

PUBLIC

VENTURA COUNTY

WORKS

Title VI Annual Accomplishments Report 2023-2024

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

Federal Fiscal Year 2024

October 1, 2023 – September 30, 2024

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 2023 to 2024 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.

SECTION 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, Gregg Strakaluse, and Assistant Director, David Fleisch, and their immediate staff. VCPWA is comprised of five Departments consisting of 356 employees serving approximately 95,001 residents in unincorporated Ventura County during this reporting period.

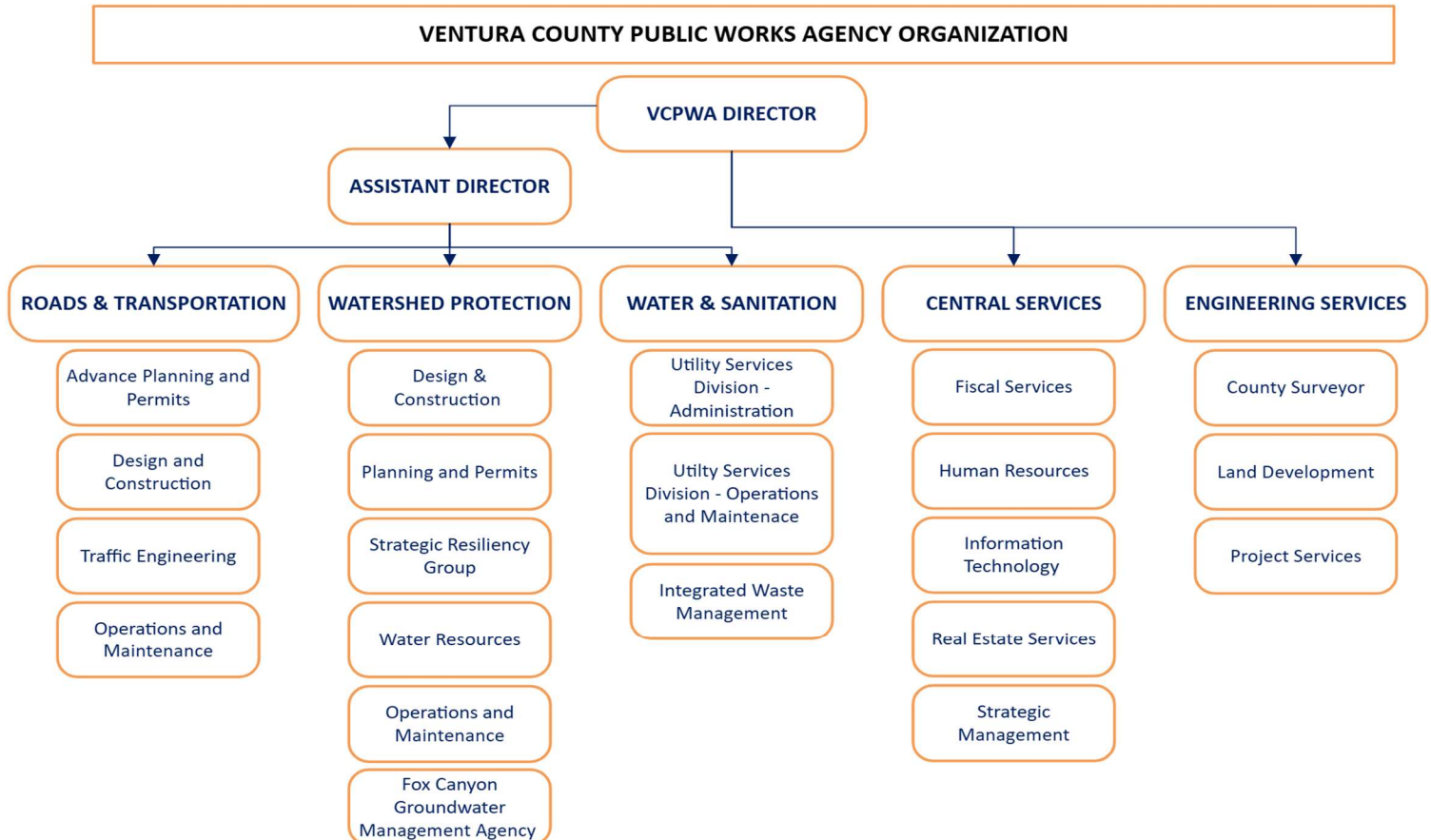
Roads & Transportation: Responsible for the planning, designing, funding, operating, and maintaining 542 miles of County unincorporated road system and public transit needs for the County. Roads & Transportation is the only Department receiving federal funding through the Federal Highway Administration.

Watershed Protection: 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.

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

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

Engineering Services: Engineering services is responsible for a wide range of engineering services to clients within the County of Ventura organization and the public. Our services include: the capital program and project management, facilities contracting, land development, flood damage mitigation, land surveying and surveyor support.

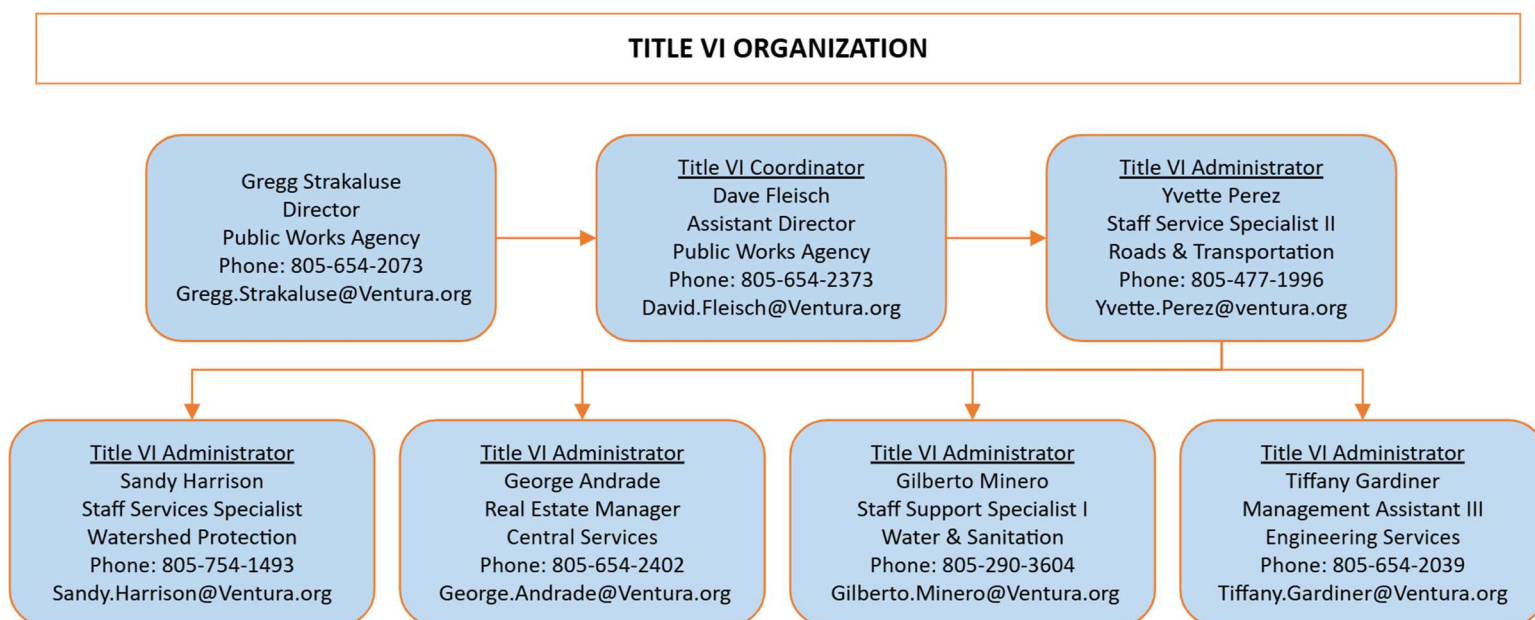


The Department Directors are responsible for familiarizing themselves with the requirements of Title VI at the Department level. Each Department has designated a person to serve in the role of Title VI Administrator for the day-to-day administration of the Title VI Program under the direct supervision 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.

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

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 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.vcpwaworks.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 AND 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:

MANDATORY TRAINING FOR NEW EMPLOYEES

1. New Employee Orientation (for all new regular full-time employees, within 30 days of hire)
2. Discrimination Prevention (for all new regular full-time & extra help employees)
3. Workplace Security
4. Developing Cultural Competency & Inclusion (for all new regular full time employees)

TARGET DATE: Every 2 Years

MANDATORY TRAINING FOR ALL COUNTY EMPLOYEES

1. Discrimination and Sexual Harassment Prevention
2. Workplace Security
3. Developing Diversity, Equity, and Inclusion

TARGET DATE: Every 2 Years

TRAINING FOR ALL PUBLIC WORKS AGENCY EMPLOYEES

CONTINUE TITLE VI OVERVIEW TRAINING FOR KEY EMPLOYEES WHO INTERFACE WITH THE PUBLIC

Training shall include:

1. Information on Title VI and LEP responsibilities
2. Use of "I Speak" cards
3. Documentation of language assistance requests
4. How to handle a potential Title VI Complaint
5. Review procedures for translation services via SharePoint
6. Continue to improve translation services

TARGET DATE: Ongoing

TRAINING FOR TITLE VI ADMINISTRATORS

Conduct quarterly discussions with Title VI Administrators to evaluate the effectiveness of our Programs, activities and services

TARGET DATE: Ongoing

Ventura Public Works Agency Roads & Transportation Department

SECTION VIII. ADVANCE PLANNING AND PERMITS

ADVANCE PLANNING

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 studies, cost estimates, funding projections, and prepares Federal, State and Local funding applications.

STAFF NAME	STAFF TITLE
Vacant	Planning Engineer Manager
Ariel Bicular	Engineer I
April del Castillo	Engineer IV
Howard De Leon	Engineer III
Joe Morua	Engineering Technician IV
Israel Rios	Engineering Technician IV
Scott Greer	Engineering Technician IV
Susanna Arroyo	Administrative Assistant III

Advanced Planning Studies

Active Transportation Plan

In February 2024, Roads & Transportation completed its very first Active Transportation Plan (ATP) designed to improve our transportation system that supports and encourages different modes of travel such as walking and biking. The ATP includes recommendations for prioritizing infrastructure improvements in the unincorporated County based on public and stakeholder input.

Feasibility Study - Camarillo to California State University Channel Islands (CSUCI) Shared Roads & Transportation was awarded a Transportation Development Act (TDA) Article 3 grant in the amount of \$132,795 for the development of a Shared-Use Path from Camarillo CSUCI Feasibility Study. The feasibility study will determine potential alignments of a Class I shared-use path along Calleguas Creek between the City of Camarillo to CSUCI and will include right-of-way needs, discussion of ownership and maintenance, utility conflicts, potential environmental constraints and lighting needs along the path. The feasibility study is expected to be completed in April 2025.

Federal/State Approved Grants

Project Name	Project Description	Project Costs	Type of Funds	Programmed Amount
Ventura County Vision Zero Action Plan	Prepare a study with a goal of reducing severe and fatal collisions to Zero while identifying access, health, environmental, economic, resilience, and equity disadvantages throughout the Unincorporated County.	\$1,000,000	SS4A (Federal)	\$800,000
Ventura Avenue Pedestrian and Bike Lane Improvements	Construction of sidewalk on the east side of Ventura Ave including new access ramp, crosswalks, new curb extensions, Class II bike lanes and Class III bike lanes, and appurtenant work.	\$957,000	CMAQ	\$500,000

GOALS

- Review Advance Planning Program for Title VI Compliance
- Generate a list of programs (if any) to be reviewed. Which programs are Federally funded?
- Generate procedures/create a Plan for conducting reviews (if required)

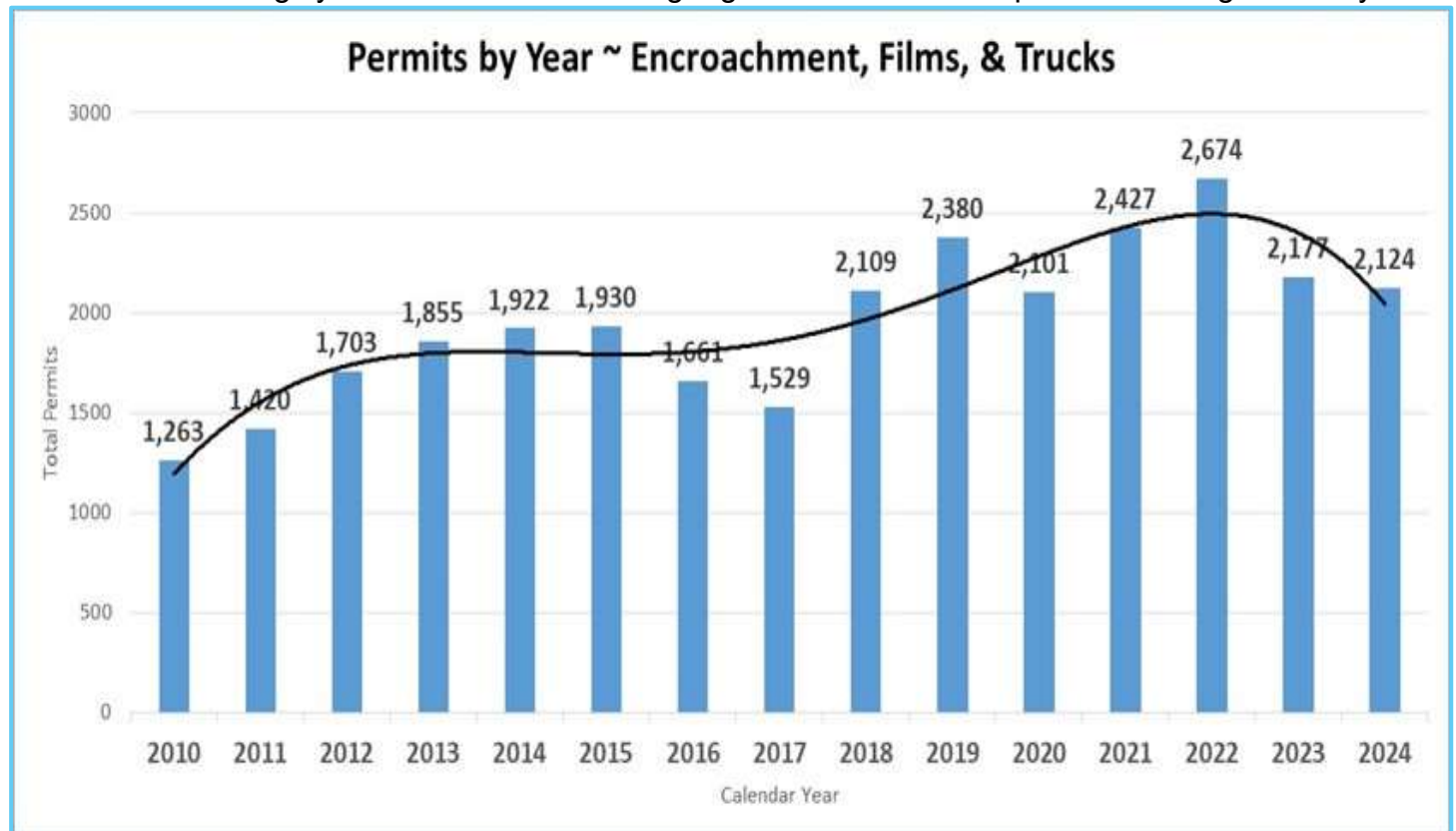
PERMITS

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.

STAFF NAME	STAFF TITLE
Gerard Weeks Jr	Engineer IV
Luis Gonzalez	Engineering Technician IV
Edith Rivera	Engineering Technician II
Richard Oropeza	PW Inspector III
Alexander Villa	PW Inspector I
Damond Lizotte	PW Inspector II
Joshua Smith	Student Worker

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 concern/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)

The Permit Counter provides support to the County as a “one stop shop” for the public, the building industry, and the development community. The counter staff assists our customers in determining the type of permit needed and aids 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 IX. 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 principles 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. This ensures that everyone has equal access to a healthy environment.

Environmental Justice Evaluations – Roads & Transportation Projects						
Project No.	Project Name	Federal Yes/ No	EJ Evaluation Approach	EJ Findings	NEPA	CEQA
50656	Bridge Deck Rehabilitation at Various Locations	Y	Informal	-	Pending	Notice of Exemption
50662	Pavement Resurfacing – Riverside Road	N	Informal	-	N/A	Notice of Exemption
50653	Pavement Resurfacing – Center School Rd and Todd Rd	N	Informal	-	N/A	Notice of Exemption
50654	Pavement Resurfacing – Koenigstein Rd	N	Informal	-	N/A	Notice of Exemption
50652	Pavement Resurfacing – Oakview & Piru	N	Informal	-	N/A	Notice of Exemption
50651	Pavement Resurfacing - Pleasant Valley Rd, Sturgis Rd, and Wood Rd	N	Informal	-	N/A	Notice of Exemption
X50659	Old Telegraph Rd Bridge No. 485 Emergency Repairs	N	Informal	-	N/A	Notice of Exemption
50621	Rose Avenue Bike Lane -Collins-Simon (ERO & DEL)	N	Formal	-	N/A	Mitigated Negative Declaration
50623	Rose Avenue Bike Lanes – Central Ave-SR118	N	Formal	-	N/A	Mitigated Negative Declaration
50629	Hueneme Widening – Phase 1	Y	Formal	-	Pending	Pending
X50661	Lockwood Vally Rd MP 1.75 & Culvert MP 12.69	Y	Formal	-	PCE	Notice of Exemption
X50663	Matilija Cyn Rd Washout MP 2.25	Y	Informal	-	N/A	Notice of Exemption
50666	Yerba Buena Slope Repairs MP 0.93, 1.94, & 2.61	N	Informal	-	N/A	Notice of Exemption
X50662	Bridge Rd Bridge Slope Protection	Y	Informal	-	N/A	Notice of Exemption

Environmental Justice - Summary

- There were five (5) pavement resurfacing projects that were exempt for the following criteria: CEQA Guidelines section 15301 (c) because it consists of minor alterations of existing structures and facilities, with no possibility of significant effects on the environment either individually or cumulatively.
- There were two bike lane projects on Rose Avenue that were combined into one environmental document. A mitigated Negative Declaration was prepared pursuant to the provisions of CEQA.
- There was one (1) Slope Repair project that was exempt for the following criteria: CEQA Guidelines section 15301 (c) and (f) because of minor alterations on existing highways and streets and similar facilities
- There were (4) Emergency projects that were statutorily exempt under CEQA pursuant to Section 15269 (b) which exempts emergency repairs to publicly or privately owned service facilities necessary to maintain service essential to the public health, safety, or welfare". These included one (1) Culvert repair to restore road to essential traffic, one (1) bridge repair, one (1) roadway washout, and one (1) slope repair.
- There was one (1) road widening project that is currently in the Environmental stage that requires NEPA (Environmental Assessment) and CEQA (Environmental Impact Report) pending clearance which is anticipated in the Fall of 2025.
- There was one (1) bridge rehabilitation project that was exempt for the following criteria: CEQA Guidelines section 15301 (c) because it consists of minor alterations of existing structures and facilities.

SECTION X. RIGHT OF WAY

VCPWA's Real Estate Services manages and coordinates the appraisal 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, property management and utility relocation & coordination. It is the responsibility of the Right of 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.

Right of Way Qualification Certification

Local Agencies must meet certain qualifications and certifications to work on right-of-way projects. Caltrans qualifies local agencies to perform their own R/W functions based on the local agency's qualifications, the size of their staff and their ability to perform the technical work and subsequent reviews. On December 21, 2023, Real Estate Services' Level Two Qualification Certification was renewed by Caltrans effective January 1, 2024, and expiring on January 1, 2027 (Refer to Exhibit 5)

Real Estate Services consists of skilled professional staff of R/W Agents who play a vital role in contribution to VCPWA by delivering right of way services for transportation projects. The following R/W staff have been certified and have the required expertise to perform right of way work:

STAFF NAME	STAFF 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

Real Estate Services is responsible for the clearance of utility facilities on all construction projects and the implementation of VCPWA's department's policies and procedures. Support services include but are not limited to:

UTILITY FACILITIES

- Facilitate communication between design staff and affected utilities to identify, avoid, and mitigate utility conflicts
- Understanding and interpreting laws and administrative rules regulating facilities on public rights of way
- Coordinate directly with utility owners to expedite relocations and ensure that they occur on schedule
- Participate in utility meetings
- Determining Owner Liability
- Issue Notices to Relocate

RIGHT OF WAY ACQUISITIONS
October 1, 2023, to September 30, 2024

Ventura Avenue Pedestrian & Bike Lane Improvements

Federal Project No. CML-5952(214)

County Project No. 50574

Owner	Parcel No.	Type
David E. Goddard Retirement Trust/Douglas E. Gastonguay-Goddard	063-0-152-215	Temporary Easement
Douglas E. Gastonguay-Goddard	063-0-152-305	Permanent Easement
David E. Goddard Retirement Trust/Douglas E. Gastonguay-Goddard	063-0-152-305	Temporary Easement
David E. Goddard Retirement Trust/Douglas E. Gastonguay-Goddard	063-0-152-425	Temporary Easement
Walter & Evelyn Golis	063-0-140-575	Permit to Enter
North Scottsdale Self Storage, LLC	063-0-140-665	Permit to Enter
Bottling Group, LLC	063-0-140-675	Permit to Enter
Joseph A. Orr	063-0-153-020	Permit to Enter
Thomas R. Reed & Donna L Reed	063-0-171-230	Permit to Enter
Punamchand P. Prajapati – Family Trust	063-0-172-465	Permit to Enter
Matai Family Trust	063-0-172-405	Permit to Enter
Mark Chen Properties, LLC	063-0-190-085	Permit to Enter
Las Encinas Mobile Home Park	063-0-190-265	Permit to Enter
Scott & Dorothy R. Scott	063-0-173-015	Permit to Enter

Countywide Storm Drain Repairs

County Project No. 50650

Owner	Parcel No.	Type
Culbert Family Partnership	014-0-030-050	Permit to Enter
The Boyd S. Dron and Karin K. Living Trust	014-0-030-100	Permit to Enter
Shull Bonsall Jr, Trustee	035-0-230-135	Permit to Enter

El Rio Pedestrian Improvements Project



January 29, 2024 – 2nd Community Meeting
To discuss construction schedule, rights of Entry



TALKING POINTS

Right to Enter Permits were needed from property owners to match their existing driveway to the back of the new sidewalk at no cost to them.

Unauthorized Encroachments within the County Road right-of-way were required to be removed, relocated, and/or permitted prior to placing the new sidewalk

ACCOMPLISHMENTS

El Rio Pedestrian Improvements

- Real Estate Services successfully secured Permits to Enter from approximately 211 property owners.
- Attended a follow-up Community meeting at Rio De Valle Middle School to discuss Right of Entries and Encroachments in the Right of Way.

GOALS

Upcoming Public Outreach Community Meetings:

- Hueneme Rd Widening – Phase I
- Ensure the inclusion of Title VI provisions in all appraisals, deeds, agreements, and leases on projects that receive federal assistance.
- Continue to monitor internal procedures and update as necessary

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

The table below lists the **15** projects that utilized the services of the Survey Division during this reporting period:

Project Name	Project No.	Federal/ Local	Division
Pavement Resurfacing -Lesser, Jenny, Ruth Dr.	50641	Local	Design & Construction
Alvarado r/w between Orange and Walnut	54011	Local	Design & Construction
Pavement Resurfacing – Oxnard West & Plain Area	50634	Local	Design & Construction
Ventura Ave Pedestrian and Bike Lane Improvements	50574	Local	Design & Construction
Las Posas at 5 th Street Intersection	50564	Local	Design & Construction
Piru Canyon Drainage	50657	Local	Design & Construction
Lockwood Valley Emergency Repairs	50661	Local	Design & Construction
Pavement Resurfacing – Santa Rosa Valley Area	50637	Local	Design & Construction
Matilija Road North Emergency Repairs @ MP 2.25	50663	Local	Design & Construction
Pavement Resurfacing – Riverside Road	50662	Local	Design & Construction
El Rio Pedestrian Improvements	50616	Fed/Local	Design & Construction
Pavement Resurfacing – Koenigstein Road	50654	Local	Design & Construction
Loma Drive Culvert Replacement @ MP 0.01	50665	Local	Design & Construction
Culvert Replacement – Foothill Rd (MP 3.33) & Santa Susana Pass Rd (MP 1.0)	50664	Local	Design & Construction
Yerba Buena Road Slope Repairs @ MP 0.93, 1.94,2.61	50666	Local	Design & Construction

GOALS

- **Work orders issued to the County's Surveyor's Office shall include Title VI instructions if survey work shall occur within private property**
- **Notification to property owners when certain survey activities occur, Title VI brochure shall be included**

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	STAFF TITLE	STAFF NAME	STAFF TITLE
Gianfranco Laurie	Deputy Director	Jeff Pollard	PWA Inspector I
Vacant	Engineering Manager II	Anthony Santiago	PWA Inspector I
Chase Luckey	Engineer III	Eliceo Mendoza	Engineering Technician IV
Sohil Bhakta	Engineer IV	Julie Stuart	Engineering Technician IV
Daniel Espinoza	Engineer II	Yvette Perez	Staff Services Specialist II
Joshua Patricio	Engineer III	Laura Schatz	Administrative Assistant II

DESIGN PHASE

The following projects were in design during the reporting period from
10/1/23 to 09/30/24

ROADS & TRANSPORTATION DESIGN PROJECTS – CAPITAL IMPROVEMENTS

Project Name	Project No.	Funding Source	Project Cost	Project Description
Norway Tract Sidewalks	50630	Road Fund	\$163,860	Sidewalk Repairs
Balcom Canyon Road – Roadway Stabilization	50660	Road Fund	\$2,000,000	Slope Stabilization and repair/replace existing guardrail.
Bridge Road Bridge No. 442 Slope Repairs	50662	FEMA	\$2,000,000	Stabilize slope/embankments
Las Posas Rd at E. Fifth St Intersection Improvements	50564	Section 130	\$3,500,000	Widening the northerly leg of the intersection to construct a median, railroad advanced preemptive warning systems, gates, and signal modification.
Pavement Resurfacing – Riverside Road	50662	Road Fund	\$118,600	Resurface approximately XX miles of roadway in the Live Oaks Area (LOA)
Systemic Countywide Signalized Intersection Improvements	50617	HSIP	\$7,000,000	Install Retroreflective back plates to all signal heads, Advance Dilemma Zone Detection and High Friction Surface Treatment
Hueneme Road Widening	50629	HIP and TIMF Funds	\$1,963,000	Environmental Phase Only
Pavement Resurfacing – Ojai Area	50632	SB1	\$2,332,800	Resurface deteriorated roads in the east Ojai and Live Oak Acres area.
Pavement Resurfacing – Koenigstein	50654	SB1	\$550,000	Resurface approximately 2 miles of roadway in the upper Ojai Area
Pavement Resurfacing Oxnard West and Plain Area	50634	SB1	\$2,620,000	Resurface various roads in the Oxnard Plain and Oxnard West area.
Pedestrian Crossing Enhancements	50643	HSIP	\$575,000	Installation of Rectangular Rapid Flashing Beacon
Ventura Ave. Ped & Bike Lane Improvements	50574	CMAQ	\$957,000	Construction of sidewalks, Class II and Class III Bike Lanes
Pavement Resurfacing – Pleasant Valley Rd. Sturgis	50651	SB1	\$3,500,000	Resurface Pleasant Valley Rd & Sturgis Rd
County Wide Storm Drain Repairs	50650	FEMA	\$952,500	Repair/replace storm drains damaged by January-March 2023 heavy rain events.
Matilija Canyon Road Slope Repair MP 0.30 to 0.52	50648	FEMA	\$2,000.00	Slope Stabilization

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

Consultants are selected according to the procedures outlines in VCPWA's Processing Procedures Manual (PPPM) and procurement policy, Local Assistance Procedures Manual for federally funded projects and in accordance with Federal/State Regulations.

Consultant solicitations detail how qualifications are evaluated and the required technical requirements. For federally funded contracts, additional provisions for the compliance with the Disadvantaged Business Enterprise (DBE) program, are added to the solicitation and contracts. Consultants are selected based on the qualifications submitted and/or interviews. For smaller contracts (<\$500,000, a minimum of three consultants if possible are selected and their Statement of Qualifications are reviewed and scored based on the criteria included in the solicitations. For larger contracts >\$500,000, a minimum, of three consultants are interviewed if possible. Upon selecting the most qualified consultant, the independent cost estimate is compared to the consultant's proposal and an agreement is negotiated.

There was a total of **10 Consultant Work Orders** and **10 Stand Alone Consultant Contracts** that were executed in the design phase during the reporting period. The value of these contracts totals \$1,479,975. The scope, size and duration of these contracts vary in size. The table below includes the list of consultant contracts executed from October 1, 2023, through September 30, 2024.

DESIGN PHASE - Annual Consultant Work Orders				
PW #	Consultant	Contract Name	WO Amount	Award Date
24-033	Padre	Fraser Street Biological Monitoring	\$2,675	11/13/2023
24-039	Benner & Carpenter, Inc.	Ped Crossing Survey	\$16,220	12/30/2023
24-040	Padre	Bradley Road Bridge Biological Monitoring	\$11,760	1/2/2024
24-055	Michael Baker	County Bridge Inspections	\$15,800	2/8/2024
24-056	Padre	Camino Cielo Emergency Environmental Services	\$8,775	2/13/2024
24-038	AECOM	Piru Drainage System Engineering	\$79,002	2/14/2024
24-059	Michael Baker	East Branch Sespe Creek Bridge No. 485 Load Rating Analysis	\$23,900	2/23/2024
24-062	Earth Systems	Old Telegraph Emergency Materials Testing	\$22,230	3/8/2024
25-028	Padre	Loma Drive - Environmental	\$6,185	9/6/2024
25-027	Earth Systems	Norway Tract - Sidewalk Repairs (VTA) Earth Systems Material Testing	\$28,578	9/9/2024

DESIGN PHASE - Stand - Alone Contracts

Agmt. #	Consultant Name	Project No.	Project Name	Amount	Informal/ Formal	DBE Contract Goal	Title VI Provision in RFP?	Title VI Provisions in Contract?
AE24-031	Yeh and Associates Inc.	50648	Matilija Canyon Slope Repair – Geotechnical Srvcs.	\$50,142	Informal	No	No	No
AE24-036	Michael Baker International , Inc.	X50659	Old Telegraph Road Bridge No. 485 Emergency Structural Analysis	\$60,000	Informal	No	No	No
AE24-051	Kimley-Horn and Associates, Inc.	50645	Rumble Strip and Curve Warning Signs	\$331,000	Formal	Yes	No	No
AE25-001	Overall Consulting, LLC	50604	Bradley Road Bridge Replacement	\$29,050	Informal	No	No	No
AE25-002	Best Best & Krieger LLP	50604	Pre-litigation Mediation for Bradley Road Bridge Replacement	\$30,050	Informal	No	No	No
AE24-046	Earth Systems Pacific	50660	Balcom Canyon Road Geotechnical Investigation	\$41,000	Informal	No	No	No
AE25-007	Galvin Preservation Associates, Inc.	X50662	Bridge Road Bridge #442 Environmental Services	\$195,000	Formal	No	No	No
AE25-013	Galvin Preservation Associates, Inc.	50663	Matilija Rd North Emergency Repairs at MP 2.25 Project	\$151,608	Formal	No	No	No
AE25-008	Galvin Preservation Associates, Inc.	50656	Bridge Deck Rehabilitation Environmental Services	\$180,000	Formal	No	No	No
AE25-006	Rincon Consultants	50661	Lockwood Valley	\$197,000	Formal	No	No	No

Summary for A&E Contracts

In the reporting period, only one consultant contract involved federal funds:

- Rumble strip and Curve Warning Signs Project – HSIPL-5952(219). The solicitation for traffic design services included notifications to proposers that VCPWA affirmatively ensures that any contract entered following the solicitation would provide Disadvantaged Business Enterprises (DBE) full and fair opportunity to submit bids in response to the solicitation and would not be discriminated against on grounds of race, color, or national origin in consideration for an award.

Included in the solicitation and contract were Appendix A and E assurance clauses. The Solicitation was advertised on the County website and emailed to several consultant firms. Although the contract had a zero percent goal due the lack of opportunity for subconsultants on this contract, the solicitation was sent to several DBE's firms providing them the opportunity to submit Statement of Qualifications as a prime consultant. Two Statement of Qualifications were received. After evaluations were completed, a contract was executed with Kimley Horn in the amount of \$331,000.

- Requests for Qualifications for environmental services were issued during the reporting period as a response to the 2023/2024 storm events. Statement of Qualifications were received and were evaluated and scored according to the criteria listed in the Request for Qualifications. From that Solicitation, three consultant contracts were executed with the following firms:

Galvin Preservation & Associates
DBE Firm
Matilija Rd North Emergency Repair Project
Contract Amount: \$151,608

Galvin Preservation & Associates
DBE Firm
Bridge Road Bridge Slope Project
Contract Amount: \$195,000

Rincon Consultants, Inc.
Non-DBE Firm
Lockwood Valley Rd Emergency Repairs
Contract Amount: \$197,000

CONSTRUCTION PHASE

The following projects were in construction during the reporting period from
10/1/23 to 09/30/24

ROADS & TRANSPORTATION CONSTRUCTION PROJECTS						
RD No.	Contractor Name	Project No.	Project Name	Amount	DBE Goal	Title VI Provisions in Contract
RD24-05	Toro Enterprises	50616	El Rio Pedestrian Improvements	\$ 9,473,358	N/A	Yes
RD24-09	Toro Enterprises	50662	Santa Rosa Bike Lane & Pedestrian Improvements	\$1,719,447	N/A	Yes
RD24-02	Granite Construction	50633	Pavement Resurfacing – Moorpark Area	\$1,823,795	N/A	Yes
RD23-05	Pavement Coatings	50632	Pavement Resurfacing – Ojai Area	\$1,661,537	N/A	Yes
RD23-02	J&H Engineering	50631	Pavement Resurfacing – Guiberson Rd.- Sespe St	\$3,189,914	N/A	Yes
RD24-04	Sam Hill & Sons	50650	Countywide Storm Drains	\$952,494	N/A	Yes

To ensure equal opportunity, projects are advertised in the local newspaper, twice, 30 calendar days for federally funded contract and 13 days for non-federally funded contracts, prior to the bid due date. Roads & Transportation uses an electronic bidding system “Bonfire” that allows for the digital submission and evaluation of bids. All construction notices to bid include Title VI Non-Discrimination statements. All bids are reviewed for accuracy, proper submittals and execution. After bids have been tabulated and analyzed, the contract is awarded to the lowest responsible bidder.

For federally funded construction projects contracts, Title VI compliance is included on the agenda for the preconstruction meetings to ensure compliance requirements are understood. Title VI is monitored and reviewed in the field as a part of the on-site reviews and interviews.

There were no federally funded projects constructed in this reporting period. A total of two Active Transportation Program (ATP) Cycle 5 projects (State Funded) were in construction during this period:

- El Rio Pedestrian Improvements Project (located in a Disadvantaged Community)
- Santa Rosa Bike Lane & Pedestrian Improvements Project.

ATP ensures that disadvantaged communities fully share in the benefits of the program. These projects include dozens of new crosswalks, pedestrian beacons, construction of new sidewalk, bike lanes, bulb-outs, and other related work to ensure that streets are safer for people walking, bicycling and traveling in the community.

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

During construction, there was a total of **2 Stand-Alone Consultant Contracts** and a total of **5 Consultant Work Orders** that were executed during the construction phase. The value of these contracts totaled \$1,318,718. The scope, size, and duration of these contracts vary in size. All the consultant contracts that were procured were for construction support services and material testing and inspection services. The table below includes the list of consultant contracts executed from October 1, 2023, through September 30, 2024.

CONSTRUCTION PHASE - Consultant Work Orders & Stand-Alone Contracts								
Agmt #	Consultant Name	Project No.	Project Name / Services	Amount	Informal/ Formal	DBE Goal	Title VI Provisions in RFP?	Title VI Provisions in Contract?
PW24-052	Twinning Inc.	50650	Countywide Storm Drain Repairs Materials Testing	\$52,513	Formal	No	No	No
AE24-044	Filippin Engineering, Inc.	50616	El Rio Pedestrian Improvements Construction Management & Inspection Svcs.	\$799,270	Formal	No	No	No
AE24-05	Union Materials	50616	El Rio Pedestrian Improvements Materials Testing & Inspection Svcs.	\$321,533	Formal	No	No	No
PW24-080	Twinning	50622	Santa Rosa Bike Lane & Pedestrian Improvements	\$38,000	Formal	No	No	No
PW25-027	Earth Systems	50630	Norway Tract – Sidewalk Repairs Materials Testing	\$28,578	Formal	No	No	No

PW25-038	Phoenix Engineering	50630	Norway Tract-Sidewalk Repairs Construction Inspection Svcs.	\$68,800	Formal	No	No	No
PW25-025	Union Materials	50662	Pavement Resurfacing – Riverside RD Materials Testing	\$10,024	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

RD No.	Contractor Name	Project No.	Project Name	Amount	DBE Goal	Title VI Provisions Advertisement & Contract?
RD24-04	Sam Hill & Sons, Inc.	50650	Countywide Storm Drain Repairs	\$779,999	N/A	Non-Discrimination Assurances
RD24-05	Toro Enterprises, Inc	50616	El Rio Pedestrian Improvements	\$9,473,358	N/A	Non-Discrimination Assurances
RD24-09	Toro Enterprises, Inc	50622	Santa Rosa Bike Lane and Pedestrian Improvements	\$1,719,447	N/A	Non-Discrimination Assurances
RD25-03	Toro Enterprises, Inc	50630	Norway Tract – Sidewalk Repairs	\$195,499	N/A	Non-Discrimination Assurances
RD25-04(1)	Roy Allan Slurry Seal, Inc.	50662	Pavement Resurfacing – Riverside Rd	\$113,714	N/A	Non-Discrimination Assurances

There was a total of **5 Construction Contracts** awarded during this reporting period totaling \$12,282,017. PWA-RT advertises construction contracts opportunities in the local paper and through the County'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.

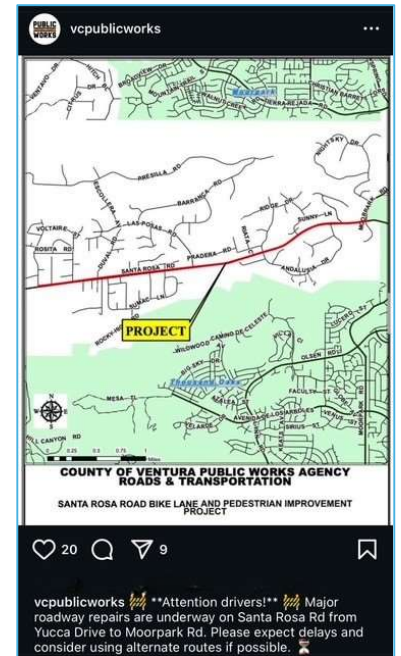
PLANNED ACHIEVEMENTS & GOALS

- **Continue to focus on compliance with the framework of our federally funded transportation projects planned for 2024/2025. 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 2024-2025 Title VI Accomplishment Report.**
- **Data Collection: Title VI Administrator shall assist Project Manager with research concerning demographic and accessibility in neighborhoods where projects will be constructed**
- **Create better content for social media and improve our outreach efforts.**

Keeping the Residents Informed and Engaged

The Design and Construction Section conducts a variety of levels of public outreach, depending on the objectives for engaging and the outcomes to be achieved. These types of engagement include but are not limited to:

- Surveys/questionnaires
- Social Media Platforms, see figure 1 (feedback)
- Hosting public meetings
- Distributing press releases
- Publications in the newspaper
- Informational website
- Direct Mailings
- Door hangers
- Billboards & Message Boards
- Community Events



One of our key goals is to provide motorists with a good driving experience on County roads. One way of accomplishing this is through customer surveys. These surveys are conducted upon completion of road resurfacing projects and are used to help the Design & Construction Section by adjusting construction and traffic management strategies and improve overall success on future resurfacing projects.

VCPWA strives to involve our community as much as possible. To keep the public informed and engaged VCPWA maintains a website that is updated regularly to keep the public informed about all active and upcoming construction projects, contact information, and timeline/milestone dates. This also provides the opportunity for feedback from the public regarding projects.

PLANNED ACHIEVEMENTS & 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.

Public Outreach Log – Construction Phase

50616 – El Rio Pedestrian Improvements

- In January of 2024, the El Rio community residents received a letter addressing the construction of the sidewalks and driveways that were affected on each property.
- A public community meeting was held at the Rio Del Valle Gymnasium in Oxnard on January 29, 2024.
- A Right of Entry Cover Letter and Permit, Unauthorized Encroachment Cover Letter, and J3 Permit were translated into Spanish and provided to both residents and surrounding businesses.
- A week-by-week projection was provided to residents. **See figure 1.**

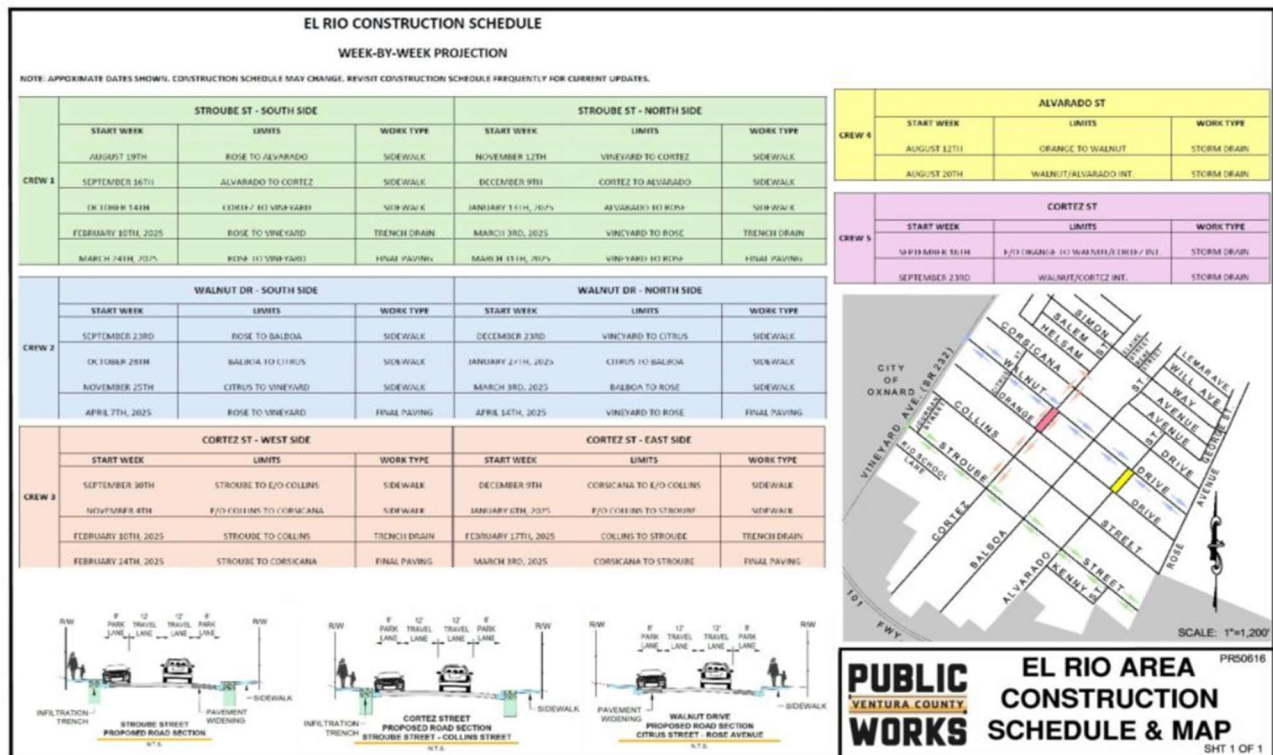


Figure 1

50622 - Santa Rosa Bike Lane & Pedestrian Improvements

- In July 2024 flyers were mailed to residents with a project description, construction timeline, road closures, parking restrictions and other common FAQ's.
- A Facebook post and additional notices were sent out to residents and businesses with upcoming construction work and what to expect.
- On January 6, 2025, VCPW-RT held a ribbon cutting ceremony for the Project and the community was invited to attend.



The "Old Cranks" bicycle club at the January 6, 2025, ribbon cutting ceremony.

50632 – Pavement Resurfacing – Ojai Area

- Public outreach Notice of Road Closure and Notice to Residents were distributed via mailers, postings, and social media.
- Roads & Transportation engaged the community early in the process by distributing notices and online map postings providing information about the project and the upcoming road closures.
- At the end of the project, a Customer Satisfaction Survey was sent to the 453 residents within the project limits. A total of 9% of the residents responded to our survey. The general sentiment in the responses received were positive achieving an overall Project score of 3.2/5.

Labor Compliance

The Administrative staff is responsible for the following when administering construction contracts:

- Attending preconstruction meeting. Discuss Labor Compliance, DBE Requirements, and subcontracting provisions in the contract.
- Review and confirm all Certified Payroll Records (CPR).
- Go over requirements for Owner/Operators and 2nd and 3rd Tier Subcontractors.
- Review employee interviews and cross-check wage rates and classifications against certified payrolls.
- Ensure Compliance with Title VI requirements.
- 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. VCPWA will take the necessary steps to ensure prompt payment to all subcontractors. Failure by the contractor to comply with 49 CFR §26.13 will be subject to the penalties, sanctions, and other remedies.

SECTION XIII. TRAFFIC

The Traffic Section is a small team of five (5) consisting of one Traffic Engineering Manager, one Engineer, two Engineering Technicians and one part-time Student Worker. Its primary functions include, but are not limited to, investigating citizen requests/complaints, preparing engineering reports and surveys, providing traffic support services, traffic signal & communication network systems, preparing work orders, legal reviews, and much more. Below are some examples of completed projects and tasks accomplished by the Traffic team in Fiscal Year 2023/24.

STAFF NAME	TITLE
Matt Litvinas	Engineering Manager
Eliceo Mendoza	Engineer
Greg Teran	Engineering Tech
Jerrold Lata	Engineering Tech
Jose Flores	Student Worker

Citizen Requests/Complaints

Through VCPWA Connect (citizen concern portal) around 72 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 23/24, the Traffic team reviewed and approved approx. 75 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.

COUNTY OF VENTURA
Engineering and Traffic Survey
Summary

Street: CREEK RD
Limits: OAK KNOLL DR
RANCHO DOS RIOS

Field Observer JL
Checked By: ML
Date: 4/12/2023

Factors		Direction: <u>East/West</u>	
A. Prevailing Speed Data			
Location of Survey	m/b Kenewa St & Tewa Ct		
85th Percentile	43.8		
10 mph Pace	35 - 44		
Percent in Pace	84.0%		
Posted Speed Limit	45		
B. Collision History			
Date Range Covered	1/1/2020	To 12/31/2022	(36 months)
Total Collisions	5		
Collision Rate (Acc/MVM)	1.071		
Expected Collision Rate	1.25		
C. Traffic Factors			
Average Daily Traffic	3100		
Length of Segment	7256		
Lane Configuration	Single Lane Each Direction		
Street Classification	Collector		
D. Conditions Not Readily Apparent			
Conditions	None		
Roadway Geometrics	Mostly straight with gentle horizontal curves		
Comments	This segment of Creek Road has been reconstructed to include a permanent median divider and left-turning pockets. Based on the 85th percentile speed of 43.8 mph, and the lower-than-expected collision rate, a 45-mph speed limit would be advisable. However, to remain consistent with the 40-mph limits of the adjacent road segments, the speed limit for this road segment shall be posted at 40-mph.		
E. Adjacent Land Use		Rural Residential	
Posted Speed Limit	45		
Speed Limit Change?	Yes		
Revised Speed Limit	40		
Approved and Authorized for release by <u>David Fleisch</u> , Deputy Road Commissioner:			
		April 27, 2023	Loc. #
		Date	

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 limit. 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 23/24, the Traffic team performed several E&TS due to citizen concerns regarding perceived speeding. Each study found that the posted speed limit was appropriate for the roadway and no alterations were justified.



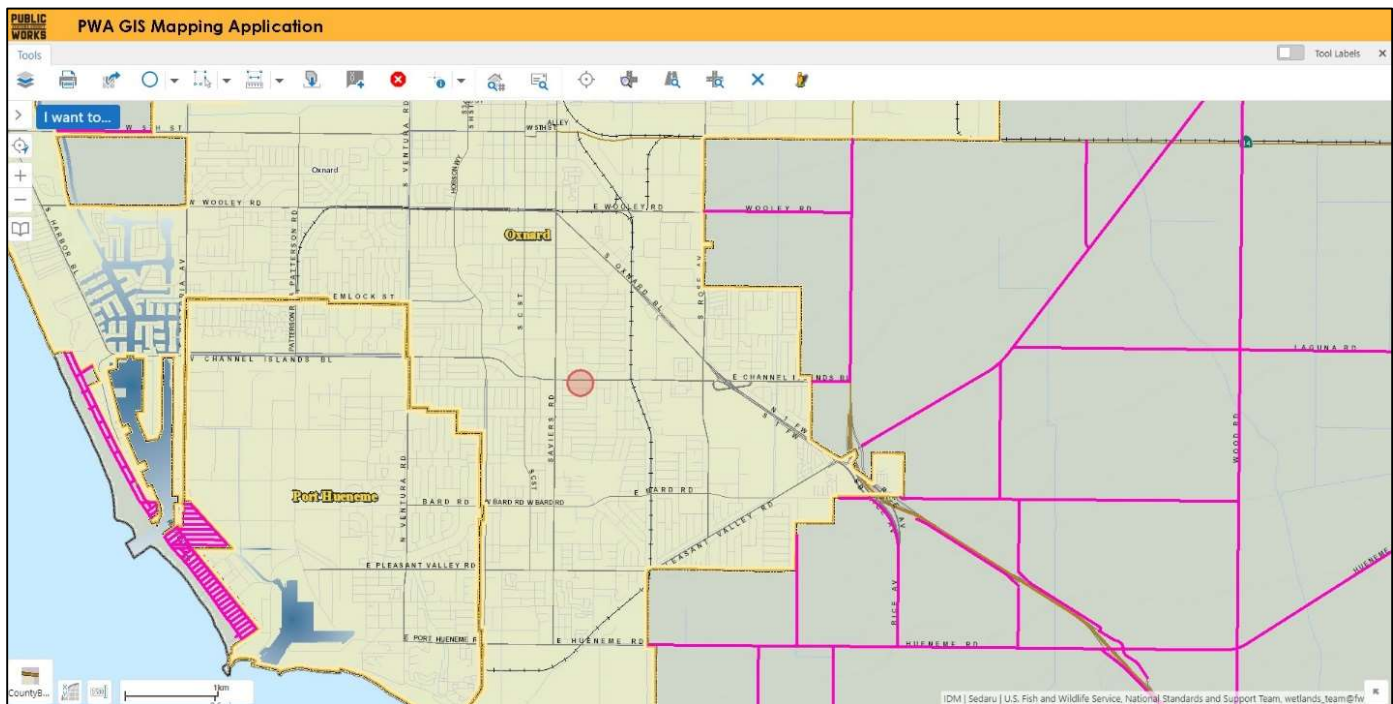
Work Orders

In FY 23/24, the Traffic Section completed over 40 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 Mustang 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 50 tort claims in FY23/24. 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 23/24, the Traffic team assisted the Design & Construction team in working to prepare plans and specifications for a Countywide Systemic Signal Improvement Project. This project will upgrade all the 44 traffic signal controllers and software, integrate wireless communication at each signal, create a traffic management center at the County Office for instant monitoring, enhance the signals with retroreflective bands around each signal head, upgrade the pedestrian push buttons, and install a high-friction surface treatment at nearly half of our 44 signals.



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, symboling, 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



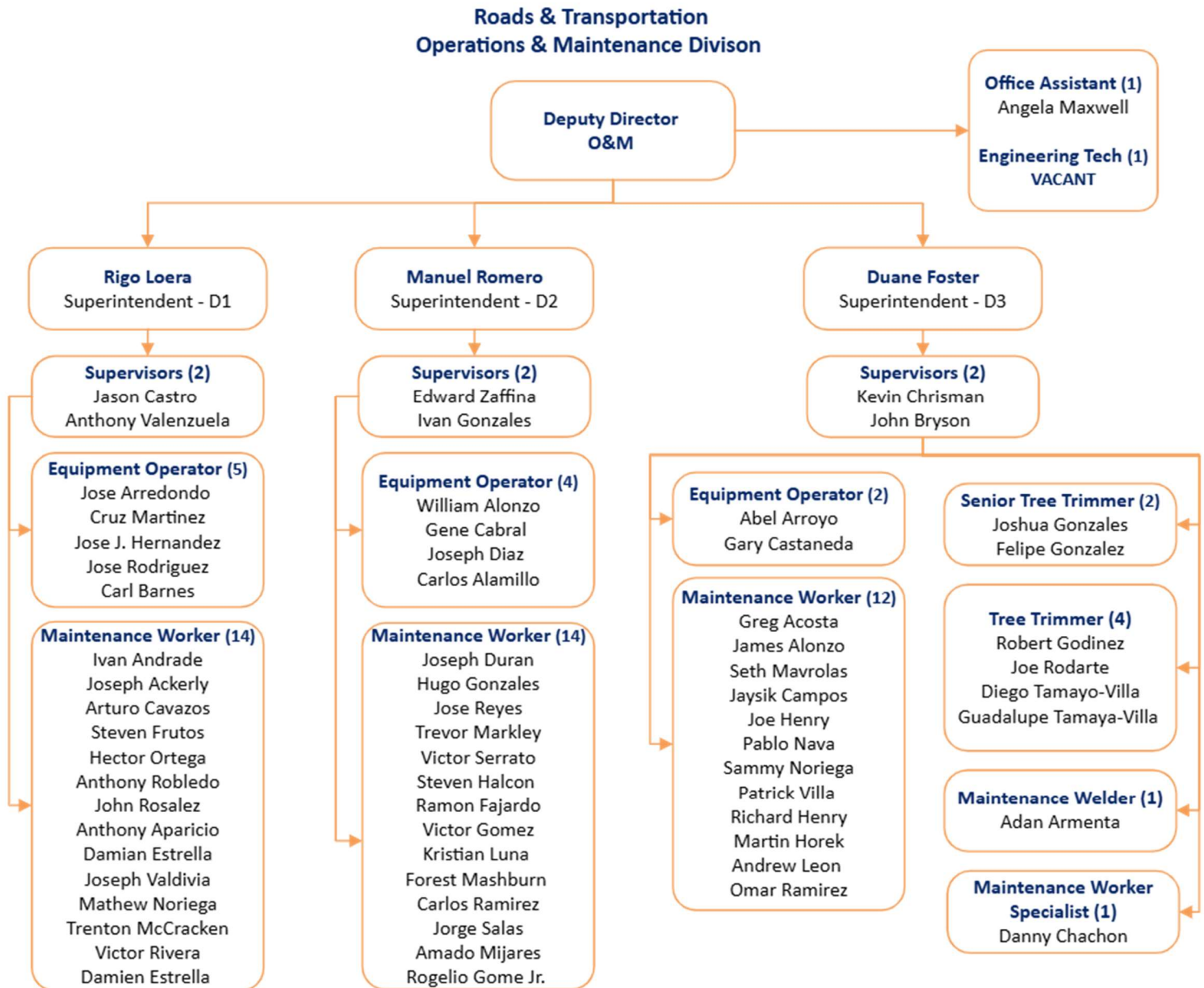
Repaving at Santa Susana Pass



New pipe installation at Topo Canyon Rd. Joint effort between D1 & D3

Citizen Requests/Complaints

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 774 citizen requests received through CRM.



Completed Activities & Achievements

Storm Debris Removal

As a result of the 2024 storm events, the O&M Division removed approximately **16,025 cubic yards** of storm debris and **60 fallen trees** to ensure the roads were free and clear of obstructions to ensure public safety



Two large Eucalyptus Trees blocking Stockton Rd.



Large rock clearing at Matilija Canyon Road.



Lockwood Valley Road post 2024 Storms



Fallen Oak Tree at Wheeler Canyon Rd

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 in-house upon request. We have also contracted with a translation service "Language Line Solutions". This 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 Google 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.

Roads & Transportation continues to maintain a translation and interpretation tracking system (see table below):

LEP Interaction Tracking Form					
Division	Language	Language Line - Document Translation	In-House Document Translation	Oral Interpretation/phone	Oral Interpretation/In person
Design & Construction	Spanish	0	7	1	0
IWMD	Spanish	0	0	1	0
Permits	Spanish	0	0	6	3
Watershed	Spanish	0	5	0	0
Fox Canyon	Spanish	0	1	0	0
Water & Sanitation	Spanish	0	2	0	0

GOALS

- **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.**
- **Survey staff on how often they use the language assistance services**
- **Translate Agency signs from English to Spanish.**

EXHIBIT 1

Policy Statement



COUNTY *of* VENTURA

Gregg Strakaluse
Agency Director

David Fleisch
Assistant Director

Central Services
Joan Araujo, Director

Engineering Services
Vacant, Director

Roads & Transportation
Anitha Balan, Director

Water & Sanitation
Vacant, Director

Watershed Protection
Jeff Palmer, Director

August 7, 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.

Gregg Strakaluse, 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

1. Complainant's Name:

Address:

City:

State:

Zip Code:

Contact Number:

2. Person discriminated against (if someone other than the complainant)

Name:

Address:

City:

State:

Zip Code:

Contact Number:

3. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:

a. Race/Color:

b. National Origin:

4. What date did the alleged discrimination take place?

5. In your own words, describe the alleged discrimination. Explain what happened and who you believe was responsible.

6. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? Yes: No:

If yes please check each box that applies:

Federal agency

Federal court

State agency

State court

Local agency

7. Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Address:

City:

State:

Zip Code:

Contact Number:

8. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

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

**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

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://vcpwpublicworks.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 low-income 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.



TÍTULO 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 importar 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 destinatario de fondos federales a través de VCPWA, como otras agencias, contratistas, consultores, proveedores, vendedores, agencias de planificación.

La VCPWA prohíbe 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 presentar 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://vcpublishworks.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 poblaciones minoritarias de bajos ingresos.*
- *Asegurar la participación plena y justa de todas las comunidades, incluidas las poblaciones 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 poblaciones 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.

PRESENTAR UNA QUEJA

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

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:

1. **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 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 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

EXHIBIT 5

Right of Way

Qualification Certification

DEPARTMENT OF TRANSPORTATION

DISTRICT 7
100 S. MAIN STREET, SUITE 100
LOS ANGELES, CA 90012-3712
PHONE (213) 897-0362
FAX (213) 897-0360
TTY 711
www.dot.ca.gov



*Making Conservation
a California Way of Life.*

December 21, 2023

George Andrade
Real Estate Services Manager
Central Services Department
Ventura County Public Works
800 S. Victoria Ave. #1640
Ventura, CA 93009

Dear George Andrade:

This letter serves as a confirmation that the **County of Ventura** has retained the Right of Way **Qualification Level 2** status. The **County of Ventura** continues to be adequate to meet State and Federal requirements to perform right of way technical work in **Appraisals, Appraisal Review, Acquisitions, Utility Relocation** and **Railroad Coordination** as well as having the sufficient staff to perform these functions on more than one project at a time. The Local Public Agency is also allowed to partner with a prequalified Local Agency or the contracting with a private consultant(s) to perform one or more R/W specialties.

Additionally, the State acknowledges that the Local Agency has **George Andrade** as Contract Administrator to act as the official representative of the Local Agency with full authority and responsibility to manage right of way contracts.

This authorization is subject to the following conditions:

1. This authorization is effective as of **January 1, 2024** and, absent earlier cancellation or modification, will expire on **January 1, 2027**. Please apply at least ninety days in advance of this date if you wish to re-establish your qualified status.
2. This authorization is limited to Federal-aid local assistance projects that are not on the State Highway System (SHS). All other work, including all work on the State Highway System, requires prior written authorization on a project-by-project basis. The request for authorization must include a detailed plan that identifies all the right of way work required for the project, a detailed parcel specific list and cost estimate, a detailed scheduled time line with milestones, detailed work plans, and a list of the individuals who will perform right of way activities, broken down by functional area.

3. All right of way activities performed by the Local Agency on projects funded with Federal and/or State funds requiring monitoring or oversight will conform to the Department's policies and procedures which include compliance with the Department's utility policy on high and low risk underground facilities.
4. The Local Agency's work will be reviewed by Department staff for compliance. Department staff may perform spot checks of project files during the course of, or subsequent to the expiration of this authorization.
5. The Local Agency will inform the Department by letter of any organizational or policy changes affecting its nonqualified Local Agency right of way qualification status. Whenever possible, please provide this notification at least thirty days prior to the effective date of the change.
6. The Department may withdraw this **Level 2 Qualification** certification if deficiencies are found and not corrected within a reasonable period.
7. In accordance with the Right of Way Manual, Chapter 17, in sections 17.06.01.01 and 17.06.02.01, the Local Agency must advertise and seek competitive bids from consultants who meet the selection criteria for the right of way function needed on a project-by-project or time base method when there is State or Federal funding in the project.
8. The Local Agency has in their possession and use the most recent version of the Caltrans Right of Way Manual, Local Assistance Procedures Manual and Title 23 and 49 of the Code of Federal Regulations (CFR).

Department Local Programs staff are always available to provide whatever assistance you might require. Please contact Senior Right of Way Agent, Steven Johnson at (213) 269-0600 at any time should you have any questions regarding qualification status and requirements or project assistance.

Sincerely,



Mark A. Lyles

Office Chief

Division of Right of Way and Right of Way Engineering

Caltrans District 7

Right of Way Acquisition, Condemnation, Railroads and Local Programs

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 low-income 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).

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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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 Property Owners.
P6050616	El Rio Sidewalk Project	Oral Interpretation	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 Resources	5

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 pursue 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 Svcs 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 Svcs Sprvsr	Water and Sanitation Op ISF
Fausto Esqueda	Water/Wastewater Svcs 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 Svcs Wrkr II	Water and Sanitation Op ISF
Alexis Ortega	Water/Wastewater Svcs Wrkr II	Water and Sanitation Op ISF
Gilbert Arriaga	Water/Wastewater Svcs Wrkr II	Water and Sanitation Op ISF
Irvin Martinez	Water/Wastewater Svcs 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/Wastewater 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 support staff member on the list		

APPENDIX II

Watershed Department

Title Vi

Annual Report



Ventura County Public Works Agency Watershed Protection

September 2023 – September 2024

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:

- Raise awareness about stormwater pollution's impact on water bodies and promote mitigation solutions.
- Encourage behavior changes in waste disposal and stormwater pollution generation.
- Engage Ventura County communities, including youth, in mitigating stormwater pollution.

The Permittees identified elements crucial to establishing a successful outreach campaign, which 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.

TITLE VI Public Works Agency WATERSHED PROTECTION

Medium	Planned Spots/Units	Delivered Spots/Units	Planned Impressions	Delivered Impressions	Total Cost	Added Value	Total Value
Radio	864	864	1,053,600	1,152,544	\$12,900	\$3,302	\$16,202
Sponsorship	13	19	NA	96	\$1,365	\$2,694	\$4,059
Outdoor	25	25	2,429,531	3,120,969	\$16,575	\$7,961	\$24,536
Digital	NA	NA	1,930,400	2,092,560	\$15,800	\$4,133	\$19,933
Total	902	908	5,413,531	6,366,169	\$46,640	\$18,090	\$64,730

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 (31%) on their tactics.

Vendor	Medium	Planned Impressions	Delivered Impressions	Clicks	CTR	Total Cost	Added Value	Total Value
<u>Viamedia</u>	English Mobile Ad Messenger	400,000	401,200	1,808	0.45%	\$3,400	\$610	\$4,010
	Spanish Mobile Ad Messenger	282,400	283,296	1,043	0.37%	\$2,400	\$408	\$2,808
Excitant	English Display	603,000	703,398	922	0.13%	\$4,200	\$1,539	\$5,739
	Spanish Display	545,000	604,666	962	0.16%	\$3,800	\$1,176	\$4,976
	E-mail	100,000	100,000	2,025	2.03%	\$2,000	\$400	\$2,400
Total		1,930,400	2,092,560	6,760	3.13%	\$15,800	\$4,133	\$19,933

RADIO

15-second English and Spanish radio spots focused on litter ran on KLJR, KCAQ, KFYV, KOCP, and KVTa. 25% added value was delivered from rate savings, bonus spots, spot production, and streaming radio.

Vendor	Medium	Planned Spots/Units	Delivered Spots/Units	Planned Impressions	Delivered Impressions	Total Cost	Added Value	Total Value
Gold Coast Broadcasting	:15 Radio Spot	192	192	248,400	266,400	\$3,265	\$101	\$3,366
	:30 Radio Spot	186	186	240,600	258,600	\$4,235	\$317	\$4,552
	:15/:30 Radio Spots Added Value	216	216	238,200	264,000	\$0	\$1,219	\$1,219
Lazer Broadcasting	:15 Spanish Radio Spot	72	72	172,800	184,800	\$2,760	\$192	\$2,952
	:30 Spanish Radio Spot	42	42	117,600	121,800	\$2,310	\$83	\$2,393
		18	18	36,000	49,800	\$0	\$990	\$990
	:15/:30 Spanish Streaming	132	132	NA	6,667	\$0	\$200	\$200
	Social Posts	6	6	NA	477	\$330	\$200	\$530
		864	864	1,053,600	1,152,544	\$12,900	\$3,302	\$16,202

OUTDOOR

For outdoor placements, bus ads ran the “Every Litter Bit Matters” message. 10 posters and 15 convenience store ads for a total of 25 ads ran for a 4-week period delivering VCSQMP messaging throughout the Greater County of Ventura.

Vendor	Medium	Planned Spots/Units	Delivered Spots/Units	Planned Impressions	Delivered Impressions	Total Cost	Added Value	Total Value
Delta Media	Posters	10	10	1,972,031	2,647,130	\$14,250	\$6,878	\$21,128
	Convenience Store Ads	15	15	457,500	473,839	\$2,325	\$1,083	\$3,408
Total		25	25	2,429,531	3,120,969	\$16,575	\$7,961	\$24,536

There were significant spikes in social media page views and website traffic during the paid media window. As a result, we are recommending continuing to run a flighted campaign for the 2024/25 campaign year.

DELIVERABLES

- Create a multichannel paid media plan for \$46,750.
- Negotiate added value to over-deliver planned impressions.
- Planned 5,413,531 total impressions through Paid Media; Delivered 6,366,169 total impressions

BUDGET

- Proposed Budget including Labor: \$55,000
- Media Budget: \$46,750 (Net)
- Actual Media Expenditure: \$58,135.18



CADA PIEZA DE BASURA IMPORTA

LA CUENCAS HIDROGRÁFICAS: TUYAS PARA DISFRUTAR, TUYAS PARA PROTEGER
www.cleanwatershed.org



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LA CUENCAS HIDROGRÁFICAS: TUYAS PARA DISFRUTAR, TUYAS PARA PROTEGER
www.cleanwatershed.org



VENTURA COUNTY'S
COMMUNITY FOR A
CLEAN WATERSHED



www.cleanwatershed.org





CÓMO JUGAR:

- 1 Descarga la tarjeta de bingo adecuada para tu grupo de edad en <https://www.cleanwatershed.org/kids-corner/>.
- 2 Elige una **cuenca**, **parque** o **vecindario** local para explorar con tus amigos y familiares.
- 3 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 [Facebook](#) o [Instagram](#) 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!





Charcos	Drenaje Pluvial	Pieza de Basura	Cuenca Hidrográfica	Estación de Residuos de Mascotas	Planta Nativa	Mariquita	Pieza de Basura
Planta Nativa	Jardín de Lluvia	Cuerpo de Agua	Animal Nativo	Sendero Natural	Plástico de Un Solo Uso	Aguas Pluviales	Charcos
Sendero Natural	Mariquita	Estación de Residuos de Mascotas	Plástico de Un Solo Uso	Drenaje Pluvial	Botes de basura	Cuenca Hidrográfica	Bolsas o Botellas Reutilizables
Peces	Botes de basura	Contenedor de Abono	Barril de Lluvia	Letrero de "Prohibido Tirar Basura" o "Prohibido Arrojar Basura"	Animal Nativo	Jardín de Lluvia	Peces

Cómo jugar: ¡Con un padre o maestro elige una tarjeta de bingo y encuentra los artículos en la tarjeta durante un paseo o caminata! Una vez que hayas completado un bingo, toma una foto y compártela con nosotros en Facebook o Instagram @CleanWatershed.

Drenaje Pluvial: Los drenajes pluviales llevan el exceso de agua de nuestras calles hacia nuestros arroyos, ríos y eventualmente conducen al océano. El agua en los drenajes pluviales no se limpia antes de ir a los arroyos y ríos, así que la basura y otros objetos en la calle pueden terminar en nuestras vías de agua si están cerca de un drenaje pluvial. Encuentra un drenaje pluvial cerca de ti.

Pieza de Basura: Recoger basura es importante para la cuenca hidrográfica porque ayuda a mantener el agua limpia. La basura viaja a las vías de agua cuando la lluvia la lleva desde la tierra a los ríos, lagos y el océano a través de un proceso llamado escorrentía pluvial. Si ves basura cerca de ti, recógela y deséchala correctamente.

Mariquita: ¡Las mariquitas son un insecto beneficioso para los jardines! Comen áfidos, que son pequeños insectos que dañan las plantas.

Aguas Pluviales: Las aguas pluviales son lluvias que caen en nuestro condado y viajan al sistema de drenaje pluvial. Las aguas pluviales recogen basura y otros contaminantes a medida que viajan, ¡así que puedes ayudar a mantener nuestras aguas limpias manteniendo limpio nuestro condado!

Cuenca Hidrográfica: Las cuencas hidrográficas son áreas de tierra donde el agua de lluvia y la nieve derretida drenan cuesta abajo hacia los arroyos y ríos. ¿Sabes en qué cuenca hidrográfica vives?

Planta Nativa: Las plantas nativas son buenas para jardines y cuencas hidrográficas porque les gusta el clima y suelo local. Esto significa que necesitan menos agua, fertilizantes y pesticidas para vivir felizmente. ¿Puedes encontrar una planta nativa cerca de ti?

Peces: La limpieza del agua de la cuenca hidrográfica afecta directamente a los peces que viven allí. Si el agua está contaminada, los peces pueden enfermarse.

Para más información sobre cómo proteger nuestra cuenca hidrográfica, visita www.cleanwatershed.org.

Jardín de Lluvia: Un jardín con plantas nativas que se hunde en el suelo se llama "jardín de lluvia" porque absorbe mejor la lluvia que un jardín normal. ¿Puedes encontrar un jardín de lluvia en tu vecindario?

Charcos: Los charcos juegan un papel importante en una cuenca hidrográfica porque son donde el agua se acumula por primera vez y comienza a fluir cuesta abajo. ¿Puedes encontrar charcos en tu caminata?

Cuerpo de Agua: Un área a la que fluyen las aguas pluviales se llama "cuerpo de agua" y puede ser un arroyo, río o lago. ¿Tienes cuerpos de agua cerca de ti?

Estación de Residuos de Mascotas: Una estación de residuos de mascotas es un excelente lugar para recoger una bolsa para excremento de perro y deshacerse del excremento de perro, lo cual puede contaminar nuestras aguas. ¿Puedes encontrar una estación de residuos de mascotas cerca de ti?

Botes de basura: Los botes de basura ayudan a mantener limpia una cuenca hidrográfica al prevenir que la basura entre al agua. Toma una foto de todos los botes de basura que veas.

Animal Nativo: Hay muchos tipos de animales que viven en el Condado de Ventura como venados, conejos, ardillas y tlacuaches. Estos animales dependen de cuencas hidrográficas limpias para tener agua, comida y aire saludables.

Sendero Natural: ¡Prepara tus bocadillos! Los senderos naturales permiten a las personas disfrutar de la belleza natural del Condado de Ventura. Si estás en un sendero natural, recoge tres (3) piezas de basura para mantenerlo limpio.

Plástico de Un Solo Uso: Los plásticos de un solo uso son cosas como botellas de agua, envolturas de comida rápida

o cubiertos que solo están destinados a ser utilizados una vez. Estos artículos a menudo terminan como basura. ¿Ves algún residuo de plástico de un solo uso en tu área? Si es así, ¿puedes recogerlo de forma segura y deshacerse de él? Recuerda "Empacar al Entrar, Empacar al Salir" tu basura.

Contenedor de Abono: Los contenedores de abono ayudan a mantener el agua limpia y libre de contaminantes. Abonar también ayuda a crear suelo rico en nutrientes, que es bueno para las plantas.

Bolsas o Botellas Reutilizables: Usar bolsas o botellas reutilizables significa menos bolsas de plástico y botellas que pueden terminar como basura en nuestras cuencas hidrográficas. El plástico es muy malo para las vías pluviales y puede dañar a las plantas y animales que viven allí.

Barril de Lluvia: Los barriles de lluvia ayudan a proteger nuestra agua porque reducen la cantidad de lluvia que escurre del techo de un edificio y entra al sistema de drenaje pluvial. ¡Busca uno en el jardín de alguien!

Letrero de "Prohibido Tirar Basura" o "Prohibido Arrojar Basura": La descarga ilegal de basura es mala para nuestro medio ambiente y puede ser muy costosa de limpiar. ¡Mantengamos limpias nuestras comunidades! ¿Puedes encontrar un letrero de "Denunciar la Descarga Ilegal"?



**¡Tuyas para Disfrutar,
Tuyas para Proteger!**

APPENDIX III

Engineering Services Department

The header and footer of the page feature abstract geometric shapes in various shades of blue, creating a modern, layered effect. The shapes are composed of overlapping triangles and polygons, with some areas appearing lighter due to transparency.

TITLE VI REPORT

Federal Fiscal Year 2024

Engineering Services

Accomplishments and Achievements

WORK ORDERS



86 Total Work Orders



1,621,128

Total Work Orders Amount

STAND-ALONE CONTRACTS



50 Total Stand-Alone Contracts

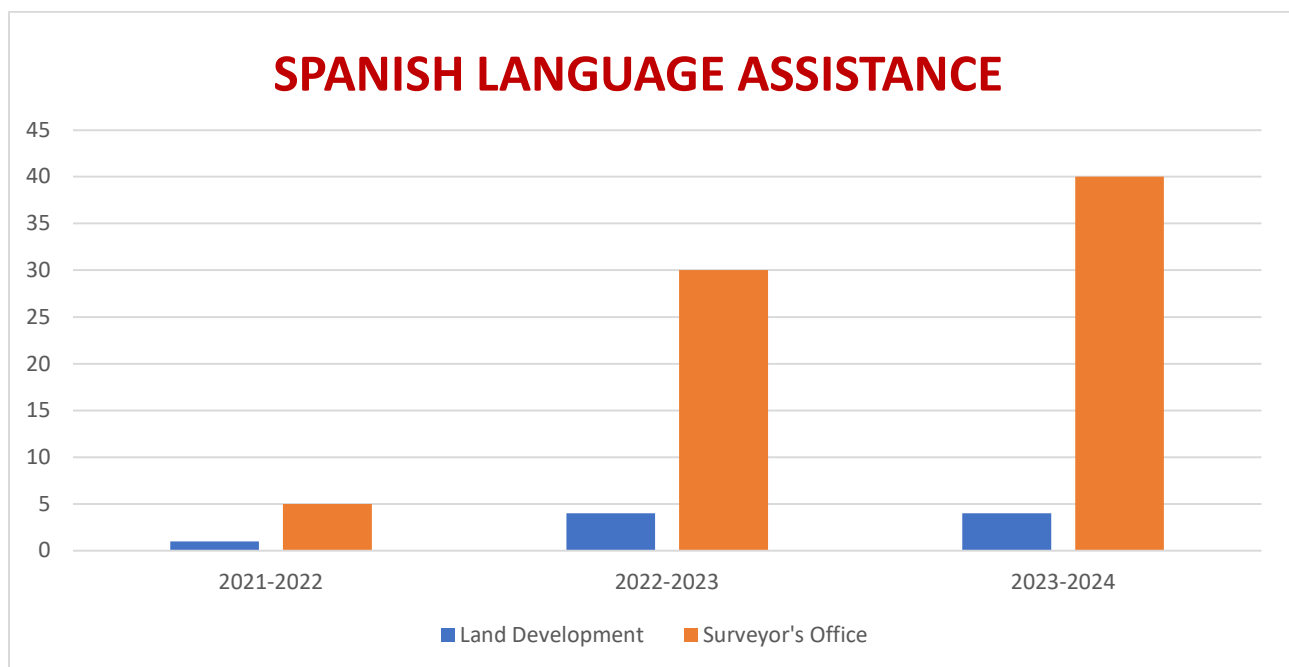


8,729,936

Total Stand-Alone Contracts Amount

LANGUAGE ASSISTANCE PROVIDED BY COUNTY SURVEYOR'S OFFICE AND LAND DEVELOPMENT SERVICES

The County Surveyor's Office and Land Development Services began tracking Spanish language assistance for the Department's public counter in August 2022. The chart below shows the total of instances of Spanish interpretation at the two Engineering Services counters during the last three reporting years, which cover October 1 through September 30 of each year.



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

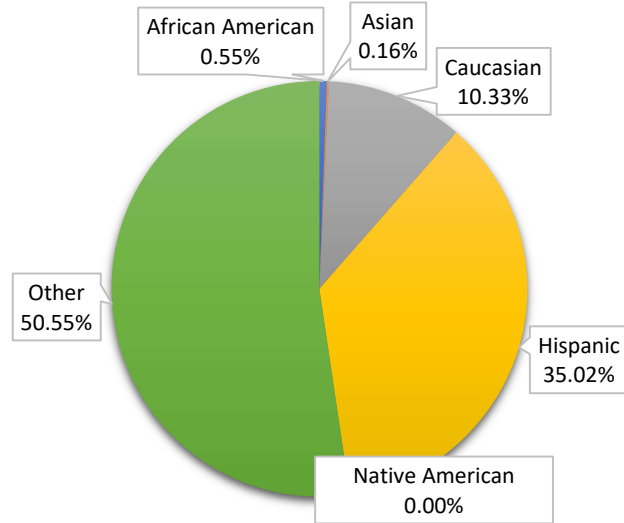
18

**Projects listed
in LCP Tracker**

**FOR THE CURRENT
REPORTING PERIOD**

10/1/2023 - 9/30/2024

Reported Employee National Origin



Spec Number	African American	Asian	Caucasian	Hispanic	Native American	Other	Total
WP23-02	0	0	3	15	0	0	18
WP22-02	0	0	0	0	0	6	6
WP24-01	3	1	0	15	0	122	141
RD24-04	0	0	2	10	0	26	38
RD24-05	1	0	25	68	0	0	94
RD23-02	0	0	1	17	0	0	18
RD24-02	0	0	3	25	0	48	76
RD23-05	0	0	1	2	0	35	38
WW24-01	0	0	0	3	0	9	12
RD24-09	1	0	5	46	0	1	53
CP23-05	0	0	4	15	0	48	67
CP24-02	0	0	1	2	0	25	28
CP21-04	0	1	25	30	0	89	145
CP24-01	1	0	1	5	0	10	17
CP21-01	1	0	34	158	0	103	296
CP23-02	0	0	22	30	0	115	167
CP22-01	0	0	4	3	0	42	49
WW22-01	0	0	0	0	0	5	5

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
and
Sanitation
Department



Water and Sanitation

TITLE VI REPORT
ACTIVITIES &
ACHIEVEMENTS
2023-2024



BILLING AND CUSTOMER SERVICE

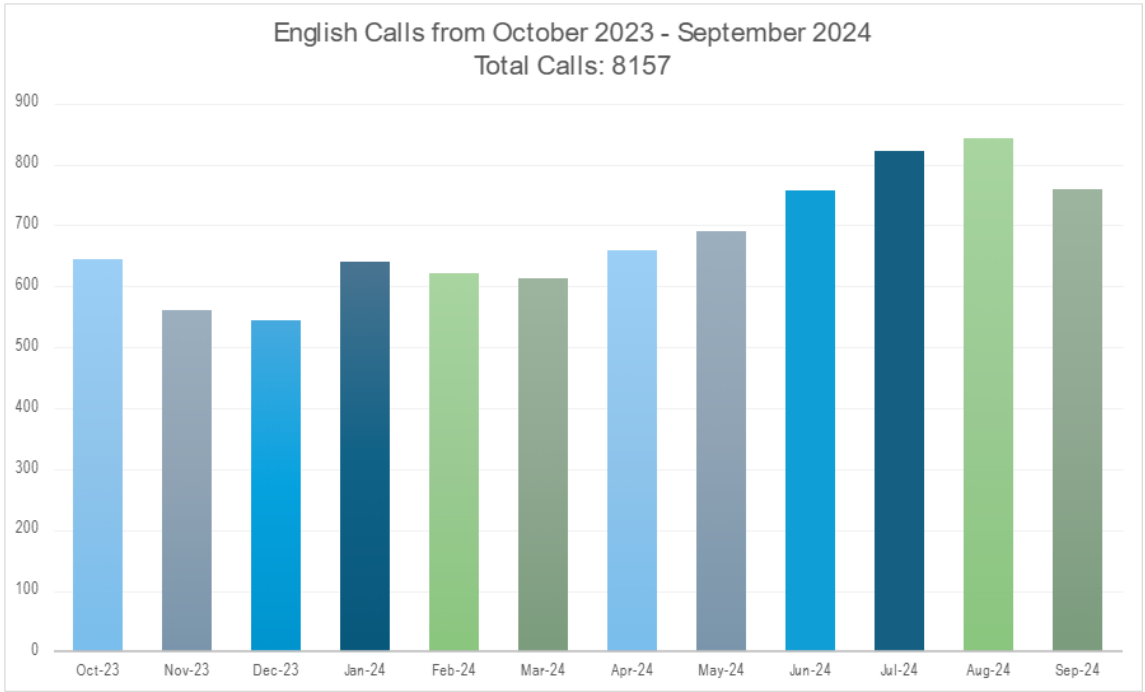
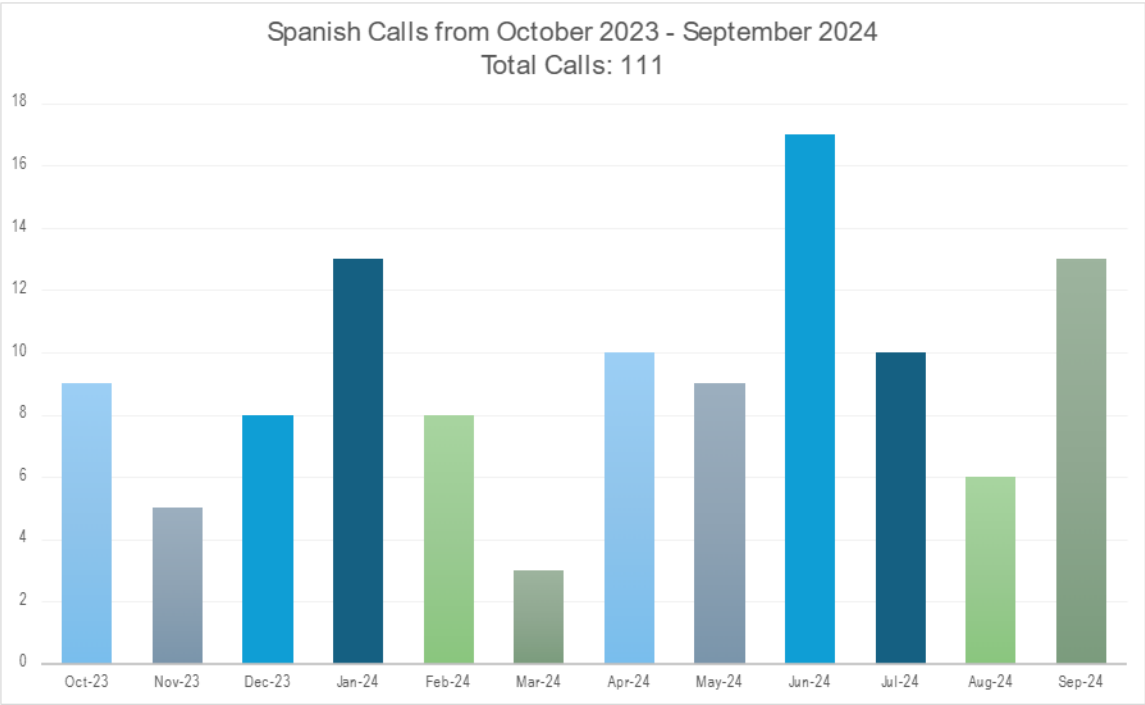
The Billing and Customer Service Division of the Water and Sanitation Department is responsible for providing customer support to all customers who reside in our service areas. These areas include the City of Moorpark, Somis, Lake Sherwood and Bell Canyon. The services provided by Billing and Customer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

<i>Processing Start/Stop Service Requests</i>	<i>Prepare Service Order Requests</i>	<i>Processing Customer Payments (In person/Drop Box)</i>
<i>Oversee Customer Service Phone Line</i>	<i>Preparing Monthly Bills for All Customers</i>	<i>Setting Up Payment Arrangements</i>

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 111 Spanish speaking phone calls and 8157 English speaking phone calls.



CITIZEN'S ADVISORY COMMITTEE (CAC) MEETINGS

The CACs 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 our largest District No. 1 (Moorpark), followed by District No. 17 (Bell Canyon, District No. 19 (Somis) and finally, District No. 38 (Lake Sherwood).

Information regarding CAC meetings can be found on our website www.vcpublishworks.org/wsd/publicmeetings/. There residents can find the latest agendas for all upcoming and previously held CAC meetings. We also continue to offer the ability to attend meetings virtually to increase community participation.

Spanish speaking staff are also available at all meetings to assist with translation, if needed.

The screenshot shows the website vcpublishworks.org/wsd/publicmeetings/. The page features a navigation bar with links to HOME, ABOUT THE AGENCY, OUR DEPARTMENTS, ONLINE SERVICES, CONTACT, and REPORT A CONCERN. Below the navigation bar is a large banner image with the text "PUBLIC MEETINGS Meetings and Citizens Advisory Committees". To the left of the main content area is a "QUICK LINKS" sidebar with links to Customer Service, IWWD, IWWD - Frequently Asked Questions, Legislation, Publications and Documents, Public Records Request Form, Public Meetings, Report Water Waste, Schedule of Rates, Service Areas, Water Quality, Water Conservation, and W&S - Frequently Asked Questions. The main content area is titled "CITIZENS' ADVISORY COMMITTEE (CAC) MEETINGS" and contains text explaining the purpose of the CACs and providing meeting schedules for Districts 1, 17, 19, and 38. It also includes a section for the "CAMARILLO UTILITY ENTERPRISE (CUE) ADVISORY COMMITTEE MEETING" and a "PLEASE NOTE" section regarding meeting schedules.

QUICK LINKS

- Customer Service
- IWWD
- IWWD - Frequently Asked Questions
- Legislation
- Publications and Documents
- Public Records Request Form
- Public Meetings
- Report Water Waste
- Schedule of Rates
- Service Areas
- Water Quality
- Water Conservation
- W&S - Frequently Asked Questions

CITIZENS' ADVISORY COMMITTEE (CAC) MEETINGS

The four CACs representing Ventura County Waterworks District (WWD) Nos. 1 (Moorpark), 17 (Bell Canyon), 19 (Somis), and 38 (Lake Sherwood) serve as liaisons between the community and the WWDs by providing input to Water and Sanitation Department staff and the Board. Each WWD has its own CAC. Meetings are open to the public and agendas are posted approximately one week prior to the meeting, but no later than 72 hours prior to a scheduled regular meeting.

The purpose of each CAC is to review staff recommendations regarding annual budgets, water and sanitation rate adjustments, capital improvement projects, annexation issues, new policy items, other issues related to management of the Districts, and to make recommendations to the Board.

2024 CAC Meeting Schedule Calendar:

- The WWD No. 1 (Moorpark) CAC meets the 2nd Thursday of odd-numbered months at 3:30p.m. in Moorpark.
- The WWD No. 17 (Bell Canyon) CAC meets the 2nd Tuesday of odd-numbered months at 7:00p.m. in Bell Canyon.
- The WWD No. 19 (Somis) CAC meets the 2nd Thursday of even-numbered months at 3:30p.m. in Moorpark.
- The WWD No. 38 (Lake Sherwood) CAC meets quarterly at 3:30p.m. in Lake Sherwood.

For further information on CAC meetings, please contact County of Ventura Water and Sanitation Department at (805) 378-2005 or via email at wsd@ventura.gov.

CAMARILLO UTILITY ENTERPRISE (CUE) ADVISORY COMMITTEE MEETING

The Camarillo Utility Enterprise Advisory Committee is composed of property owners at the Camarillo Airport. The CUE meets quarterly on the 4th Wednesday of May at 1000p.m. at the Camarillo Airport.

PLEASE NOTE: Meeting schedules are for planning purposes only and may be changed by mutual agreement of the Committee. Please check this website 72 hours prior to any previously scheduled meeting to confirm the meeting. Also, special meetings can be scheduled as necessary to conduct the business of the Committee; please check the website periodically for special meeting agendas.

NEW RESIDENTIAL SOLID WASTE & RECYCLING AGREEMENTS

Starting January 1, 2024, new 10-year residential solid waste and recycling collection agreements with E.J. Harrison and Athens Services took effect in unincorporated Ventura County. Managed by the Integrated Waste Management Division (IWMD), these agreements offer reduced monthly rates and expanded services for all residents enrolled in collection services.

New Residential Services

Increased bulky item pickups: single-family customers will have (3) bulky item collections, and multifamily complexes will have up to four (4) designated collection events per calendar year

Twelve annual Neighborhood Cleanup events offering free drop off trash, bulky items, yard waste e-waste collection and document shredding

Door-to-door Household Hazardous Waste Collection Program, up to (4) collections per calendar year per household

Annual pre-pay discount and monthly discount for residents 62 years of age or older who are enrolled in the SoCal Edison or SoCal Gas CARE program

Free compost and mulch

Annual rate increases capped at 4%

Bimonthly outreach and education in English and Spanish

New collection containers in state-required colors black (trash), green (organics), and blue (recycling)

On-premises services free-of-charge for customers where all adult service recipients residing at the home have disabilities preventing them from the placement of their carts at the curb for collection

Free indoor kitchen food scrap pails and backyard compost bins

Among customers who responded to a Public Works survey in April 2024, 86% rated their overall satisfaction with residential trash and recycling services as 4 or higher on a scale of 1 to 5.

