a pop-up in the afternoon. The team observed a few bicyclists and pedestrians using the demonstration project and noted that the intersection had heavy motor vehicle traffic at the time of the pop-up. The transit operator for the bus stop at this intersection praised the demonstration project, and some community members in their cars pulled up to give overall positive feedback. Few community members were able to stop and provide more lengthy feedback, however the team passed out dozens of flyers to community members walking, biking, and driving by the intersection.
- There were few online responses at this location, however the ones received were positive and said the demonstration makes pedestrians more visible in the intersection.









The Nyeland Acres intersection was busy with pedestrians, bicyclists, drivers, transit users, and even equestrians.



Farmer's Markets & Libraries

The Alta team attended the following list of farmer's markets. At these markets the team had the opportunity to engage with residents that may not have known about the Plan and directed them to provide their feedback on the project website. At the markets, the team passed out flyers and invited community members to view local maps with recommendations. Community members were generally supportive of the Plan and were grateful that the County was working to improve bicycle and pedestrian infrastructure and to make County streets safer.

- Downtown Onxard Farmer's Market, June 8
- Ojai Community Farmer's Market, June 8
- Simi Certified Farmer's Market, June 16

The team also distributed flyers to the Oak Park Library and to the Ventura County Library Administration Office. The administration office will give these flyers to all local libraries so residents can learn more about the Plan.



The team passed out flyers to community members at the Downtown Oxnard Farmer's Market

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At each event there were boards with maps and information about the Plan.



At the Simi Valley Farmer's Market some community members had concerns about increased traffic with the additional of bicycle lanes on County maintained roads.

APPENDIX I

Central Services Department Pending

APPENDIX I

Central Services Department

Title VI Annual Accomplishments Report

Central Services

Joan Araujo Director, Central Services 800 S. Ventura; L#1600 Ventura, CA 93009

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Exhibit

Exhibit 1. Public Works Telephone Spanish Translation Resource 08

Section 1. Introduction

Central Services is committed to achieving full compliance with Title VI of the Civil Rights Act of 1964 (Title VI) by implementing this plan. Central Services provides effective, proactive, and responsibly managed administrative, financial, business, technological, real property, human resources, safety, and training support services.

CLERICAL SERVICES

Provides support services to the Agency, including the PWA Director, to promote efficiency, professionalism, and responsiveness. Services include administrative services, outreach, citizen engagement, media relations, event management and other support to ensure Agency staff can accurately and effectively serve the citizens of Ventura County.

FISCAL SERVICES

Supports the financial integrity and operational productivity of the Agency through accounts payable and receivable oversight; monitoring, analyzing and reporting of financial resources; and financial guidance. Fiscal Services is committed to serve the County and its constituents in a professional, timely and efficient manner and adhere to strict accounting standards mandated by federal, state, and local regulatory agencies.

HEALTH AND SAFETY

Educates employees in identifying and mitigating hazards and trains employees to work with and around equipment to prevent injuries and illnesses at the workplace. We are committed to promoting health and safety excellence in all aspects of our lives at work, at home, and in our communities. We continually strive to improve our performance by looking at data and at the latest technology to create a safe work environment.

HUMAN RESOURCES

Provides personnel and payroll services to the 400 employees of the Public Works Agency. Staff ensures compliance with collective bargaining agreements, personnel rules and regulations, statutes and other state and federal requirements including providing information, problem solving, benefit assistance, payroll processing, and recruitments. The division interacts with all employee levels and departments within

the Agency and is the first point of contact for potential new employees, new hires, and incumbent employees.

INFORMATION TECHNOLOGY

Provides a wide range of innovative technical solutions that align with the daily tasks and strategic objectives of the Public Works Agency. We serve the Agency, the County of Ventura, and members of the public by providing efficient, responsive, and cost-effective technology solutions for the operation and maintenance of Agency systems and services.

REAL ESTATE SERVICES

Provides real property acquisition, leasing, appraisal, utility relocation, and road vacation services; as well as administering the County Service Areas and County Franchise program. We are committed to providing efficient, responsive, and cost-effective services while adhering to high ethical and legal standards of the right-of-way profession, and state and federal regulations governing the public acquisition of private property.

Section 2. Accomplishments

The list below provides the variety of projects that were Title VI related for Real Estate Services and Clerical Services.

Real Estate Services

Real Estate Services has been working on implementing all Right-of-Way functions to be executed in accordance with Title VI. These functions include negotiations with property owners, acquisition projects, and all letters being mailed to property owners. Below are some of the projects that Real Estate Services was involved:

Project Number	Project Name	Services Provided	Communication
P6050616	El Rio Sidewalk Project	In-House Document Translation	Staff participated in a wide outreach effort for a sidewalk project meeting. A total 206 letters were translated in Spanish. Provided Title VI nondiscrimination policy statement brochure in letters mailed out to
P6050616	El Rio Sidewalk Project	Oral Interpretation	Property Owners. Oral Interpretation was available during two community meeting for a sidewalk project.
P6050574	Ventura Ave	In-House Document Translation	Provided Title VI nondiscrimination policy statement brochure in letters mailed out to Property Owners.

Clerical Services

Clerical Services has been informed this year of the implementation and administrative enforcement of Title VI when providing administrative support to the public.

Administrative:

Clerical Services prepares a calendar every month to provide a list of translators available per day. A log of all phone calls utilizing translations is maintained.

Languages Available	Central Services Division	Total Employees
Chinese	Fiscal	1
Spanish	Fiscal/Administration/Human	5
	Resources	

Marketing Materials:

Marketing materials notify the public of community meetings, project updates, and route information will be broadly advertised, to seek community input and inform residents. Notifications have been delivered through social media platforms. Specific articles are translated by a certified interpreter before publishing managed by Consortium Media.

Section 3. Trainings & Education

With Real Estate Services staff retiring and new ones onboarding, efforts will be made to incorporate new staff to Title VI training and education.

Section 4. Title VI Goals

The list below includes goals we plan to purse in the upcoming year.

- Continue to work on all Title VI Compliance Reviews internally.
- Include other divisions within Central Service to have staff and new managers attend at least one Title VI training.
- Ensure that Title VI compliance is integrated into ROW internal procedures and are reviewed and updated as necessary to maintain compliance during the right-of-way process.

Exhibit 1. Public Works Telephone Spanish Translation Resource

PUBLIC WORKS TELEPHONE SPANISH TRANSLATION RESOURCE				
Name	Job Title	Dept		
Augustine Godinez	Water/Wastewater Svcs Sprndnt	Water and Sanitation Op ISF		
Luis Espinoza	Public Works Inspector III	Watershed Protect General ISF		
Luis Negrete	Public Works Superintendent	Watershed Protect Op-Maint ISF		
Rodrigo Loera	Public Works Superintendent	Transportation Op-Maint ISF		
Gilberto Minero	Staff/Services Specialist II	Water and Sanitation Op ISF		
Gabriela Zavala	Senior Accounting Technician	Central Services ISF		
Raul Ruiz	Water/Wastewater Srvcs Sprvsr	Water and Sanitation Op ISF		
Sandy Lomeli Harrison	Staff/Services Specialist I	Watershed Protect Op-Maint ISF		
Carlos Alamillo	Equipment Operator III	Transportation Op-Maint ISF		
Edward Garcia	Sr Water/Wastewater Srv Wrkr	Water and Sanitation Op ISF		
April Hernandez	Survey Technician II	Survey Engineering		
Gary Nunez	Sr Water/Wastewater Srv Wrkr	Water and Sanitation Op ISF		
Deborah Cisneros	Program Assistant	Central Services ISF		
Julie Taylor	Environmental Res Analyst II	PW Integrated Waste Mgmt Div		
Rong Wang	Principal Accountant	Central Services ISF		
SaraNegrete	Accountant II	Central Services ISF		
Gilbert Segovia	Sr Water/Wastewater Srv Wrkr	Water and Sanitation Op ISF		
Daphne Murillo	Engineering Technician II	Development Services ISF		
Marco Reyes	Sr Water/Wastewater Srv Wrkr	Water and Sanitation Op ISF		
Edith Rivera	Engineering Technician I	Transportation General ISF		
Samuel Gonzalez	Water/Wastewater Srvcs Sprvsr	Water and Sanitation Op ISF		
Fausto Esqueda	Water/Wastewater Srvcs Wrkr II	Water and Sanitation Op ISF		
Tannya Godinez	Staff/Services Specialist I	Water and Sanitation Op ISF		
Cynthia Ibarra Gonzalez	Administrative Assistant II	Central Services ISF		
Susana Arroyo	Administrative Assistant III	Transportation General ISF		
Luis Lechuga	Surveyor II	Survey Engineering		
Lourdes Handlin	Accountant I	Central Services ISF		
Juan Arredondo Velazquez	Engineering Manager II	Water and Sanitation Op ISF		
Ricardo Rosales	Water/Wastewater Srvcs Wrkr II	Water and Sanitation Op ISF		
Alexis Ortega	Water/Wastewater Srvcs Wrkr II	Water and Sanitation Op ISF		
Gilbert Arriaga	Water/Wastewater Srvcs Wrkr II	Water and Sanitation Op ISF		
Irvin Martinez	Water/Wastewater Srvcs Wrkr I	Water and Sanitation Op ISF		
Oswaldo Huizar Morales	Student Worker III	Survey Engineering		
Angel Valenzuela	Accounting Assistant II	Water and Sanitation Op ISF		
Oscar Villa	Water/Wastwater Lab Technician	Water and Sanitation Op ISF		
Ricardo Torres	Water/Wastewater Srv Wrkr Asst	Water and Sanitation Op ISF		
If the individual on Duty for Phone Translation is not available, please call the next Translation				

If the individual on Duty for Phone Translation is not available, please call the next Translation support staff member on the list

APPENDIX II

Watershed Protection District





WATERSHED PROTECTION SEPTEMBER 2022 – 2023

Activities and Achievements

EL RIO STORMWATER CAPTURE AND FILTRATION FEASIBILITY STUDY

Team: Watershed Protection Water Resources - County Stormwater Program

Goals

Watershed Protection staff conducted a feasibility study and developed a 30% design for stormwater capture and groundwater recharge in the El Rio community, at the Rio Plaza Elementary School.

The purpose was to investigate if it was feasible to plan, design, and construct regional stormwater mitigation BMPs to meet the Total Maximum Daily Load (TMDL) requirements for the Santa Clara River Watershed and 2021 MS4 Permit requirements.

The feasibility study was performed through grant funding from the California State Department of Water Resources.

Accomplishments

A feasibility plan was prepared, investigating possible stormwater capture and groundwater recharge projects. The feasibility study focused on a proposal project location at the baseball fields of Rio Plaza Elementary School. The study showed that the possible projects could capture 78 acre-feet per year and alleviate flooding across 207 acres in El Rio. The proposed project would include underground stormwater capture and infiltration, which would also benefit the school through an update to the baseball field. This project would overall improve the water quality in Santa Clara River and comply with the Federal Clean Water Act.

Public Outreach

A presentation was given February 2023 at the El Rio / Del Norte Municipal Advisory Council meeting.

Brochures in Spanish and English were provided during the public outreach meetings. English Brochure Page 1/2 (both El Rio & Saticoy studies). Spanish Brochure Page 1/2 (El Rio & Saticoy studies)

SATICOY PARK STORMWATER CAPTURE, GROUDWATER RECHARGE, AND TREATMENT FEASIBILITY STUDY

Team: Watershed Protection Water Resources - County Stormwater Program

Goals

Watershed Protection staff conducted a feasibility study and developed a 30 % design for stormwater capture and groundwater recharge at Saticoy Park.

The purpose was to investigate if it was feasible to plan, design, and construct regional stormwater mitigation BMPs to meet upcoming Total Maximum Daily Load (TMDL) and 2021 MS4 Permit Requirements.

The feasibility study was performed through grant funding from the California State Department of Water Resources.

Accomplishments

A feasibility plan was prepared, investigating possible stormwater capture and groundwater recharge projects. The feasibility study focused on a proposed project location at Saticoy Park. The study showed that the possible project would capture 57 acre-feet of stormwater per year and reduce stormwater flows in the Brown Barranca to mitigate flooding in the Saticoy community.

Public Outreach

A presentation was given January 2023 at the Saticoy Municipal Advisory Council Meeting. A third presentation was given in January 2023 at the Santa Clara River Watershed Committee.

Brochures in Spanish and English were provided during the public outreach meetings. English Brochure Page 2/2. Spanish Brochure Page 2/2

El Rio Stormwater Capture and Groundwater **Recharge Project**



- ♦ 78 acre-feet of captured stormwater
- Allevate flooding across 207 acres in the El Rio community
- Underground stormwater capture and infiltration under the baseball field at Rio Plaza Elementary School
- O Upgrade of the school's baseball field
- Water quality improvement in the Santa Clara River
- Compliance with the Federal Clean Water Act
- Market Street in El Rio





El Rio and Saticoy **Project Sites**



Saticoy Park **Stormwater Capture** and Groundwater **Recharge Project**



- 57 acre-feet of captured stormwater
- Underground stormwater capture and infiltration under the baseball field at Saticoy Park
- Opportunity to collaborate on the baseball field and park upgrades
- Water quality improvement in the Santa Clara River
- Compliance with the Federal Clean Water Act
- Reduce stormwater flows in Brown Barranca to mitigate flooding in the Saticoy Community





Stormwater capture and groundwater recharge projects help the community:

- Recharge the underlying groundwater aquifer
- ♦ Enhance local water supply
- Alleviate flooding
- Neduce pollution in stormwater runoff
- Improve water quality in the Santa Clara River
- Meet California trash control
- Meet Bacterial TMDL requirements

¹TMDL = Total Maximum Daily Load, the calculation of the maximum amount of a pollutant allowed to enter a waterbody so that the waterbody will meet water quality standards for that pollutant.



How can you help?



Use drought-tolerant plants to reduce landscape water needs



Always pick up after your pets



Install a rain barrel to capture stormwater on your property



Participate in local beach and riverbank clean-ups



Eliminate water waste



Always keep trash and litter inside closed containers





EL RIO AND SATICOY PARK



🚺 To Learn More

Project Contact: Ewelina Mutkowska, Senior Stormwater Manager Ewelina.Mutkowska@ventura.org

El Rio Proyecto de Captura de Aguas Pluviales y Recarga de Aguas Subterráneas



- 78 acres-pies de aguas pluviales capturadas por año
- Aliviar las inundaciones en 207 acres en la comunidad de El Río
- Captura de infiltración subterránea de aguas pluviales debajo del campo de béisbol en la escuela primaria Rio Plaza
- Mejora del campo de béisbol de la escuela
- Mejora de la calidad del agua en el río Santa Clara
- Cumplimiento de la Ley Federal de Agua Limpia
- Mejoras a los desagües pluviales a lo largo de la calle Cortez en El Río





El Rio y Saticoy Sitios del Proyecto



Parque Saticoy Estudio de Viabilidad de Captura de Aguas Pluviales



- 57 acre-pies de aguas pluviales capturadas por año
- Captura de infiltración subterránea de aguas pluviales debajo del campo de béisbol en el parque Saticoy Oportunidad de colaborar en las mejoras del campo de béisbol y del parque
- Mejora de la calidad del agua en el río Santa Clara
- Cumplimiento de la Ley Federal de Agua Limpia
- Reducir los flujos de aguas pluviales en Brown Barranca para mitigar las inundaciones en la comunidad de Saticoy





EL RIO RETROFIT GROUNWATER RECHARGE

Team: Watershed Protection Water Resources - County Stormwater Program

Goals

The project provides stormwater infiltration through previous gutters to improve surface water quality of the Santa Clara River, meet TMDL requirements, reduce local flooding in El Rio, and provide groundwater recharge.

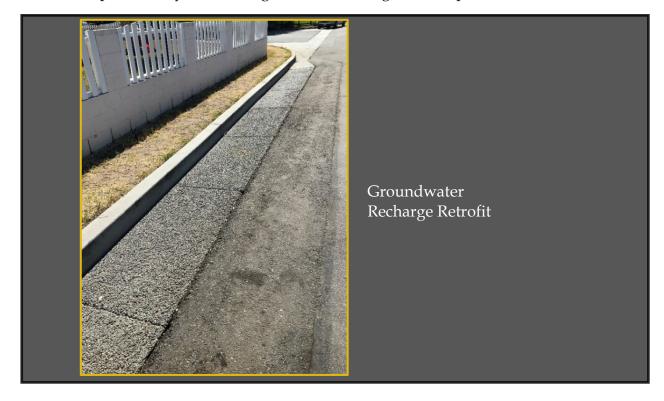
Accomplishments

The project provides operation and maintenance of the installed pervious concrete gutters, including street sweeping, pressure washing cleaning, and infiltration testing.

Public Outreach

Residents are notified via mailers and site postings of upcoming cleaning events (three events per year) and are requested to move vehicles from the street on the days the gutters will be cleaned so the gutters are easier to access.

Mailers are provided by the cleaning contractor in English and Spanish



NPDES ANNUAL CHANNEL CLEANOUT - SYCAMORE CANYON DAM EROSION REPAIR

Team: Watershed Protection Operations & Maintenance Division

Goals

The Watershed Protection Operations & Maintenance (O&M) Division Moorpark and Saticoy yard staff conduct annual NPDES Channel Cleanouts on improved channels and large conduits to prevent blockages accelerated by debris deposits and restore channel capacity.

Accomplishments

O&M completed the yearly NPDES Channel Cleanouts ahead of time in compliance with MS4 Permit Guidelines and Maintenance requirements. Repairs were completed at the toe of Sycamore Canyon Dam following DSOD recommendations.

 Repairs reduced flooding risk to Rancho Simi Recreation and Parks District (RSRPD) Little League fields and surrounding homeowners.

Public Outreach

The Annual NPDES Channel Cleanout Calendar was posted on the Public Works Agency website for public viewing (www.vcpublicworks.org)- include actual link to the page. The website allows translation of documents to various languages. The work was a coordinated effort between the RSRPD, Simi Valley Little League, DSOD and the Public Works Agency Watershed Protection District.















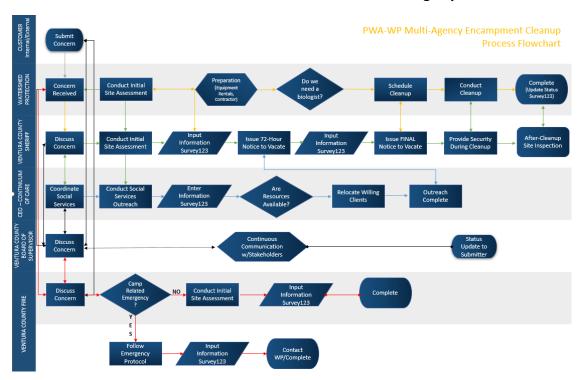
Public Works Agency Watershed Protection
Leads Effort to Form a Multi-Agency Process to
Address Homelessness

ENCAMPMENT CLEANUP

Team: Watershed Protection Operations & Maintenance Division

Goals

The Watershed Protection Operations and Maintenance Division in collaboration with the Ventura County Sheriff's Office, Ecology Program Management, Ventura County Board of Supervisor's staff, engaged in a collaborative multi-agency effort to address homelessness in Watershed Red Line Channels and public critical infrastructure. As a result, a multi-agency protocol for addressing the unauthorized persons/camps affecting primarily the Watershed Protection Red Line Channels/facilities was developed and implemented. See process flowchart.



Accomplishments

The protocol created continuity and continuous dialogue to address the County-wide concern.

Public Outreach

The County continues to make efforts to connect individuals to offer shelter, and housing options. As part of the process, Continuum of Care/Backpack Medicine works closely with the Watershed Protection staff.

REAL DEBRIS BASIN

Team: Watershed Protection, Operations & Maintenance

Goals

Watershed Protection Operations and Maintenance cleaned out sediment from Real Debris Basin to bring it back to its original capacity in preparation for the next storm season.

Accomplishments

a. Cleanout efforts began in June 2023 and were completed in September 2023. The debris basin was restored to its original capacity.

Public Outreach

The Watershed Protection project team provided the Piru Community Council with information regarding the basin cleanout.

Translations

Public meeting attendance with Spanish speaking personnel present.

Before





VENTURA COUNTYWIDE STORMWATER POLLUTION PREVENTION PUBLIC OUTREACH

Team: Watershed Protection - Ventura Countywide Stormwater Quality Management Program (VCSQMP) - The VCSQMP includes the Cities of Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Simi Valley, Santa Paula, Thousand Oaks, Ventura, the County of Ventura, and the Ventura County Watershed Protection District. These partners work together under the Ventura Countywide National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit, issued by the Los Angeles Regional Water Quality Control Board, and adopted by the State Water Resources Control Board under the Clean Water Act.

Goals

Public outreach, including education and building awareness, are critical components of the Program plan to support water quality pollution concerns and encourage people to act.

The goals of the outreach program are:

- To increase the knowledge of the storm drain system, the adverse impacts of stormwater pollution on receiving waters, and potential solutions to mitigate the impacts.
- To change waste disposal and stormwater pollution behaviors.
- To involve and engage Ventura County communities in mitigating the impacts of stormwater pollution.

Elements crucial to establishing a successful outreach campaign include:

- Watershed Awareness.
- Identification of general and specific goals of the program.
- Identification of target audiences and key messages for those audiences.
- Consistent messaging using a unified "brand name".
- Development of a watershed-based outreach program.
- Development of a model public education/public participation strategy for localization at the Permittee level.
- Development and implementation of a school-aged children education outreach program.
- Public Awareness Surveys to measure success and determine needs.

Accomplishments

The Permit requires development and implementation of a strategy to educate ethnic communities through culturally effective methods.

The Permit requires the Principal Permittee to develop and implement a strategy to educate ethnic communities through culturally effective methods. According to the 2019

U.S. Census Quick Facts, persons of Hispanic of Latino origin were estimated to make up 43.2% of the Ventura County population. An estimated 10.7% of residents speak a language other than English at home according to the 2019 American Community Survey (ACS). While the Hispanic population is significant in Ventura County, only 4.62% of the entire population speaks limited English according to the same 2019 ACS. This suggests that while Spanish-language creative is important to include in our outreach, much of the Hispanic population can still be reached with English-language creative.

To reach the Hispanic community in Ventura County, Spanish-language elements including radio and digital ads were utilized in the spring 2022/23 campaign. With significant digital ad over-delivery, Spanish-language paid media delivered higher CTRs than English on both display and mobile ad messenger.

The spring campaign included 15-second radio ads in English and Spanish, digital ads in English and Spanish, and out-of-home bus ads. Sagent negotiated bonus ads with media partners to deliver an additional \$12,480 in added value.

For the 2022-23 program year, the Community for Clean Watershed spring outreach campaign delivered over 5,392,538 million impressions, exceeding the planned impressions. Of the 5.3 million impressions, 62.5% were General Market; 37.5% were Hispanic. The total impressions break down as follows:

Medium	Planned Spots/Units	Delivered Spots/Units	Planned Impressions	Delivered Impressions	Total Cost	Added Value	Total Value
Radio	656	656	1,230,400	1,230,400	\$7,095.00	\$2,928.00	\$10,023.00
Outdoor	11	11	NA	NA	\$3,545.00	\$0.00	\$3,545.00
Digital	NA	NA	2,857,500	4,162,138	\$23,905.00	\$9,552.00	\$33,457.00
Total	667	667	4,087,900	5,392,538	\$34,545.00	\$12,480.00	\$47,025.00

DIGITAL

• The English and Spanish digital and video ads were targeted to Ventura County and optimized for engagement and website visits. Excitant delivered the most added value (53%) on their tactics.

		Planned	Delivered			, igency in		
Vendor	Asset	Impressions	Impressions	Clicks	CTR %	Total Cost	Added Value	Total Value
Excitant	English Display	1,100,000	1,974,602	3,654	0.19%	\$7,550.00	\$5,999.00	\$13,549.00
Excitant	Spanish Display	775,000	1,033,594	2,278	0.22%	\$5,400.00	\$1,799.00	\$7,199.00
Excitant	Eblast	87,500	90,000	1,404	1.56%	\$1,750.00	\$50.00	\$1,800.00
Viamedia	Mobile Ad Messenger - English	540,000	636,535	716	0.11%	\$5,400.00	\$965.00	\$6,365.00
Viamedia	Mobile Ad Messenger - Spanish	355,000	427,407	833	0.19%	\$3,625.00	\$739.00	\$4,364.00
Lazer Broadcasting	Spanish Social Posts	NA	NA	NA	NA	\$180.00	\$0.00	\$180.00
Total		2,857,500	4,162,138	8,885	0.21%	\$23,905.00	\$9,552.00	\$33,457.00

RADIO

• 15-second English and Spanish radio spots focused on litter ran on KLJR, KCAQ, KFYV, KOCP, KVTA, KKZZ. 41% added value was delivered from rate savings, bonus spots, spot production, and streaming radio.

Vendor	Assets	Planned Spots/Units	Delivered Spots/Units	Planned Impressions	Delivered Impressions	TotalCost	Added Value	Total Value
Gold Coast Broadcasting	:15 English and Spanish Radio	472	472	660,400	660,400	\$4,050.00	\$2,440.00	\$6,490.00
Lazer Broadcasting	:15 Spanish Radio	92	92	570,000	570,000	\$3,045.00	\$288.00	\$3,333.00
Lazer Broadcasting	Streaming Spanish Radio	92	92	NA	NA	\$0.00	\$200.00	\$200.00
Total		656	656	1,230,400	1,230,400	\$7,095.00	\$2,928.00	\$10,023.00

OUTDOOR

For outdoor placements, bus ads ran the "Every Litter Bit Matters" message. A total of 11 bus ads ran for a 4-week period delivering VCSQMP messaging to Ojai, Oxnard, Port Hueneme, Ventura, and the County of Ventura.

Vendor	Assets	Planned Spots/Units	Delivered Spots/Units	Planned Impressions	Delivered Impressions	Total Cost	Added Value	Total Value
Gold Coast Transit	Queen Bus Ad	11	11	NA	NA	\$3,085.00	\$0	\$3,085.00
Rogers Media	Bus Ad Production	NA	NA	NA	NA	\$460.00	\$0	\$460.00
Total		11	11	NA	NA	\$3,545.00	\$0	\$3,545.00

• There were significant spikes in social media page views and website traffic during the paid media window. As a result, we are recommending running a flighted campaign for the 2023/24 campaign year.

DELIVERABLES

- Create a multichannel paid media plan for \$38,000.
- Negotiate added value to over-deliver planned impressions.
- Planned 4,087,900 total impressions through Paid Media; Delivered 5,392,538 total impressions.





CADA PIEZA DE BASURA IMPORTA

LA CUENCAS HIDROGRÁFICAS: TUYAS PARA DISFRUTAR, TUYAS PARA PROTEGER



LA CUENCAS HIDROGRÁFICAS: TUYAS PARA DISFRUTAR, TUYAS PARA PROTEGER





www.cleanwatershed.org







CÓMO JUGAR:

- Descargua la tarjeta de bingo adecuada para tu grupo de edad en https://www.cleanwatershed.org/kids-corner/.
- Elije una cuenca, parque o vecindario local para explorar con tus amigos y familiares.
- Marca los cuadros de bingo a medida que completes las actividades y aprendas a proteger el medio ambiente. Toma fotografías de tus hallazgos y envíalas a @cleanwatershed en <u>Facebook</u> o <u>Instagram</u> para tener la oportunidad de aparecer en nuestras páginas.

Para cualquier pregunta o inquietud, no dudes en comunicarte con nosotros a david.laak@ventura.org. ¡Gracias por apoyar a la Comunidad para Cuencas Limpias del condado de Ventura!







Watershed Protection
District

APPENDIX III

Engineering Services Department

TITLE VI REPORT 2022-2023

Engineering Services

Accomplishments and Achievements

WORK ORDERS

STAND-ALONE CONTRACTS



101 Total Work Orders



47 Total Stand-Alone Contracts



\$ 9,520,845

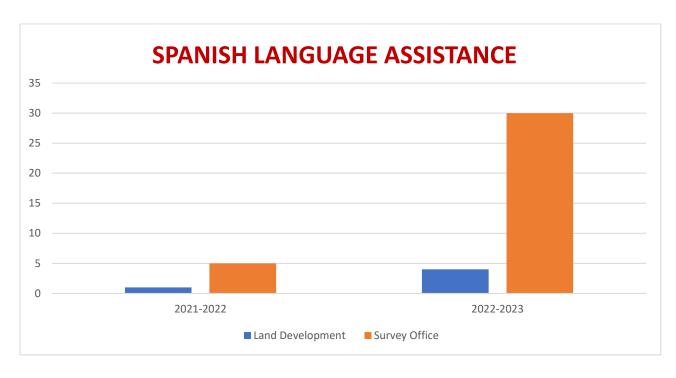
Total Work Orders Amount

Total Stand-Alone Contracts Amount

LANGUAGE ASSISTANCE PROVIDED BY COUNTY SURVEYOR AND LAND DEVELOPMENT SERVICES

The County Surveyor Office and Land Development Services began tracking Spanish Language Assistance for the Public Works Public Counter in August 2022.

The chart below shows the total of instances of Spanish Interpretation at the two Engineering counters during the last two reporting years:



LANGUAGE ASSISTANCE PROVIDED BY COUNTY SURVEYOR AND LAND DEVELOPMENT SERVICES

Engineering Services QR codes are displayed on the County Surveyor Office and Land Development Services front counter windows.

The QR codes provide customers the ability to provide their experience feedback in both English and in Spanish.

ENGLISH QR CODE



Engineering Services

Project Services Land Development Services Surveyor's Office

How was your experience?

We invite you to complete a brief online survey by visiting:

https://www.vcpublicworks.org/pwa-esd-customersurvey/

or scanning the below QR code with your mobile device. Your feedback is very important to us and we appreciate your comments.



SPANISH QR CODE



Servicios de Ingeniería

Servicios de Proyectos Servicios de Desarrollo de la Tierra Oficina de Topógrafia

¿Cómo fue tu experiencia?

Te invitamos a tomarte un par de minutos para completar este cuestionario:

https://www.vcpublicworks.org/cuestionario/

o escanear el siguiente código QR con su dispositivo móvil. Sus comentarios son muy importantes para nosotros y apreciamos sus comentarios.

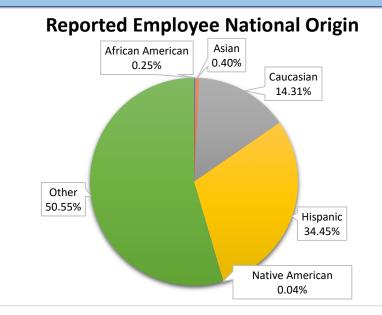


PROJECTS LISTED IN THE LABOR COMPLIANCE PROGRAM TRACKER (LCP) DATABASE AND THE REPORTED NATIONAL ORIGIN OF THE CONTRACTORS AND THEIR EMPLOYEES

29

Projects listed in LCP Tracker

FOR THE REPORTING PERIOD



SPEC	African American	Asian	Caucasian	Hispanic	Native American	Other	Total
CP18-01	2	3	134	243	1	431	814
CP20-03	0	0	3	30	0	117	150
CP21-01	2	0	45	95	0	75	217
CP21-06	0	0	8	33	0	21	62
CP21-03	1	5	13	35	0	88	142
CP22-01	0	0	19	12	0	74	105
CP22-02	0	0	9	18	0	0	27
RD21-03	1	0	15	23	0	259	298
RD21-08	0	0	0	0	0	0	0
RD22-01	0	0	0	0	0	15	15
RD22-02	0	1	1	7	0	41	50
RD22-03	0	0	4	2	0	52	58
RD22-05(I)	0	0	2	18	0	0	20
RD22-04	1	0	3	13	0	2	19
RD22-06	0	1	0	6	0	24	31
RD22-08	0	0	14	21	0	28	63
RD22-10	0	0	15	112	0	16	143
RD22-11	0	0	14	32	0	2	48
RD22-12	0	0	2	22	0	0	24
WP19-12	0	0	0	0	0	0	0
WP21-01	0	0	9	93	0	15	117
WP21-05	0	0	9	40	0	13	62
WP21-06(I)	0	0	1	0	0	12	13
WP21-07	0	0	24	30	0	17	71
WP22-02	0	0	0	0	0	10	10
WP23-02	0	0	8	29	0	8	45
WW20-05	0	0	20	7	0	35	62
WW21-02	0	1	23	15	0	0	39
WW21-03	0	0	3	22	0	51	76

STAFF TRAINING

All full-time employees are required to complete Discrimination Prevention Training annually.

Any new employees are also required to complete the training.

LABOR COMPLIANCE

There have been no issues, non-compliance, or payment retributions during this period.

GOALS

Maintain and update Title VI language in contract templates.

APPENDIX IV

Water & Sanitation Department

WATER & SANITATION

TITLE VI REPORT
ACTIVITIES & ACHIEVEMENTS
2022-2023

Community Beautifications Events

Every year the Integrated Waste Management Division (IWMD) plans and coordinates several community clean-up events throughout the unincorporated areas of the county, with one event per community per year. These events are provided to residents free of charge on behalf of the Ventura County Board of Supervisors, Ventura County Public Works Agency, Harrison Industries, and Waste Management

These community beautification events have been made available to residents for many years and provide an opportunity for residents to dispose of unwanted items that would otherwise remain in the community. By targeting several communities, we ensure that this service is made available to all residents. Information about these events is distributed in English and Spanish. Residents can also visit our website, which can be translated into multiple languages, to get more information.







2022-2023 Community Cleanup Events Attendance

Event	Date	Attendance
Bell Canyon	October 1, 2022	208 (81 HHW)
Nyeland Acres	October 22, 2022	78
Channel Islands CSD	November 12, 2022	264 (194 HHW)
Oak Park	February 25, 2023	358 (300 e-waste)
Newbury Park & Lake Sherwood	March 4, 2023	133 (93 e-waste)
Saticoy	March 11, 2023	69 (12 e-waste)
Santa Rosa Valley	March 25, 2023	170 (85 e-waste)
Santa Susana Knolls	April 1, 2023	120 (36 e-waste)
Lynn Ranch	April 22, 2023	110 (39 e-waste)
Piru & UA Santa Clara Valley	May 13, 2023	230 (80 e-waste)
Bell Canyon	June 3, 2023	264 (125 HHW + e-
·		waste)
El Rio	June 17, 2023	165 (47 e-waste)
Ojai Valley	July 8, 2023	307 (181 e-waste)
Somis	September 16, 2023	208 (30 e-waste)
Channel Islands CSD	September 23, 2023	*
Nyeland Acres	October 28, 2023	*

 $^{^*}Data\ not\ available\ at\ the\ time\ of\ this\ report$

Billing and Customer Service



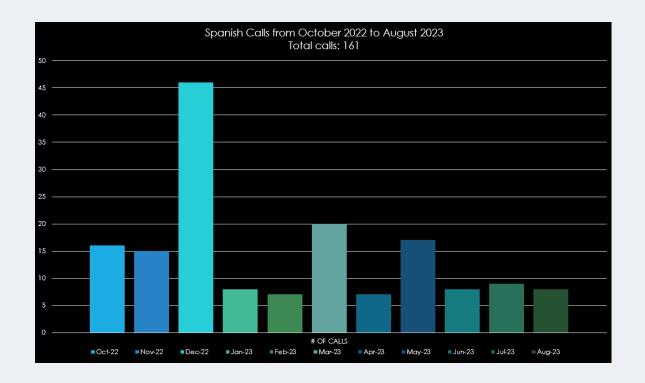
The Billing and Customer Service Division of the Water and Sanitation Department is responsible for providing customer support to all customers who reside in our service areas. These areas include the City of Moorpark, Somis, Lake Sherwood and Bell Canyon. The services provided by Billing and Customer Service Division include but are not limited to the following:

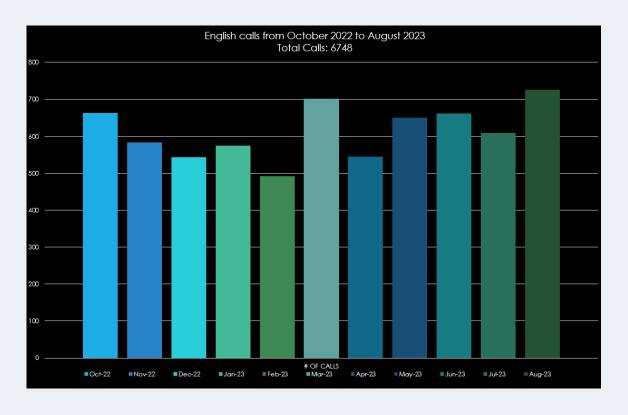
Processing Start/Stop ServicePrepare Service Order
RequestsProcessing Customer Payments
(In person/Drop Box)Oversee Customer Service
Phone LinePreparing Monthly Bills
for All CustomersSetting Up Payment
Arrangements

The staff is composed of multilingual individuals who can assist customers in multiple languages and are also trained in how to utilize the Language Line Solutions interpretation services. In addition, the Billing and Customer Service website has the capability to translate into multiple languages, making it accessible to a variety of customers.



During this last reporting period, the division handled 161 Spanish speaking phone calls and 6748 English speaking phone calls.

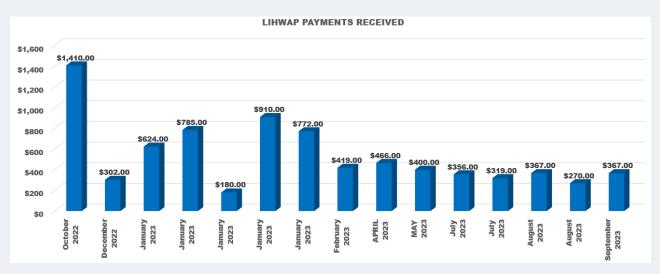




Low Income Household Water Assistance Program (LIHWAP)

The Low Income Household Water Assistance Program (LIHWAP) is a federally-funded program that offers one-time support to help low-income households pay past due or current residential water and sewer bills and keep their water on. For a household to receive a LIHWAP benefit their water or sewer utility must be enrolled in the program.

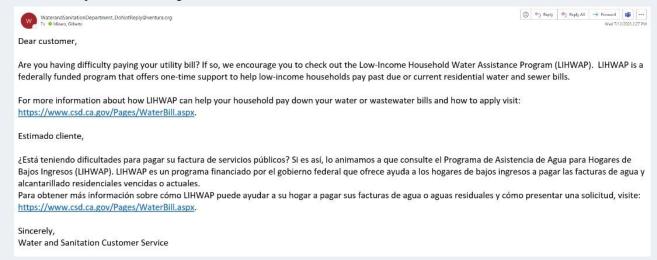
The Water and Sanitation Department recognized the significant impact that this program could have on our customers who need financial assistance with paying their water and wastewater service fees. As a result, in mid-2022, the department completed the enrollment process and in October of 2022, we received our first payment. Since then, the amount that our customers have benefited from this program has totaled \$7,947 dollars.



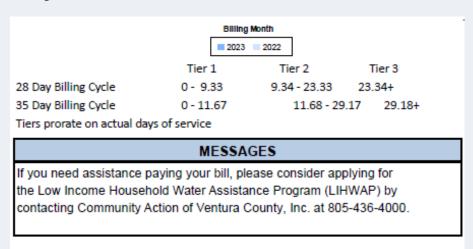
Public Outreach / Communication

From our initial enrollment we have made sure to communicate the availability of this program to all our customers. We updated our website to include program information and a link to where they can apply. We have also included information in their bills and sent email notifications.

Email Notification Example:



Example of Message Included in Customer Bills:



Webpage Information Screenshots:

LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)

The new federal Low Income Household Water Assistance Program (LIHWAP) provides financial assistance to low-income Californians to help manage their residential water utility costs. Established by Congress in December 2020, this federally funded program helps low-income households pay down their outstanding residential water or wastewater bills. California has been allocated \$116 million in one-time funding to provide LIHWAP assistance.

The Department of Community Services and Development (CSD) is the designated administering agency for LIHWAP in California. Through LIHWAP, CSD works with a network of community-based local service providers to help low-income households pay down their outstanding residential water and wastewater utility bills.

For more information about how LIHWAP can help your household pay down your past due water or wastewater bills and how to apply visit <u>LIHWAP Find Assistance</u>



Citizens' Advisory Committee (CAC) Meetings

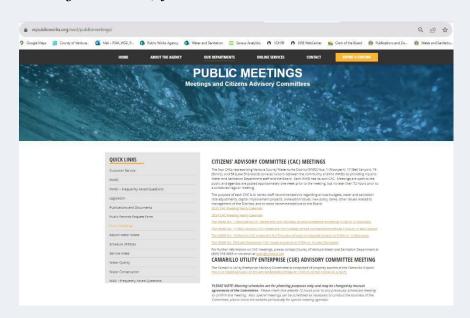
This reporting period saw the return of our in-person Citizens' Advisory Committee (CAC) meetings which had previously been held virtually because of the pandemic. The CAC's serve as a liaison between the community and the Ventura County Waterworks Districts (VCWWD) by providing input to Water and Sanitation Department staff and the Board of Supervisors.

There are four CACs representing each of our Waterworks Districts, these include District No. 1 (Moorpark), District No. 17 (Bell Canyon), District No. 19 (Somis) and lastly, District No. 38 (Lake Sherwood).

Information regarding CAC meetings can be found on our website www.vcpublicworks.org/wsd/publicmeetings/ There you can find the latest agendas for all upcoming and previously held CAC meetings.

Although CAC meetings are now held in person, we continue to offer the ability to attend meetings virtually to maximize community participation.

Spanish speaking staff continue to be available at meetings to assist with any translation, if needed.





2023-20240 Planned Goals and Accomplishments

- Outreach and Communication: Ongoing
- Title VI Related Training (Discrimination Prevention): Ongoing