



**TITLE VI
ACCOMPLISHMENTS
REPORT**

2024-2025

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

Federal Fiscal Year 2025
October 1, 2024 – September 30, 2025

SECTION I. INTRODUCTION

This Annual Goals & Accomplishment Report outlines the 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 include 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 outlines goals developed from data collected through assessments 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. It highlights key goals and accomplishments for the 2024-2025 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 impact 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, Jeff Palmer, 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).

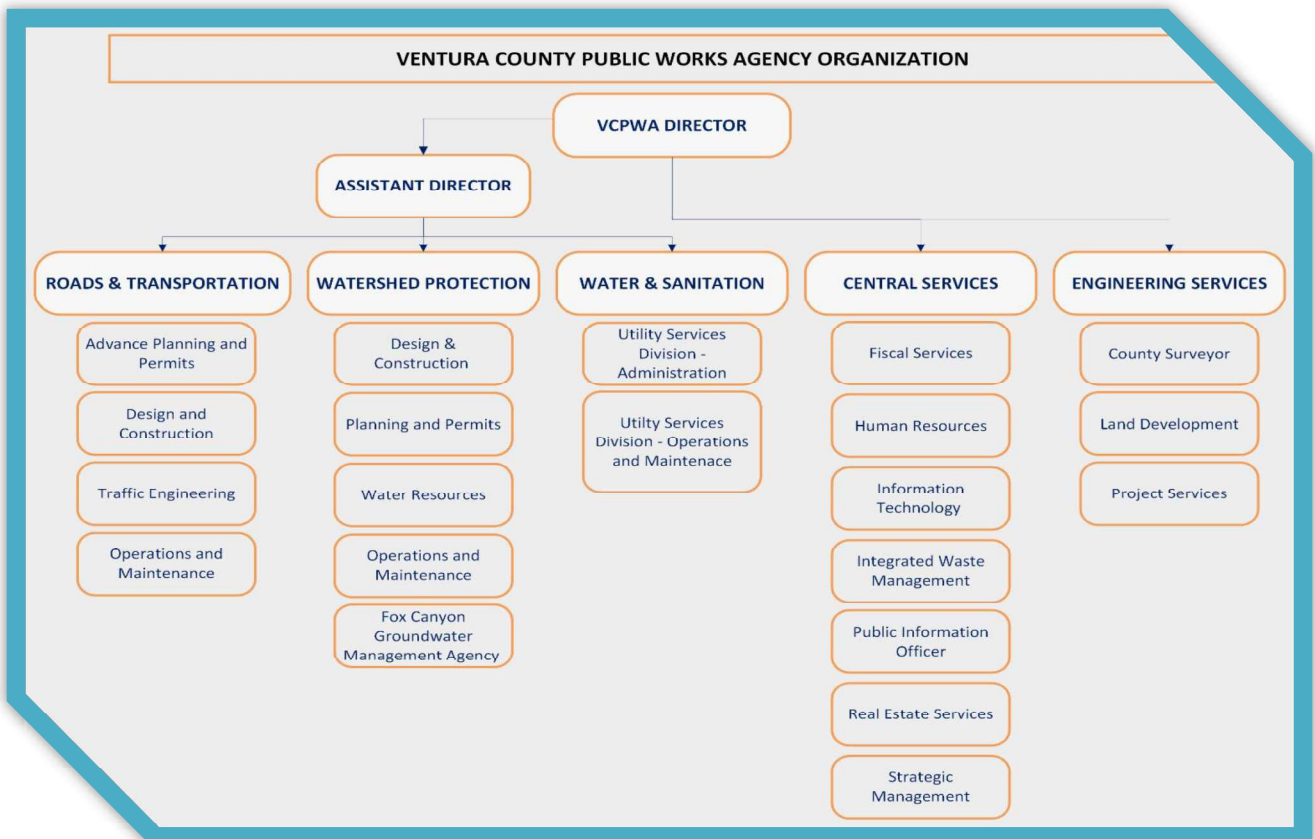
Central Services:

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.

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



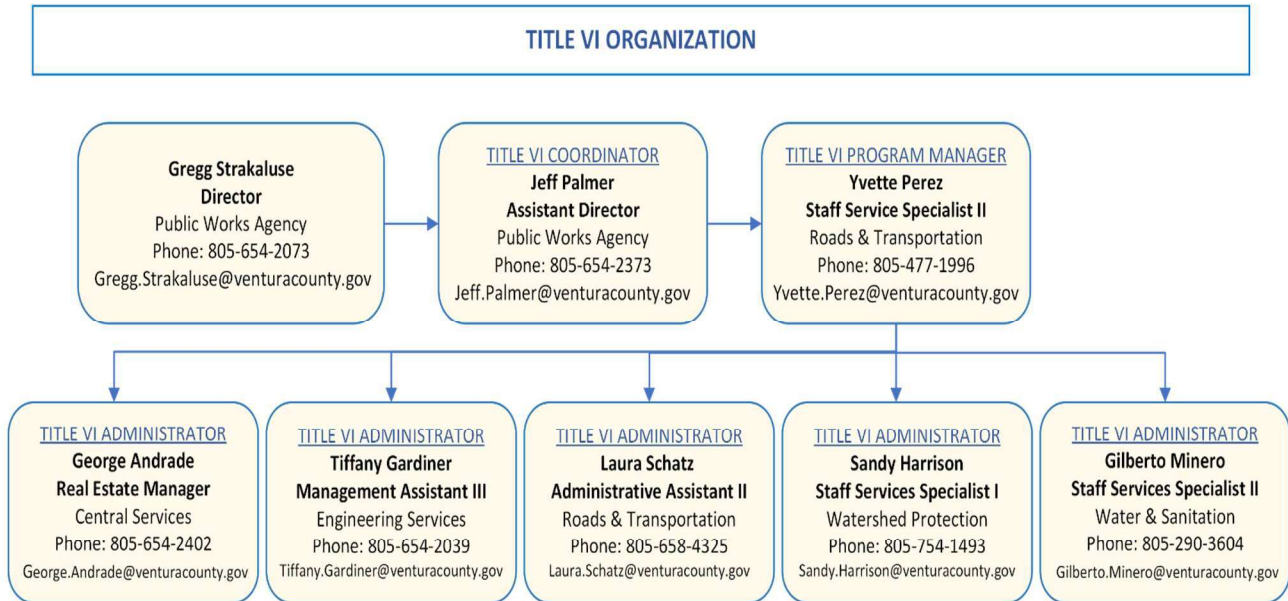
Department Responsibilities

To comply with Title VI, each Department is responsible for:

- Collecting and analyzing data on participants and beneficiaries of Department programs, activities, and services to identify benefits and burdens to persons protected under Title VI.
- Working proactively with Department staff to prevent disparities and taking corrective action when necessary.
- Addressing complaints by resolving issues promptly and maintaining records of complaint activity.
- Ensuring Environmental Justice by evaluating potential disproportionate human health, environmental, social, or economic impacts of Department activities on communities of color and low-income populations.
- Providing access for individuals with limited English proficiency (LEP) to ensure equitable participation in Department programs, services, and benefits.
- Facilitating public participation by offering convenient access to information and meaningful opportunities for involvement in Department services, and benefits.
- Collecting and analyzing data on participants and beneficiaries of the Department's programs, activities, and services.
- Disseminating Title VI information and notices to the public, including non-discrimination statements in all applicable Department or project documents and public meeting materials.
- Providing convenient access to information and meaningful public participation opportunities for all Department services, programs benefits and projects.
- Submitting an annual report to o the Title VI Coordinator summarizing each Department's Title VI accomplishments for the previous year and outlining goals for the upcoming year.

Title IV Unit Organization

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



Title IV 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 IV 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 the 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.vcpwpublicworks.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.

SECTION VII. EDUCATION AND TRAINING

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

Training Title	Target Date
Title VI Program refresher training (<i>for all PWA employees</i>)	Due Annually
<p>Mandatory Training for New Hires only (due within 30 days of hire – due annually thereafter)</p> <p><i>Title VI Training which includes:</i></p> <ol style="list-style-type: none"> 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. 	Due within 30 days of hire
<p>Mandatory Training for New Hires only (due with 45 days of being assigned)</p> <ul style="list-style-type: none"> • Online New Employee Training • New Employee Orientation (in-person) 	Within 45 days of hire
<p>Mandatory Training for All County Employees</p> <ul style="list-style-type: none"> • Workplace Violence Prevention • Title VI Training • Discrimination and sexual Harassment Prevention 	Annually
<p>Mandatory Training for All County Employees</p> <ul style="list-style-type: none"> • Discrimination Prevention • Workplace Security 	Every 2 Years

SECTION VIII. ENVIRONMENTAL

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.

Project Name	Federal Yes/ No	EJ Evaluation Approach	NEPA	CEQA
Culvert Replacement – Foothill Rd (MP 3.33)	N	Informal	N/A	Notice of Exemption
Culvert Replacement – Loma Drive MP 0.01	N	Informal	N/A	Notice of Exemption
Drainage Improvements – Ventura Ave @ Shell Rd (MP 0.52)	N	Informal	N/A	Notice of Exemption
Piru Pedestrian Improvements	N	Informal	N/A	Notice of Exemption
Shekell Road Storm Damage Repairs at MP 0.80	N	Informal	N/A	Notice of Exemption
Canada Larga Road Storm Damage Repairs at MP 2.78	N	Informal	N/A	Notice of Exemption
Pavement Resurfacing – East Oak Park Area	N	Informal	N/A	Notice of Exemption
San Cayetano St Storm Damage Repair	N	Informal	N/A	Notice of Exemption
Yerba Buena Road Slope Repairs @ MP 0.93, 1.94, 2.61	N	Informal	N/A	Notice of Exemption
Balcom Canyon Road – Roadway Stabilization at MP 5.66	N	Informal	N/A	Notice of Exemption

Environmental Justice - Summary

- There were three (3) culvert replacement/drainage improvements projects that were exempt for the following criteria: CEQA Guidelines section 15302 because it consists of “[r]eplacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced” and will not have a significant effect on the environment, either individually or cumulatively.
- There was one (1) pedestrian improvement project the was exempt from CEQA under the following criteria: CEQA Guidelines, section 15301 (c), as a minor alteration to “[e]xisting highways and streets’ and will not have a significant effect on the environment either individually or cumulatively. Creation of new sidewalks will result in no negligible expansion of existing use.
- There was one (1) pavement resurfacing project resurfacing approximately 11.85 miles of deteriorated roadway in various roads in the East Oak Park and Rolling Hills area. This project was exempt for the following criteria: CEQA Guidelines section 15301 (c) (existing facilities) because it involves the repair, maintenance, or minor alteration of existing facilities within public right-of-way including “existing highways and street, sidewalks, gutters, bicycle and pedestrian trails and similar facilities.” This project will not have a significant effect on the environment either individually or cumulatively.
- There were three (3) storm damage repair projects that were exempt for the following criteria: CEQA Guidelines section 15302, because the projects consisted of “[r]eplacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced” and will not have a significant effect on the environment, either individually or cumulatively.
- There was one (1) Slope Repair project that was exempt for the following criteria: CEQA Guidelines section 15301 (c) (existing facilities) because it involves the repair, maintenance, or minor alteration of existing facilities within public right-of-way including “existing highways and street, sidewalks, gutters, bicycle and pedestrian trails and similar facilities”. This project will not have a significant effect on the environment either individually or cumulatively.
- There was (1) Emergency projects that were statutorily exempt under CEQA pursuant to Section 15269 (b) because it consists of” [e]mergency repairs to publicly or privately owned service facilities necessary to maintain service essential to the public health, safety or welfare” and will not have a significant effect on the environment, either individually or cumulatively.

SECTION IX ADVANCE PLANNING & PERMITS

ADVANCE PLANNING STAFF	
STAFF NAME	TITLE
Christopher Solis, P.E.	Senior Engineering Manager
(Vacant)	Engineer (I-IV)
Jesus Banuelos, P.E.	Engineer IV
Vacant	Engineer IV
Susanna Arroyo	Administrative Assistant III
Israel Rios	Engineering Technician IV
Steven “Scott” Greer	Engineering Technician IV
(Vacant)	Engineering Tech (I-IV)
(Vacant)	Engineering Tech (I-IV)

Permits	
Gerald Weeks	Engineer IV
Luis Gonzales	Engineering Technician IV
Edith Rivera	Engineering Technician II
Richard Oropeza	Public Works Inspector III
Alexander Villa	Public Works Inspector II
Manuel Morales	Public Works Inspector I

The Advance Planning & Permits Division services the County on 2 fronts: Advance Planning and Permits.

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.

The **Permits** Section issues 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. Permit staff answers inquiries and investigates concern/complaints from the public.

This Section meets the public most frequently at the front counter. 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.

Federal/State Approved Grants – Awarded during the reporting period 10/1/24-9/30/25

Project Name	Project Description	Type of Funds	Programmed Amount
Hueneme Road Widening - Edison Drive to Rice Avenue Project – Phase 1; Project No. 50629	Design phase of the Hueneme Road Widening - Edison Drive to Rice Avenue Project – Phase 1; Project No. 50629.	Senate Bill 1 Cycle 4, Transportation Corridor Enhancement Program Grant (Federal)	\$11,350,000
Pedestrian Crossing Enhancements Countywide (HSIP Cycle 12) Project No. 50670	Prepare PS&E Package for installation of Rectangular Rapid Flashing Beacons (RRFB) and high-visibility crosswalks at various locations throughout the County	Highway Safety Improvement Program (HSIP) Cycle 12 Grant	\$347,400
Signal and Pedestrian Safety Improvements Santa Clara Ave and Central Ave (HSIP Cycle 12) Project No. 50672	Prepare PS&E Package for installing protected left-turn signal heads/phases; Relocate and install high visibility crosswalks; converting all right-lanes to right-turn only lanes at the intersection of Santa Clara and Central Avenue	Highway Safety Improvement Program (HSIP) Cycle 12 Grant	\$499,680
Intersection Improvements - Las Posas and Laguna Road (HSIP Cycle 12) Project No. 50671	Prepare PS&E Package for Intersection Improvements at Las Posas Road and Laguna Road Scope: <ul style="list-style-type: none"> • Install an overhead flashing beacon • Conduct an intersection control evaluation • Conduct an intersection warrant analysis • Make both roadways daytime headlight sections 	Highway Safety Improvement Program (HSIP) Cycle 12 Grant	\$99,000

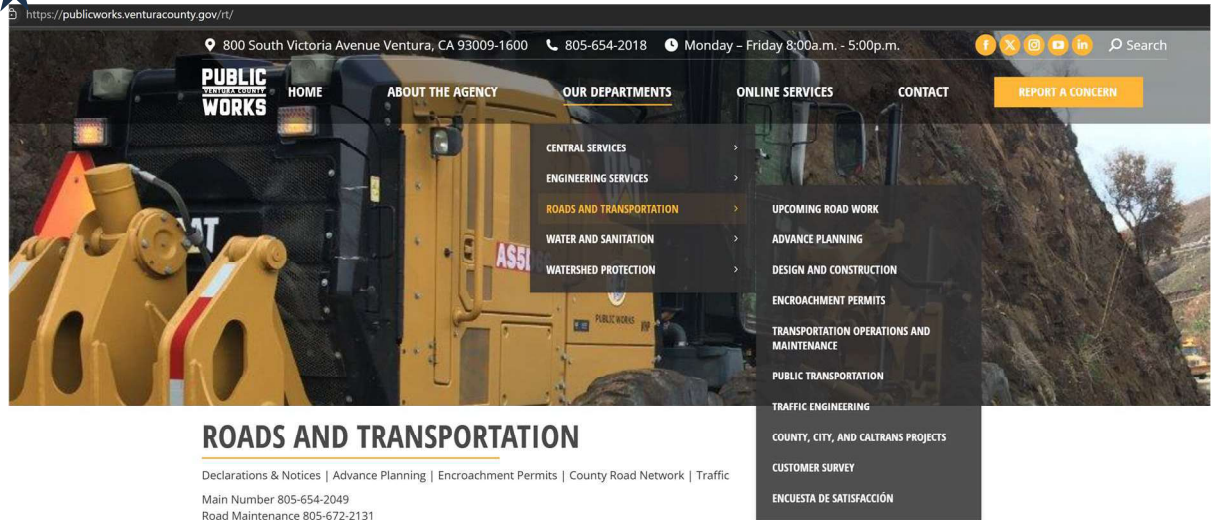
Accomplishments

- Secured over \$12 Million in Grant Funding.
- Implemented Customer Feedback opportunities at the Public Counter by providing a QR Code (see figure 1) that provides a link to a Survey and Comments.
- Also added a link to the Website to solicit Comments (see figure 2)
- Initiated creation of an “Adopt a Cabinet” Program. This program allows for Art in the Right of Way, specifically Traffic Signal Cabinets to promote community identity, enhance aesthetics, prevent vandalism and extend the service life of public utilities.
- Issued 2,048 Permits in 2025

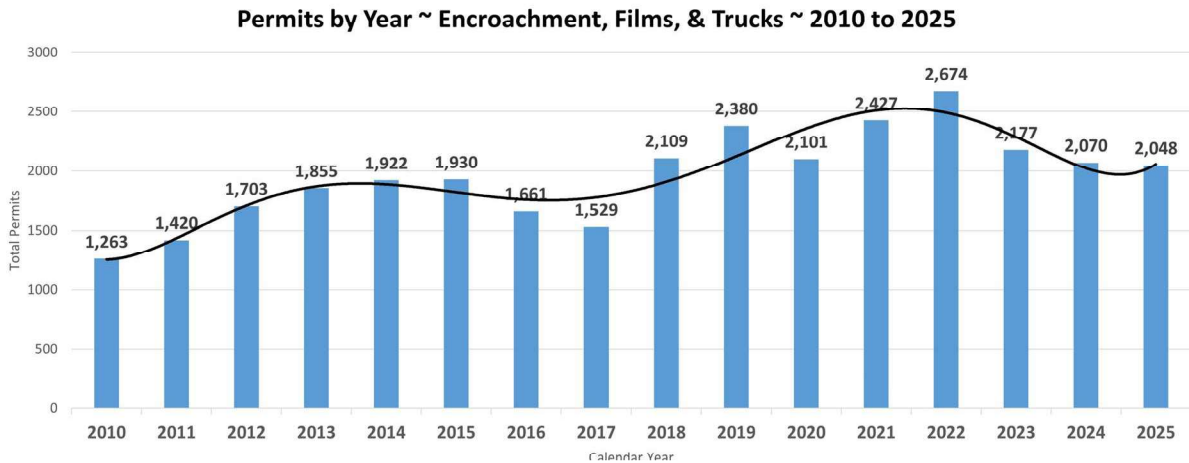


(Figure 1)

New website to solicit comments



(Figure 2)



(Figure 3)

Goals

Department’s Goals for the next reporting Period:

- Conduct a Public Outreach event for the Adopt a Cabinet Program and Implement.
- Continue to implement the Pavement Management Program and Bridge Management program comply with Title VI program.

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 expires 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:

Real Estate	
Staff	Title
George Andrade	Manager
John Weat	Senior Real Property Agent
Thomas Kaiser	Senior Real Property Agent
Rich Yerkovich	Real Property Agent II
William Kaiser	Real Property Agent II
Madinah Edward	Real Property Agent I

Support services include but are not limited to:

Real Estate is responsible for the clearance of utility facilities on all construction projects and the implementation of VCPWA’s department’s policies and procedures.

- 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
- Participating in utility meetings
- Determining Owner Liability
Issue Notices to Relocate

- 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.

Survey Staff	
Staff	Title
Joe DeChellis	PWA Manager II
Dan Walsh	Senior Engineering Manager
Debbie Naves	PWA Manager I
Larry Dibble	Surveyor III
Alex Matthews	Surveyor III
Mario Vasquez	Surveyor II
Luis Lechuga	Surveyor II
April Hernandez	Survey Tech III
Ramon Barragan	Survey Tech II
Leilani Rivera	Survey Tech II

The table below lists the 13 projects that utilized the services of the Survey Division during this reporting period:

Project Name	Project No.	Federal/Local	Division	
Piru Pedestrian Improvements	50673	Local	Design & Construction	
Saticoy Pedestrian Improvements	50642	Local	Design & Construction	
Pavement Rehab – East Oak Park	50647	Local	Design & Construction	
Pave Rehab – Oak View & Piru	50652	Local	Design & Construction	
Ventura Avenue @ Shell Road	50669	Local	Design & Construction	
Ventura Avenue Bike Lanes	50574	Federal	Design & Construction	
Sumac Drive Storm Drain	50655	Local	Design & Construction	
Pave Rehab – Center School & Todd Road	50653	Local	Design & Construction	
Las Posas and 5 th	50564	Local	Design & Construction	
El Rio Pedestrian Improvements	50616	Fed/Local	Design & Construction	
Bridge Road Bridge	X50662	Local	Design & Construction	
Las Posas and Laguna	50671	Local	Design & Construction	
Pave Rehab – PV, Sturgis and Wood	50651	Local	Design & Construction	

SECTION XII.TRAFFIC

SECTION 1: ORGANIZATION, STAFFING AND STRUCTURE

TRAFFIC SECTION	
NAME	TITLE
Matt Litvinas, P.E.	Engineer Manager
Eliceo Mendoza	Engineer II
Greg Teran	Engineering Tech I
Jerrold Lata	Engineering Tech I
(Vacant)	Student Worker

PROGRAM AREAS, SERVICES AND ACTIVITIES

The Traffic department is primarily responsible for, but 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 more. Below are some examples of completed projects and tasks accomplished by the Traffic team in Fiscal Year 2024/25.

CITIZEN REQUEST AND COMPLAINTS

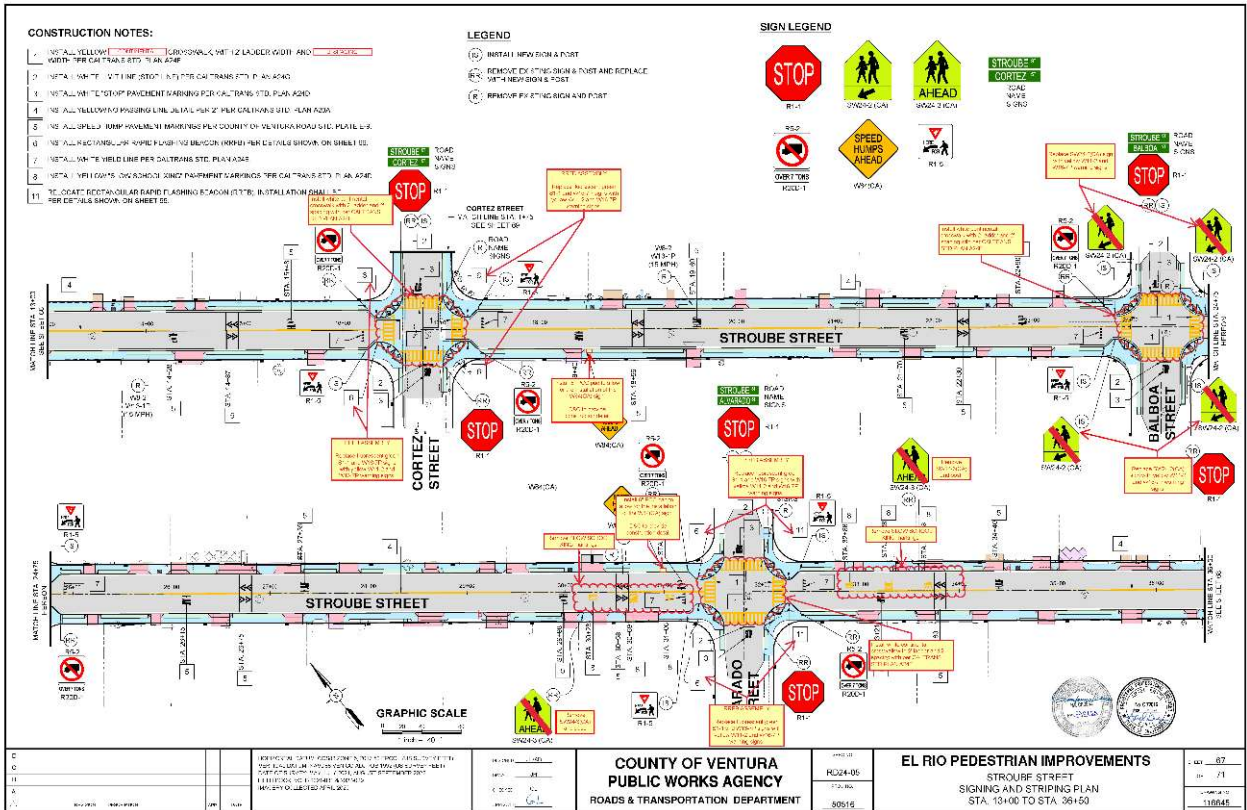
Traffic staff addressed 130 citizen requests/complaints through our Accela Citizen Access Portal. These requests/complaints include issues such as speeding, missing signs, sight distances, speed humps, and all-way stop installation requests. In response to these request/complaints, traffic staff performs field investigations, collects traffic counts, reviews collision histories, and summarize findings/actions for the citizen for the citizen via our Accela Citizen Access Portal.

TRAFFIC SUPPORT SERVICES

In FY24/25, the Traffic team reviewed and approved 117 traffic control plans for projects requiring road closures. These projects include utility work, filming projects, marathons, housing developments, emergency work, etc. These projects vary in complexity, from easy road closures with small detours, to large development projects with rolling road closures occurring over several months.

Additionally, traffic staff assist our Design & Construction team by performing construction project reviews. These reviews are performed to determine if the installation or modification of traffic control devices are warranted, to ensure project compliance with ADA standards, and to develop traffic control plans to provide to outside agencies (Caltrans and local municipalities).

Below is a single sheet from the El Rio Pedestrian Improvement project plans, in which the Traffic team reviewed/commented on the proposed traffic control devices.



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 24/25, the Traffic team performed several E&TS due to citizen concerns regarding perceived speeding. We determined that most of the locations had appropriately posted speed limits. However, we were able to lower the speed limit of Old Telegraph Road, a major collector, from 55 mph down to 50 mph.

COUNTY OF VENTURA
Engineering and Traffic Survey
Summary

CERTIFIED

Street: **OLD TELEGRAPH RD**
Limits: **HWY 126**
FILLMORE CITY LIMIT

Field Observer: **JL**
Checked By: **ML**
Date: **5/8/2025**

Factors	Direction: East/West
A. Prevailing Speed Data	
Location of Survey	Three separate locations.
85th Percentile	55.7
10 mph Pace	45 - 54
Percent in Pace	75.8%
Posted Speed Limit	55
B. Collision History	
Date Range Covered	1/1/2022 To 12/31/2024 (36 months)
Total Collisions	14
Collision Rate (Acc/MV/M)	1.425
Expected Collision Rate	1.09
C. Traffic Factors	
Average Daily Traffic	4330
Length of Segment	10929
Lane Configuration	Single Lane Each Direction
Street Classification	Collector
D. Conditions Not Readily Apparent	
Conditions	A higher than expected collision rate.
Roadway Geometrics	A flat collector with horizontal curves throughout.
Comments	Based on the 85th percentile speed of 55.7 mph, the posted speed would be 55 mph. However, a 50 mph speed limit is recommended due to the higher than expected collision rate.
E. Adjacent Land Use	
Adjacent Land Use	Agricultural
Posted Speed Limit	55
Speed Limit Change?	Yes
Revised Speed Limit	50
Approved and Authorized for release by: Gregg Strakaluse, Road Commissioner:	
	06-09-2025
Date	Loc. #

COUNTY OF VENTURA
PWA - TRANSPORTATION DEPARTMENT

Street Name: **OLD TELEGRAPH RD**
Limits: **HWY 126 to FILLMORE CITY LIMIT**

Radar Survey Sheet
X=East/West

	5	10	15	20	25	30	35	40	#	Mean	Dist %
65									2	1.3%	100%
64									7	0.7%	98.7%
63									4	0.7%	100.0%
62									1	2.6%	100.0%
61									2	1.9%	100.0%
60									9	5.2%	100.0%
59									3	2.0%	85.6%
58									0	5.5%	83.7%
57									5	3.8%	77.4%
56									7	4.8%	73.9%
55									5	3.3%	69.3%
54									8	4.7%	65.0%
53									11	11.1%	62.5%
52									10	10.5%	49.7%
51									24	8.7%	59.2%
50									15	9.8%	23.9%
49									1	0.7%	13.3%
48									17	11.1%	12.1%
47									1	0.7%	7.0%
46									1	0.7%	1.5%
45											
44											
43											
42											
41											
40											
39											
38											
37											
36											
35											
34											
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31											
30											
29											
28											
27											
26											
25											
24											
23											
22											
21											
20											

Total Samples: **153**


85th Percentile Speed: 55.7	Date of Survey: 4/30/2025	Start Time: 8:15
50th Percentile Speed: 49.0	Weather: Cloudy	End Time: 10:00
15th Percentile Speed: 46.1	Road Condition: Good	Posted Speed: 55
10 MPH Pace: 45-54	Street Class.: Collector	
Number in Pace: 116	Observer: JL	
Percent in Pace: 76.8%	Conditions not Apparent: A higher than expected collision rate.	

WORK ORDERS

In FY 24/25, 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.

GENERAL NOTES
THIS WORK ORDER IS BEING ISSUED TO ADDRESS UPRR REQUESTS.

LOCATION MAP



CONSTRUCTION NOTES

- INSTALL W10-S 30"x30" (ID-XXXXX) WITH W10-RP 24"x30" (ID-XXXXX) CO-MOUNTED BELOW, AS INDICATED. INSTALLATION LOCATION FIELD MARKED WITH WHITE PAVEMENT MARKING.
- REFRESH AND UPDATE EXISTING GRADE CROSSING PAVEMENT MARKINGS. REFERENCE FIGURE 88-7(CA).
- INSTALL W10-D-11 30"x30" (ID-XXXXX) WITH W10-11A 30"x30" (ID-XXXXX) CO-MOUNTED BELOW, AS INDICATED. INSTALLATION LOCATION FIELD MARKED WITH WHITE PAVEMENT MARKING.
- INSTALL W8-A (ID-XXXXX) 24"x30" AS INDICATED. INSTALLATION LOCATION FIELD MARKED WITH WHITE PAVEMENT MARKING.
- INSTALL GRADE CROSSING PAVEMENT MARKING AND W10-1 30" DIA. (ID-XXXXX) AS INDICATED. INSTALLATION LOCATION FIELD MARKED WITH WHITE PAVEMENT MARKING.

PROJECT MAP (N.T.S.)

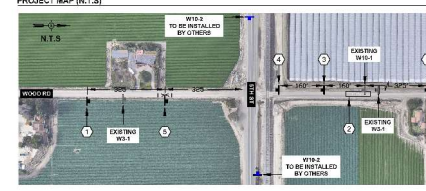
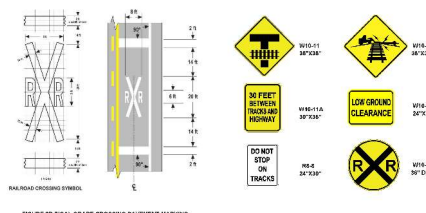


FIGURE AND SIGN LEGEND



COUNTY OF VENTURA PUBLIC WORKS AGENCY
ROADS & TRANSPORTATION

WOOD ROAD RAILROAD CROSSING ENHANCEMENT

DATE ISSUED: 5/20/25 SHEET: 1 OF 1
DESIGNED: EM DRAWN: EM
CHECKED: JL APPROVED: JL
SIGNATURE: _____

PROJECT # 23102
SUB AREA: OCP
MAP # 024
REFER: INTERLOCAL

COMPLETED BY: _____
DATE: _____

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.

TRAFFIC SIGNAL & COMMUNICATIONS NETWORK SYSTEMS

In FY 24/25, the Countywide Systemic Signal Improvement Project was completed. This project upgraded all 44 County maintained traffic signals with new controllers, software, and modems to allow these signals to be operated remotely from a traffic management center. This new system allows traffic staff to view the signals real-time operation, modify system settings, and receive automated alerts when a signal experiences technical issues. In addition, the new 2070ATC controller offers additional functionality compared to the 170E controller it replaced. One of these additional functions, the Leading Pedestrian Interval (LPI), had been introduced at intersections located near schools to help address pedestrian safety concerns from our community.

GOALS AND ACCOMPLISHMENTS

- Upgraded 170E controllers to 2070ATC at all 43 County maintained signals
- Installed Polara systems at 23 signal locations
- Established new traffic management center using Q-Free Kinetic
- Migrated internal Access databases to an online ESRI environment
- Addressed 130 citizen complaints
- Reviewed 117 traffic control plans
- Reviewed over 50 tort claims

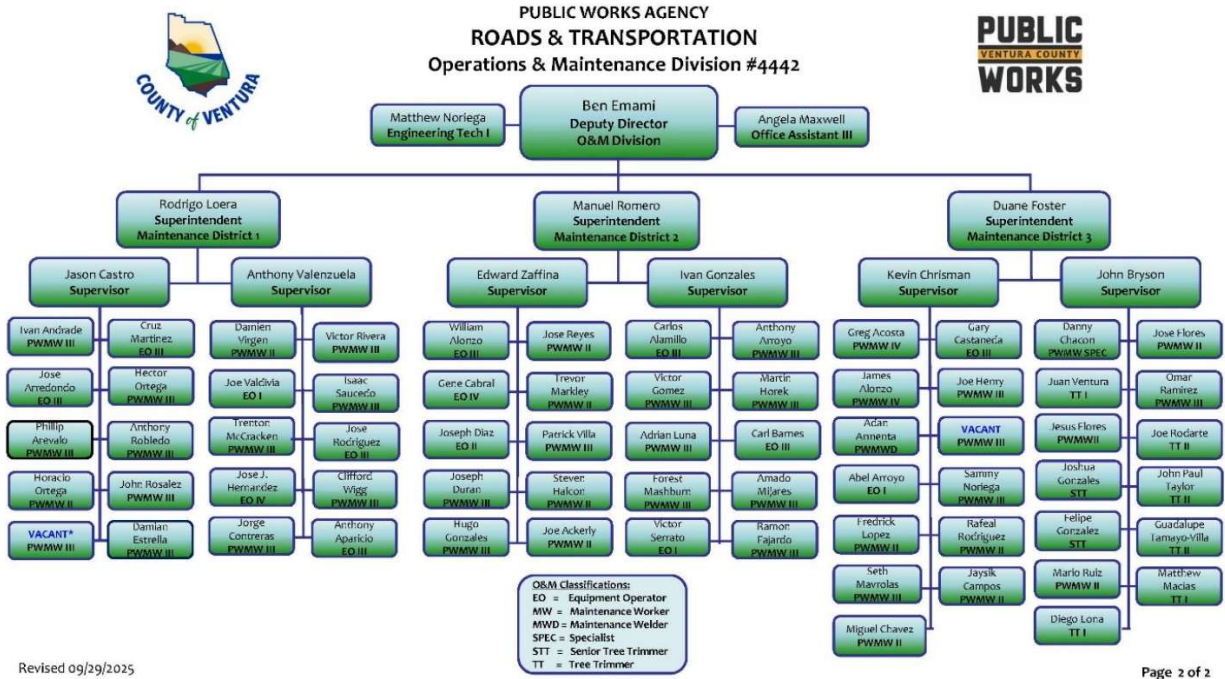
GOALS FOR NEXT REPORTING PERIOD

- Install dedicated left-turn signal heads at Central Ave and Santa Clara Ave
- Complete Vision Zero Action Plan
- Establish safety corridors within the unincorporates areas of the County

SECTION XIII. OPERATIONS & MAINTENANCE

Reporting Period 10/01/2024 to 09/30/2025

ORGANIZATION, STAFFING AND STRUCTURE



PROGRAM AREAS, SERVICES AND ACTIVITIES

- a. List your departments program areas, the services provided, and the activities conducted during the reporting period.

The Operations & Maintenance (O&M) Division preserves and provides routine maintenance for 542 miles of roads and 158 bridges within the County of Ventura. This includes maintaining road striping, symbolizing, and signing; rural tree trimming; and maintenance and installation of culverts and storm drains. It also includes shoulder repairs and grading, pavement maintenance such as repairing and filling potholes and crack sealing, storm debris removal, culvert and catch basin cleaning, roadside ditch maintenance, and guardrail upkeep. The O&M staff also receive reports via phone and email from the general public to investigate roadway concerns. All requests are promptly investigated, and in most cases, maintenance crews can repair or address the majority of issues.

FEDERAL/STATE GRANTS

- a. List all Federal and/or State Grants that were awarded during the reporting period and the projects associated with the grants. N/A

LANGUAGE ASSISTANCE

- a. List any language assistance services requested. For which languages? Who provided the services. In addition, list the documents translated during the reporting period and identify the language. If your department maintains a tracking log, include as an exhibit in this report. N/A

PUBLIC OUTREACH & EDUCATION

- a. List all outreach events, public meetings, etc. Describe public outcomes and include photos of events. N/A

CONSTRUCTION AND CONSULTANT CONTRACTS

- a. Construction-related projects and Consultant Contracts during reporting period: Separately list your department's construction projects and provide a description, dollar amount, prime contractor and source of funding. On a separate table, list all Consultant Contracts and provide Project No, Contract No, name of consultant, dollar amount, source of funding, and if the procurement was through solicitation (RFQ/RFP). N/A
- b. Briefly describe the process used to advertise and award construction contracts during this reporting period. Briefly describe the procurement process (e.g. RFQ, RFP, negotiations, etc.) N/A
- c. Describe the actions taken to promote construction contractor/consultant compliance with Title VI, including monitoring and review processes, and their outcomes (e.g. What Title VI language was included in contracts and agreements; what Title VI responsibilities are explained to the Contractor/Consultant. N/A

RIGHT OF WAY

- a. List permanent and/or temporary easements, right of entries, etc. that were acquired during the reporting period. Include the Project Name, Property Owner, APN No, type of acquisition, and date acquired. If no right of way activities occurred

during the report period, indicate “*No right of way activities were conducted during the reporting period*”.

No right of way activities were conducted during the reporting period by O&M

- b. Describe the steps taken to overcome language barriers during the ROW process. Were interpreters and translated documents provided where affected landowners were identified as Limited English Proficiency (LEP)? N/A
- c. Were Title VI Assurances included in the right-of-way agreements? N/A

ENVIRONMENTAL

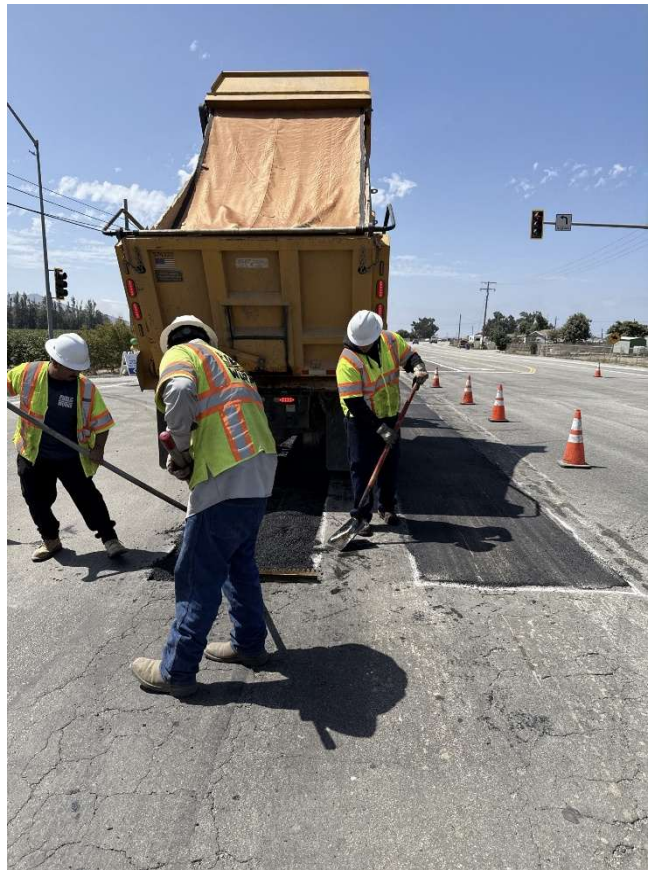
- a. List of the environmental documents prepared (e.g. Exemptions, MND, EIR, etc.) during the reporting period. If none, indicate “*No Environmental Documents were prepared during the reporting period*”.
- No Environmental Documents were prepared during the reporting period by O&M

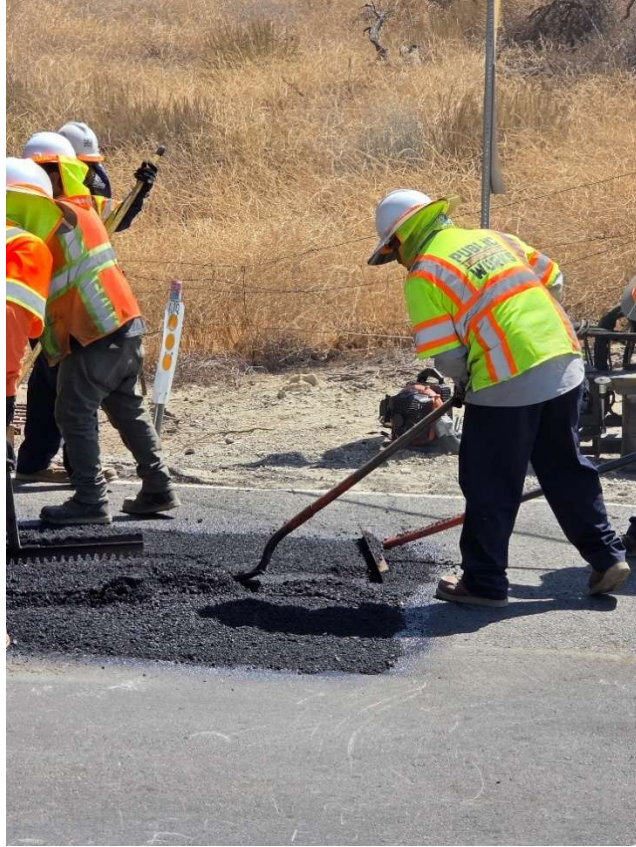
GOALS & ACCOMPLISHMENTS

- a. List your Department’s Accomplishments during the reporting period.
- Removed 7,182 cubic yards of debris
 - Responded to 38 downed trees
 - Picked up 216 tons of illegally dumped trash including 92 mattresses
 - Completed 712 CRM’s
 - Removed 718 cubic yard of sand from Oxnard Beach areas
 - Maintained 212 miles of shoulders
 - Cleaned 19.5 miles of ditches
 - Sealed 13 miles of cracks on pavement surfaces
 - Maintained and installed 2,378 signs
 - Striped 249 miles of roadway
 - Trimmed 42 miles of trees
- b. List of your Department’s Goals for the next reporting period.
- Increase Average Daily Production by 5%

ATTACHMENTS:







SECTION XIV. DESIGN & CONSTRUCTION

It is the policy of the Roads & Transportation Department that all design and construction activities be conducted in full compliance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. The Design & Construction (D&C) Section holds primary responsibility for ensuring that all aspects of the design phase adhere to these requirements.

Each project undergoes a review process beginning early in the preliminary design phase to ensure compliance and identify potential impacts. As the project progresses, the project team gains a deeper understanding of the communities being served. Many projects occur in disadvantaged areas, where proactive community engagement is essential to minimize unintended impacts. The Roads & Transportation Title VI Administrator supports D&C by ensuring the Title VI procedures are implemented and by regularly assessing D&C's performance under Title VI.

Design & Construction Staff			
Staff	Title	Staff	Title
Gianfranco Laurie	Deputy Director	Yvette Perez	Staff Services Specialist II
Matthew Hespenheide	Engineering Manager	Laura Schatz	Administrative Assistant II
Christopher Solis	Engineering Manager	Chase Luckey	Engineer III
Cody Stults	Engineering Manager	Sohil Bhakta	Engineer IV
Joshua Patricio	Engineer III	Jeff Pollard	PWA Inspector III
Howard DeLeon	Engineer III	Anthony Santiago	PWA Inspector I
April del Castillo	Engineer VI	Frank Boyer	PWA Inspector III
Ariel Braza	Engineer VI	Julie Stuart	Engineering Technician IV
Daniel Espinoza	Engineer II	Oswaldo Huizar	Engineering Technician II
Said Negm	Engineer II		

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

Consultants are selected according to the procedure outline 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's 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 were a total of 11 Consultant Work Orders and 8 Stand Alone Consultant Contracts that were executed in the design phase during the reporting period. The value of these contracts totaled \$2,697,404.00. The scope, size and duration of these contracts vary in size.

DESIGN PHASE - Annual Consultant Work Orders

The table below includes the list of consultant contracts executed from October 1, 2024, through September 30, 2025.

PW No.	Consultant	Project No.	Project Name	WO Amount	Award Date
25-055	MNS Engineers, Inc.	50663	Matilija ER Inspection Services	\$16,800.00	12/16/24
25-072	Twining, Inc.	50654	Koenigstein – Materials Inspector	\$28,038.00	12/16/24
25-099	Hunt & Associates Biological Consulting Services	50574	Ventura Avenue Pedestrian Improvements- Bird Survey	\$5,125.00	2/18/25
25-113	Twining, Inc.	50654	Koenigstein Road – Construction Inspection	\$29,040.00	4/2/25
25-116	Earth Systems Pacific	50617	Systemic Countywide Signalized Intersection Improvements – Materials Testing and Inspection	\$35,548.00	4/3/25
25-128	Padre Associates, Inc.	50664	Foothill Road and Santa Susanna Pass Culvert Replacement- Environmental Permitting Support	\$23,285.00	5/9/25
25-133	Union Materials Testing, Inc.	50574	Ventura Ave Pedestrian Improvements – Materials Testing and Inspection	\$83,629.00	5/29/25
25-136	Galvin Preservation Associates Inc.	50673	Piru Pedestrian Improvement Project	\$12,428.00	6/2/25
25-137	Rincon Consultants, Inc.	50642	Saticoy Pedestrian Improvement Project	\$12,434.00	6/9/25
25-142	Padre Associates, Inc.	50674	San Cayetano Biological Survey	\$1,250.00	6/25/25
25-111	MNS Engineers, Inc.	50030	SCAG Grant Application for Piru and Saticoy	\$26,000.00	3/27/25

Design Phase – Stand-Alone Contracts

Contract No	Consultant	Project Name	Amount	Formal or Informal	DBE Contract Goal	Title VI Provision in RFP?	Title VI Provisions in Contract?
AE25-006	Rincon Consultants, Inc	Environmental Consulting - Lockwood Valley Emergency Repairs	\$172,000	Formal	No	No	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
AE25-021	Ultra Systems Environmental, Inc.	Las Posas Environmental Services	\$211,850	Formal	No	No	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
AE25-027	Conzor North America, Inc.	Matilija Canyon Road Slope Repair Civil Engineering and Design Services	\$406,083	Formal	No	No	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
AE25-031	Rincon Consultants, Inc	Pavement Resurfacing - East Oak Park Area Arborist Services	\$23,670	Formal	No	No	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
AE25-034	MNS Engineers, Inc.	Piru Pedestrian Improvements Project - Design Services	\$815,082	Formal	No	No	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
AE25-035	MNS Engineers, Inc.	Saticoy Pedestrian Improvement Engineering	\$586,163	Formal	No	No	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
AE25-037	Filippin Engineering, Inc.	Pavement Resurfacing Oxnard West and Plain Area - Inspection Services	\$117,830	Formal	No	No	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
AE25-039	Earth Systems Pacific	Pavement Resurfacing Oxnard West and Plain Area - Materials Testing SE	\$91,149	Formal	No	No	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Design Projects – Capital Improvements

Project No.	Project Name	Funding Source	Project Cost	Project Description
50574	Ventura Ave. Ped & Bike Lane Improvements	CMAQ and Road Fund	\$2,219,000.00	Construction of sidewalks, Class II and Class III Bike Lanes
50648	Matilija Canyon Road Slope Repair	FEMA/Cal OES and Road Fund	\$1,400,000.00	Slope repair and stabilization, road reconstruction
50645	Rumble Strip and Curve Warning Signs	HSIP	\$5,710,900.00	Installation of curve warning signs, Upgrade of existing signage and construction of rumble strips
50624	Pavement Resurfacing – Nyeland Acres	SB1	\$1,000,000.00	Pavement resurfacing various roads in the Nyeland Acres area.
50641	Pavement Resurfacing – Lesser, Jenny, Ruth Dr.	SB1-RMRA	\$2,289,000.00	Pavement Resurfacing of Lesser, Jenny, and Ruth Drive in the Casa Conejo Neighborhood Including sidewalk repairs, tree removal, cross gutter replacement, curb and curb & gutter replacements.
50642	Saticoy Pedestrian Improvements	ATP and Road Fund	\$2,872,000.00	Pedestrian Improvements include sidewalks, crosswalks, bulb outs and curb and gutter.
50643	Pedestrian Crossing Enhancements Countywide	HSIP Cycle 11 Grant	\$575,000.00	Installation of Rectangular Rapid Flashing Beacons and upgrade to existing crosswalk striping
50644	Guardrail Upgrades	HSIP Cycle 11 Grant	\$1,106,150.00	Upgrade of existing Guardrail terminals
50647	Pavement Resurfacing – East Oak Park Area	Road Fund	\$6,000,000.00	Pavement resurfacing of approximately 11.95 miles of County roads within the East Oak Park area including sidewalk repairs, curb and gutter repairs.
50651	Pavement Resurfacing – Pleasant Valley Rd, Sturgis Rd, Wood Rd and Navalair Rd	SB1-RMRA	\$3,500,000.00	Resurfacing/repairing road(s)
50661/50678	Lockwood Valley Rd Repairs @ MP 1.75 and MP 12.69	Road Fund	\$1,000,000.00	Roadway reconstruction and rock slope protection
50652	Pavement Resurfacing – Oak View & Piru	SB1	\$650,000.00	Pavement Resurfacing
50654	Pavement Resurfacing – Koenigstein Rd	Road Fund	\$1,000,000.00	Pavement Resurfacing
50655	Sumac Dr. Storm Drain Replacement	CEO Funds	\$250,000.00	Remove or abandon and replace the failed storm drain system on Sumac Drive.
50664	Culvert Replacement – Foothill Rd MP 3.33 and Santa Susana Pass Rd MP 1.0	Road Fund	\$1,000,000.00	Culvert Replacement and in-kind roadway repair
50665	Loma Dr Culvert Replacement @ MP 0.01	Road Fund	\$300,000.00	Removal of failed arch-pipe culvert and replacement with reinforced concrete box culvert includes roadway and sidewalk repairs.
50666	Yerba Buena Slope Repairs @ MP 0.93, 1.94, 2.61, and 2.96	Road Fund	\$2,500,000.00	Slope Repairs/Stabilization
50669	Drainage Improvements – Ventura Ave @ Shell Rd. (MO 0.52)	Road Fund	\$400,000.00	Replacement of existing failed drainage. culvert
50672	Pedestrian Crossing Enhancements Countywide	HSIP and Road Fund	\$600,000.00	Pedestrian Improvements including crosswalks, RRFBs and access ramps.
50673	Piru Pedestrian Improvements	ATP	\$9,300,000.00	Sidewalk Improvements
50674	San Cayetano St. Storm Damage Repair	Road Fund	\$70,000.00	Repair failed portions of existing concrete-lined ditch in the Bardsdale area.
50675	Shekell Road Storm Drain Damage Repairs	FEMA and Road Fund	\$67,700.00	Slope repair and stabilization, berm and swale repair, headwall construction.
50676	Canada Larga Storm Damage Repairs @ MP 2.78	Road Fund	\$360,000.00	Repair failed corrugated metal pipe storm drain and slope.

Construction Phase

The following projects were in construction during the reporting period from 10/1/24 to 09/30/25

RD No.	Contractor Name	Project No.	Project Name	Amount	DBE Goal	Title VI Provisions in Contract
RD24-09	Toro Enterprises, Inc	50622	Santa Rosa Bike Lane and Pedestrian Improvements	\$1,719,447	N/A	Yes
RD24-05	Toro Enterprises, Inc.	50616	El Rio Pedestrian Improvements	\$9,473,358	N/A	Yes
RD25-03	Toro Enterprises, Inc	50630	Norway Tract – Sidewalk Improvements	\$195,499	N/A	Yes
RD25-09	Granite Construction	50574	Ventura Avenue Pedestrian and Bike Lane Improvements	\$1,396,000	Yes	Yes
RD25-04(1)	Roy Allan Slurry Seal, Inc	50662	Riverside Pavement Resurfacing	\$118,547	N/A	Yes
RD25-12	Onyx Paving, Inc	50654	Koenigstein Pavement Resurfacing	\$915,635	N/A	Yes
RD25-13	Toro Enterprises, Inc	50634	Pavement Resurfacing – Oxnard West & Plain Area	\$5,499,268	N/A	Yes
RD25-10E	Union Engineering Company	P6X50663	Matilija Road North Emergency Repairs at MP 2.25	\$1,679,238	N/A	No
RD25-08	CrossTown Electrical and Data	50617	Systemic Countywide Signalized Intersection Improvements	\$6,833,960	N/A	Yes
RD25-21	Sam Hill & Sons Inc.	50657	Piru Canyon Road Storm Drain Repairs	\$1,100,000	N/A	Yes

To ensure equal opportunity, projects are advertised in the local newspaper, twice, 30 calendar days for federally funded contracts 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 was one (1) federally funded project constructed in this reporting period, Ventura Avenue Pedestrian and Bike Lane Improvements.

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 \$367,769. 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, 2024, through September 30, 2025.

Construction Phase – Consultant Work Orders & Stand-Alone Contracts								
Work Order No	Consultant Name	Project Name & No.	Amount	Informal/Formal	DBE Goal	Title VI Provisions in RFP?	Title VI Provisions in Contract?	
PW25-116	Earth Systems	Systemic Countywide Signalized Intersection Improvements - 50617	\$35,548	Formal	No	No	No	
PW25-072	Twining Inc.	Pavement Resurfacing – Koenigstein Road -50654	\$28,038	Formal	No	No	No	
PW25-113	Twining Inc.	Pavement Resurfacing – Koenigstein Road – 50654 – Construction Inspection	\$6,450	Formal	No	No	No	
AE25-037	Filippin Engineering, Inc.	Pavement Resurfacing – Oxnard West & Plain Area – 50634 – Inspection Services	\$117,830	Formal	No	No	No	
AE25-039	Earth Systems	Pavement Resurfacing – Oxnard West & Plain Area – 50634 – Materials Testing Services	\$91,149	Formal	No	No	No	
PW25-099	Hunt & Associates	Ventura Ave Ped & Bike Lane Improvements – 50574 – Bird Surveys	\$5,125	Formal	No	No	No	
PW25-133	Union Materials Testing, Inc.	Ventura Ave Ped & Bike Lane Improvements – 50574 – Materials Testing and Inspection	\$83,629	Formal	No	No	No	

Construction Contracts Awarded during Reporting Period						
RD No.	Contractor Name	Project No.	Project Name	Amount	DBE Goal	Title VI Provisions Advertisement & Contract?
25-08	Crosstown Electrical & Data, Inc.	50617	Systemic Countywide Signalized Intersection Improvements	\$6,833,960	N/A	Non-Discrimination Assurances
25-12	Onyx Paving Company, Inc.	50654	Pavement Resurfacing – Koenigstein Road	\$936,000	N/A	Non-Discrimination Assurances
25-13	Toro Enterprises, Inc	50634	Pavement Resurfacing – Oxnard West and Plain Area	\$5,499,268	N/A	Non-Discrimination Assurances
25-09	Granite Construction Company	50574	Ventura Avenue Pedestrian and Bike Lane Improvements	\$1,396,000	Yes	Non-Discrimination Assurances
25-21	Sam Hill & Sons, Inc	50657	Piru Canyon Road Drainage Improvements at Milepost 0.58	\$1,100,000	N/A	Non-Discrimination Assurances
26-01	Blackpointe Group Construction & Management Inc.	50644	Guardrail Upgrades	\$963,489	NA	Non-Discrimination Assurances

There was a total of 6 Construction Contracts awarded during this reporting period totaling \$16,728,717.

During the reporting period, Roads & Transportation posted a Notice of Request for Qualifications for Qualifications (RFQs) for Construction Material Testing, Environmental Services and Construction Inspection Services. The solicitation was advertised in October 2024. A committee evaluated all applicants based on the criteria outlined in the RFQs, leading to multiple contract awards for various projects throughout the year. Notably, the Systemic Countywide Signalized Intersection Improvements project hired a provider from the October solicitation. Oxnard West selected a candidate for Construction Inspection Services and Materials Testing. Ventura Avenue Ped & Bike Lane Improvements selected a consultant for Materials Testing and Environmental Services. Koenigstein used Materials Testing Services.

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 only 1 of the projects 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.

Public Outreach

The Design and Construction Section conduct 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 such as MAC Meetings
- Distributing press releases
- Publications in the newspaper
- Informational website
- Direct Mailings
- Door hangers
- Billboards & Message Boards
- Community Events
- Ribbon Cutting Ceremonies
- In person when we are in construction
- At the front counter at HOA
- Phone calls

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

- **Expand community engagement efforts in underserved and disadvantaged neighborhoods**
- **Strengthen oversight of labor compliance and certified payroll reporting**
- **Enhanced transparency by publishing an interactive map showing all equity-focused project investments**
- **Create better content for social media and improve our outreach efforts**
- **Regularly conducting surveys as part of project planning. Not only does this strengthen community engagement but also enables data-driven decisions that improve project outcomes and minimize disruptions**

[Keeping the Public Informed](#)

50630 – Norway Track – Sidewalk Repairs

- In August 2024, a letter was sent out to property owners and residents affected by the project informing that construction was scheduled to start in October 2024. The letter included a project description with references to the County Municipal Code and Streets and Highway Code. Follow up letters were sent to property owners and residents during and after construction.
- In August 2024, General Notices and Door Hangers were distributed to residents in English with a note and contact information for Spanish translation.
- Cones and delineators with No Parking signs were placed along the affected road areas for construction three days prior to work to give local traffic advance notice.

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.
- May 1, 2025, a Social Media Blast was posted for Traffic Alert No. 1
- May 7, 2025, the Slurry schedule was revised and posted on social media. (see figure 1)

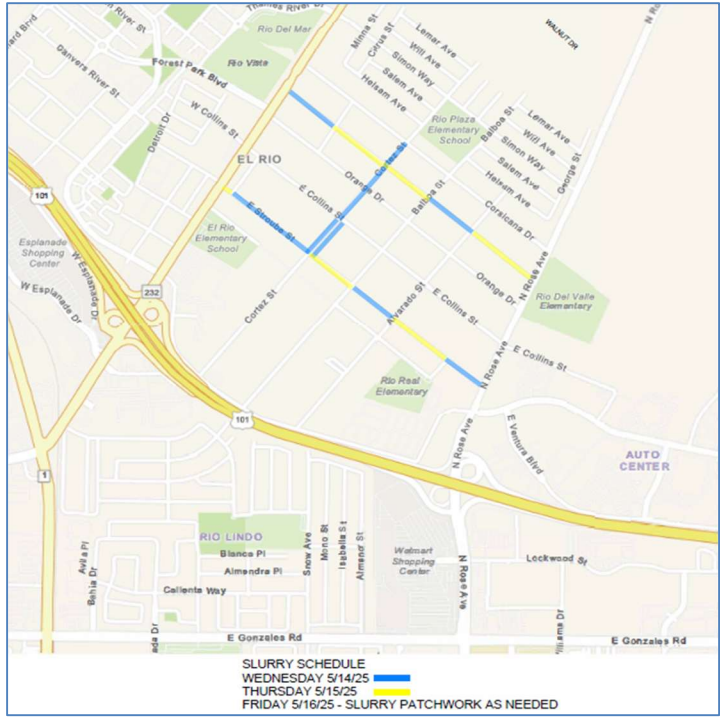


Figure 1

- May 8, 2025, a Social Media Blast was posted for Traffic Alert No. 2.
- A week-by-week projection was provided to residents.
- On June 2, 2025 a Ribbon Cutting Ceremony was performed. A Mariachi Band performed. Elementary children performed a Spanish dance. A Spanish interpreter was provided for the event. (see figures 2 and 3)



Figure 2



Figure 3

X50663 – Matilija Road North @MP 2.25

- Beginning September 30, 2024, our crew began working on an emergency repair project. A Project Alert was posted on social media.



50617 – Systemic Countywide Signalized Intersection Improvements

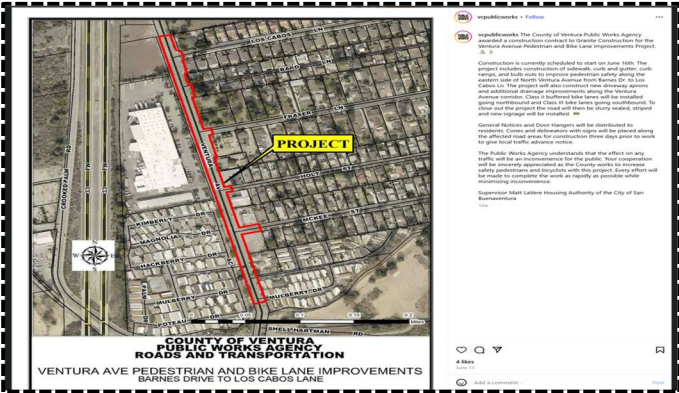
- On February 14, 2025, an information blast was posted to Instagram announcing to the public that VCPWA has awarded the construction contract for Systemic Countywide Signalized Intersection Improvements Project. This post also gave heads up to be prepared for minor traffic delays during the upgrades.



- A Lookahead schedule was posted on March 7, 2025, to VCPWA website informing the public regarding "Tentative Construction 3-week Lookahead Schedule."
- Updated Lookahead schedules posted to the VCPWA website throughout the project notifying the public of potential Traffic delays

- There was a Santa Rosa Valley MAC Meeting on March 20th regarding the project scope and future improvements.
- April 22, 2025, an updated lookahead schedule and a Notice to the Public regarding Traffic Signal Timing was posted to the VCPWA website.
- On April 27, 2025, Social Media Posts were posted to Facebook, X, LinkedIn and Instagram regarding a scheduled paving operation from 4/28/25 to 5/2/25. Advanced message boards and traffic control signs were placed in the surrounding work area.
- On 6/3 a new completion date was posted due to inclement weather conditions.

50574 – Ventura Avenue Bike & Pedestrian Improvements



- In June 2025 a social media post went out informing the public the construction was scheduled to start on June 16th. The post included a project description construction timeline, road closures, parking restrictions and other common FAQs.
- General Notices and Door Hangers were distributed to residents in English and Spanish prior to actual start of construction.
- Cones and delineators with No Parking signs were placed along the affected road areas for construction three days prior to work to give local traffic advance notice.
- A Right of Entry Cover Letter and
- Permits were provided to property owners and businesses affected.
- Social media posts and additional notices were sent out to residents and businesses with upcoming construction work and what to expect.

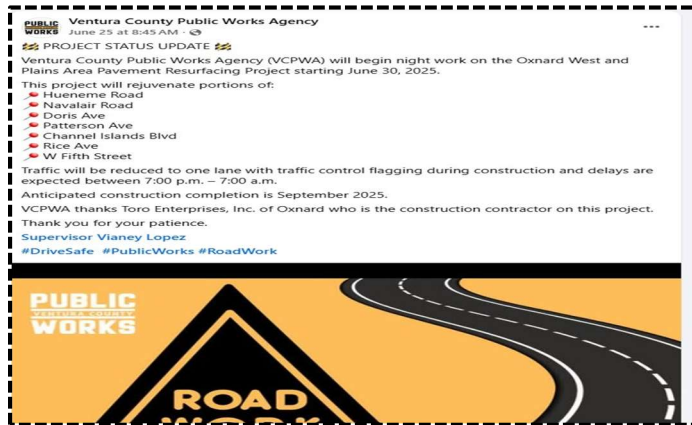
50654– Pavement Resurfacing – Koenigstein Road

- After completion of the project, Customer Satisfaction Surveys that had a QR Code and survey web link went out to 29 residents located near the project. Surveys were mailed out on June 10th.



50634– Oxnard West & Plain Area

- On June 25th a Project Status Update was posted to social media. Night work begins.
- Door Hangers were placed on 8/19 for driveway closure notifications in Spanish and English. The driveway closures were for 8/25.
- Project Status Updates were posted to social media throughout the project.



50657 – Piru Canyon Road Storm Drain Repair at MP 0.58

- On September 10th there was a Social Media Post “Project Update: informing the public the project will be paused for approximately four weeks



Labor Compliance

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

- Attending preconstruction meeting to discuss Labor Compliance, DBE Requirements, and subcontracting provisions outlined in the contract.
- Review and confirm all Certified Payroll Records (CPR).
- Ensure that all requirements for Owner/Operators, as well as 2nd- and 3rd-tier Subcontractors, are reviewed and clearly communicated.
- Review employee interviews and cross-check wage rates and classifications against certified payrolls.
- Ensure that all project activities and documentation are in full compliance with Title VI requirements.
- Provide technical guidance and support to Contractors and Subcontractors to ensure understanding and compliance with contract requirements.
- 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 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 are provided by in-house interpreters. Currently VCPWA has two staff members who are qualified and certified for document translation.



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

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**

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 population 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.

VENTURA COUNTY PUBLIC WORKS AGENCY DIRECTORS



Gregg Strakaluse
Director
Public Works
(805) 654-2074



Jeff Palmer
Assistant Director
Public Works
(805) 654-2327



Anatasia Seims
Director
Engineering Services
(805)654-2039



Anitha Balan
Director
Road & Transportation
(805) 654-2049



Joan Araujo
Director
Central Services
(805) 654-2076

Your Rights Under Title VI of the Civil Rights Act of 1964

PUBLIC
VENTURA COUNTY
WORKS

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.

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.

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

- Denial to any individual or any service, or benefit provided under the program or project to which her 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

WHAT IS TITLE VI?

Title VI is a statute provision of the Civil Rights Act of 1964.

Title VI (Sec. 601) of the Civil Rights Act of 1964 provides:
“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”
(42 U.S.C. Sec. 2000d)

ARE YOUR RIGHTS BEING VIOLATED?

If you believe you have experienced discrimination due to your race, color, national origin, sex, age, disability, or socioeconomic status, we strongly encourage you to file a written complaint with VCPWA.

Please keep in mind that complaints must be submitted within 180 days of the incident. The "Title VI Complaint Form" is available online by clicking the "File a Complaint" link, which can assist you in clearly outlining your complaint, although using it is optional.

You may also download the complaint form from our website at:
[iframe.publicstuff.com/#?
client_id=1000149&request_type
id=1017067](https://iframe.publicstuff.com/#?client_id=1000149&request_type_id=1017067)

For further assistance, please call:
(805) 654-2327.

WHO BEARS THE RESPONSIBILITY 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.

LIMITED ENGLISH PROFICIENCY (LEP)

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

VCPWA will make reasonable efforts to provide or arrange for free language assistance for Limited English Proficiency (LEP) persons.

Requests for Language Assistance, services, complaints, grievances, shall be made to:

Jeff Palmer
Title VI Coordinator
Ventura County - Public Works Agency
800 S. Victoria Ave. L#1600
Ventura Ca. 93009
Email: Jeff.Palmer@Ventura.org



¿CÓMO HACE VCPWA CUMPLIR 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 hará:

- Evitar o reducir los efectos dañinos para la salud humana y el medio ambiente en las poblaciones minoritarias y de bajos ingresos,
- Garantizar la participación plena y justa de todas las comunidades, incluidas las poblaciones de bajos ingresos y las minorías, en el proceso de toma de decisiones sobre el transporte en proyectos financiados federalmente.
- Prevenir la denegación, reducción o retraso significativo en la recepción de prestaciones por parte de las poblaciones minoritarias y de bajos ingresos en proyectos financiados federalmente.

Además, cualquier beneficiario que reciba ayuda financiera federal es responsable de administrar sus programas y actividades sin distinción de raza, color, origen nacional, sexo, edad, discapacidad o estatus socioeconómico.

DIRECTOR DE LA AGENCIA DE OBRAS PÚBLICAS DEL CONDADO DE VENTURA



Gregg Strakaluse
Director
Obras Públicas



Jeff Palmer
Subdirector de
Obras Públicas
(805) 654-2327



Anatasia Seims
Director
Servicios de
Ingeniería
(805)654-2039



Anitha Balan
Director
Carreteras y Transporte
(805) 654-2049



Joan Araujo
Director
Servicios Centrales
(805) 654-2076

Sus Derechos Bajo el Título VI del Acta de los Derechos Civiles de 1964

PUBLIC
VENTURA COUNTY
WORKS

¿QUÉ SIGNIFICA ESTO?

La Agencia de Obras Públicas del Condado de Ventura (VCPWA) se esfuerza por garantizar que el acceso y uso de todos los programas y todos los beneficios derivados de cualquier actividad de la que sea responsable se administren sin distinción de raza, color, origen nacional, sexo, edad, discapacidad o estatus socioeconómico.

VCPWA no tolerará discriminación por parte de un empleado del condado ni de ningún receptor de fondos federales a través de VCPWA, como otras agencias, contratistas, consultores, proveedores, proveedores o agencias de planificación.

VCPWA prohíbe todas las prácticas discriminatorias ilegales en programas o proyectos de los que es responsable y que puedan dar lugar a:

- Negación a cualquier individuo o servicio, o beneficio proporcionado en el marco del programa o proyecto al que pueda tener derecho de otro modo;
- Diferentes estándares o requisitos para participar;
- Segregación o tratamiento separado en cualquier parte del programa o proyecto;
- Distinción en calidad, cantidad o forma en que se proporciona el beneficio.

¿QUÉ ES EL TÍTULO VI?

El Título VI es una disposición legal de la Ley de Derechos Civiles de 1964.

El Título VI (Sección 601) de la Ley de Derechos Civiles de 1964 establece: "Ninguna persona en Estados Unidos será, por motivos de raza, color u origen nacional, excluida de participar, se le negaron los beneficios o ser objeto de discriminación bajo ningún programa o actividad que reciba asistencia financiera federal." (42 U.S.C. Sec. 2000d)

¿SE ESTÁN VIOLANDO TUS DERECHOS?

Si crees que has sufrido discriminación por tu raza, color, origen nacional, sexo, edad, discapacidad o estatus socioeconómico, te recomendamos encarecidamente que presentes una queja por escrito ante el VCPWA.

Por favor, tenga en cuenta que las quejas deben presentarse en un plazo de 180 días desde el incidente. El "Formulario de Queja del Título VI" está disponible en línea haciendo clic en el enlace "Presentar una queja", que puede ayudarte a explicar claramente tu queja, aunque su uso es opcional.

También puedes descargar el formulario de quejas desde nuestra página web en:

https://iframe.publicstuff.com/#?client_id=1000149&request_type_id=1017068

Para más asistencia, por favor llame a: (805) 654-2327.

¿QUIÉN TIENE LA RESPONSABILIDAD DEL TÍTULO VI?

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

DOMINIO LIMITADO DEL INGLÉS (LEP)

VCPWA proporcionará asistencia lingüística oportuna y razonable a las personas con Dominio Limitado del Inglés (LEP) que entren en contacto con el Condado.

VCPWA hará esfuerzos razonables para proporcionar o organizar asistencia lingüística gratuita para personas con Dominio Limitado del Inglés (LEP).

Las solicitudes de asistencia lingüística, servicios, quejas o quejas deberán hacerse a:

Jeff Palmer
Coordinador del Título VI
Agencia de Obras Públicas del Condado de Ventura, 800 S. Victoria Ave. L#1600
Ventura Ca. 93009
Correo electrónico:
Jeff.Palmer@Venturacounty.gov





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.»*

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WORKS

¿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://vcpwpublicworks.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).

EXHIBIT 6

LEP REQUEST FORM

Appendix I
Central Services
Department

Title VI Accomplishments
and Goals Report
10/01/24 to 09/30/25

2025



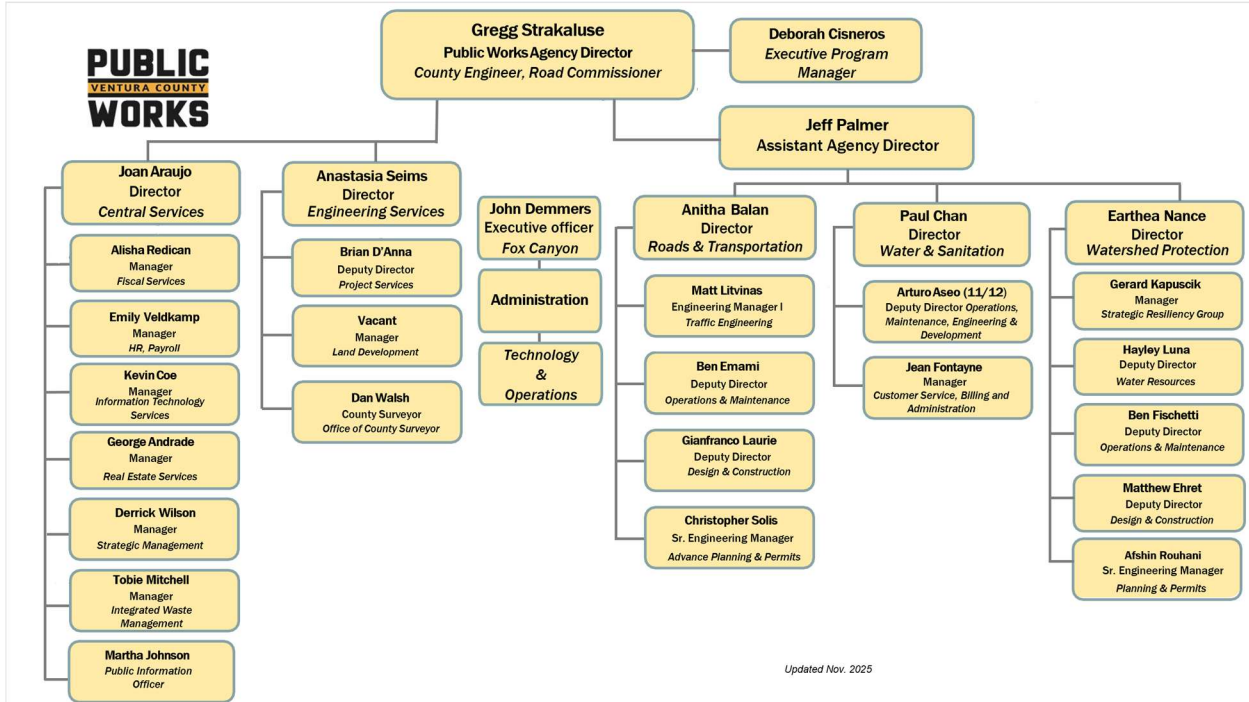
Central Services

TITLE VI ANNUAL GOALS & ACCOMPLISHMENT REPORT

CENTRAL SERVICES

Reporting Period 10/01/2024 to 09/30/2025

SECTION 1: ORGANIZATION, STAFFING AND STRUCTURE



SECTION 2: PROGRAM AREAS, SERVICES AND ACTIVITIES

The Central Services Department is comprised of six divisions:



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 serving 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 ensure 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 recruitment. 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 3: FEDERAL/STATE GRANTS

Not applicable (N/A)

SECTION 4: LANGUAGE ASSISTANCE

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.

SECTION 5: PUBLIC OUTREACH & EDUCATION

“No public outreach was conducted for specific projects during the reporting period”.

Public Works transition from an outside marketing firm to an internal resource; to handle all social media, news articles, visual display boards, and brochures.

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 are delivered through social media platforms. Specific articles are translated by a certified interpreter before publishing

SECTION 6: CONSTRUCTION AND CONSULTANT CONTRACTS

“No Construction and Consultant documents were prepared during the reporting period”.

SECTION 7: RIGHT OF WAY

“No Right-of-Way activities were conducted during the reporting period”.

SECTION 8: ENVIRONMENTAL

“No Environmental Documents were prepared during the reporting period”.

SECTION 9: GOALS & ACCOMPLISHMENTS

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

- *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 course.*
- *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.*

PUBLIC WORKS TELEPHONE SPANISH TRANSLATION RESOURCE

Duty Start Date	Name	Department	Phone Number	Payroll Friday
3/17/2025	April Hernandez	Engineering Services	654-5171	
3/24/2025	Julie Taylor	Water & Sanitation	658-4319	X
3/31/2025	Susanna Arroyo	Roads & Transportation	654-2052	
4/7/2025	Sandy Harrison	Watershed Protection	672-2126	
4/14/2025	Gilberto Minero	Water & Sanitation	378-3012	X
4/21/2025	Sara Negrete	Central Services	654-2186	
4/28/2025	April Hernandez	Engineering Services	654-5171	
5/5/2025	Julie Taylor	Water & Sanitation	658-4319	X
5/12/2025	Susanna Arroyo	Roads & Transportation	654-2052	
5/19/2025	Sandy Harrison	Watershed Protection	672-2126	
5/26/2025	Gilberto Minero	Water & Sanitation	378-3012	X
6/2/2025	Sara Negrete	Central Services	654-2186	
6/9/2025	April Hernandez	Engineering Services	654-5171	
6/16/2025	Julie Taylor	Water & Sanitation	658-4319	X
6/23/2025	Susanna Arroyo	Roads & Transportation	654-2052	
6/30/2025	Sandy Harrison	Watershed Protection	672-2126	
7/7/2025	Gilberto Minero	Water & Sanitation	378-3012	X
7/14/2025	Sara Negrete	Central Services	654-2186	
7/21/2025	April Hernandez	Engineering Services	654-5171	
7/28/2025	Julie Taylor	Water & Sanitation	658-4319	X
8/4/2025	Susanna Arroyo	Roads & Transportation	654-2052	
8/11/2025	Sandy Harrison	Watershed Protection	672-2126	
8/18/2025	Gilberto Minero	Water & Sanitation	378-3012	X
8/25/2025	Sara Negrete	Central Services	654-2186	
9/1/2025	April Hernandez	Engineering Services	654-5171	
9/8/2025	Julie Taylor	Water & Sanitation	658-4319	X
9/15/2025	Susanna Arroyo	Roads & Transportation	654-2052	
9/22/2025	Sandy Harrison	Watershed Protection	672-2126	
9/29/2025	Gilberto Minero	Water & Sanitation	378-3012	X
10/6/2025	Sara Negrete	Central Services	654-2186	
10/13/2025	April Hernandez	Engineering Services	654-5171	
10/20/2025	Julie Taylor	Water & Sanitation	658-4319	X
10/27/2025	Susanna Arroyo	Roads & Transportation	654-2052	
11/3/2025	Sandy Harrison	Watershed Protection	672-2126	
11/10/2025	Gilberto Minero	Water & Sanitation	378-3012	X
11/17/2025	Sara Negrete	Central Services	654-2186	
11/24/2025	April Hernandez	Engineering Services	654-5171	
12/1/2025	Julie Taylor	Water & Sanitation	658-4319	X
12/8/2025	Susanna Arroyo	Roads & Transportation	654-2052	
12/15/2025	Sandy Harrison	Watershed Protection	672-2126	
12/22/2025	Gilberto Minero	Water & Sanitation	378-3012	X
12/29/2025	Sara Negrete	Central Services	654-2186	

Appendix II
Watershed Protection
Department

Title VI Accomplishments
and Goals Report
10/01/24 to 09/30/25

2025



Watershed Protection –
Water Resources Division

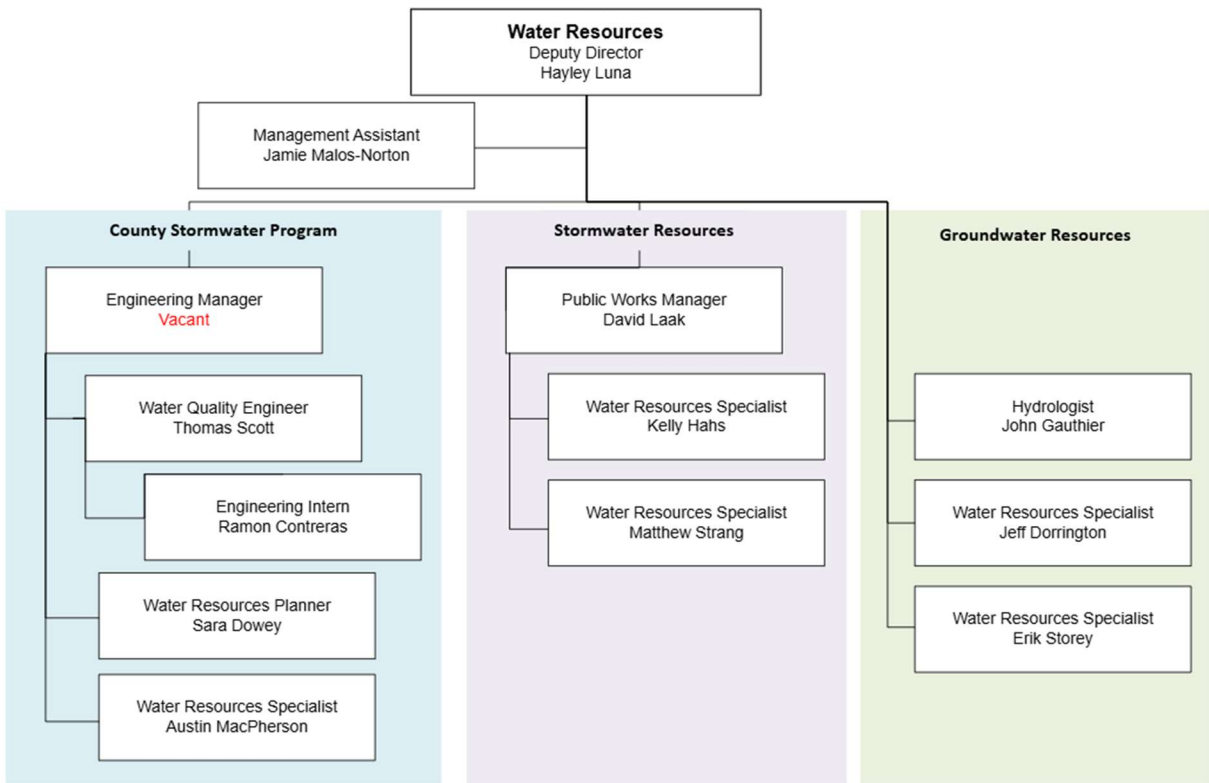
TITLE VI ANNUAL GOALS & ACCOMPLISHMENT REPORT

Watershed Protection – Water Resources Division

Reporting Period 10/01/2024 to 09/30/2025

SECTION 1: ORGANIZATION, STAFFING AND STRUCTURE

The County Stormwater and Stormwater Resources Programs are within the Water Resources Division of Watershed Protection with the Ventura County Public Works Agency.



SECTION 2: PROGRAM AREAS, SERVICES AND ACTIVITIES

The County Stormwater Program implements many programs associated with the County’s compliance with its stormwater permit and other surface water quality regulations.

The Stormwater Resources Section coordinates the activities of Ventura Countywide Stormwater Quality Management Program, including implementing water quality monitoring, reporting, program management, public outreach, and project management of special studies.

SECTION 3: FEDERAL/STATE GRANTS

Not applicable.

SECTION 4: LANGUAGE ASSISTANCE

- a. Water Resources Specialist, Austin MacPherson, is certified for Spanish language assistance services.
- b. Pervious concrete cleaning notices for the El Rio Pervious Concrete Project are translated into Spanish and distributed prior to each cleaning event, which occur three times per year.

SECTION 5: PUBLIC OUTREACH & EDUCATION

- a. Ventura Countywide Stormwater Pollution Prevention Public Outreach

Team: 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 take action.

The three core goals of the outreach program are:

1. Raise awareness about stormwater pollution's impact on water bodies and promote mitigation solutions.
2. Encourage behavior changes in waste disposal and stormwater pollution generation.
3. 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.

Accomplishments:

The Permit requires development and implementation of a strategy to educate ethnic communities through culturally effective methods. According to the 2022 U.S. Census Quick Facts, persons of Hispanic or Latino origin were estimated to make up 43.6% of the Ventura County population. An estimated 38.6% of residents speak a language other than English at home according to the U.S. Census Bureau. While the Hispanic population is significant in Ventura County, only 4.62% of the entire population speaks limited English according to the same 2019 ACS. This suggests that while Spanish-language creative is important to include in our outreach, the majority of the Hispanic population can still be reached with English-language creative.

To reach the Hispanic community in Ventura County, Spanish-language elements including radio and digital ads were utilized in the Spring 2024-25 campaign.

Media Plan Outreach Strategy

A flighted campaign ran from March 3 to May 25, 2025. The spring execution included out-of-home placements such as transit ads and shelters as well as posters at local high schools. 15- and 30-second spots made up the composition of the radio buy – including English and Spanish through traditional broadcast and streaming mediums. For digital placements, Sagent deployed a healthy mix of digital display (English and Spanish), as well as 15-second preroll video and boosted YouTube content. Sagent negotiated bonus ads with media partners to deliver an additional \$13,947 in added value.

For the 2024-25 program year, the Community for Clean Watershed spring outreach campaign delivered a massive **25,256,436 impressions, exceeding results of 2023-24 by nearly 300%** (6,366,169). The total impressions break down as follows:

Medium	Planned Spots/Units	Delivered Spots/Units	Planned Impressions	Delivered Impressions	Total Cost	Added Value	Total Value
Outdoor	38	62	13,394,512	19,195,063	\$24,672	\$8,728	\$33,400
Radio	360	756	954,000	783,000	\$12,007	\$2,423	\$14,430
Digital	NA	NA	1,837,503	1,985,600	\$15,245	\$2,796	\$18,041
Social	NA	NA	NA	3,292,773	\$3,570	\$0	\$3,570
Total	398	818	16,186,015	25,256,436	\$55,494	\$13,947	\$69,441



DIGITAL

The English and Spanish digital and video ads were targeted to Ventura County and optimized for engagement and website visits.

Vendor	Asset	Planned Impressions	Delivered Impressions	Clicks	CTR	Total Cost	Added Value	Total Value
Viamedia	English Digital Display	904,494	1,065,473	520	0.05%	\$7,245	\$0	\$7,245
	Added Value English Digital Display	159,676				\$0	\$1,279	\$1,279
	Spanish Digital Display	402,299	473,326	170	0.04%	\$3,500	\$0	\$3,500
	Added Value Spanish Digital Display	71,034				\$0	\$617	\$617
Excitant	:15 Preroll and YouTube Video	300,000	446,801	363	0.08%	\$4,500	\$900	\$5,400
Total		1,837,503	1,985,600	1,053	0.05%	\$15,245	\$2,796	\$18,041



RADIO

15-second English and Spanish radio spots focused on litter ran on KCAQ-FM, KFYV-FM, KOCP-FM, KVTA-AM and KLJR-FM – La Mejor 96.7. 20% added value was delivered from rate savings, bonus spots, spot production, and streaming radio.

Vendor	Asset	Planned Spots/Units	Delivered Spots/Units	Planned Impressions	Delivered Impressions	Total Cost	Added Value	Total Value
Gold Coast Broadcasting	:15 and :30 English radio Spots	390	510	640,800	492,600	\$8,007	\$0	\$8,007
	Added Value English Radio Spots	114				\$0	\$1,413	\$1,413
Lazer Broadcasting	:15 and :30 Spanish Radio spots	114	114	286,800	233,400	\$4,000	\$0	\$4,000
	Added Value Spanish Radio spots	18	18			\$0	\$810	\$810
	Streaming radio spots	114	114	26,400	26,400	\$0	\$200	\$200
Total		750	756	954,000	783,000	\$12,007	\$2,423	\$14,430



OUTDOOR

For outdoor placements, bus ads and transit shelters ran the “Every Litter Bit Matters” message. Additionally, 28 high school posters/standees ran during the campaign at schools spread across Ventura County.

Vendor	Asset	Planned Spots/Units	Delivered Spots/Units	Planned Impression	Delivered Impressions	Total Cost	Added Value	Total Value
Coverly Pro	Transit ads	18	18	NA	399,960	\$6,872	\$3,128	\$10,000
Clear Channel Outdoor	Transit Shelters	16	16	4,970,512	5,691,103	\$7,000	\$2,000	\$9,000
Place based Media	High School Posters/Standees	4	28	8,424,000	13,104,000	\$10,800	\$3,600	\$14,400
Total		38	62	13,394,512	19,195,063	\$24,672	\$8,728	\$33,400

DELIVERABLES

Create a multichannel paid media plan for \$55,494

Negotiate added value to over-deliver planned impressions

Planned 16,186,015 total impressions through Paid Media;

Delivered 25,256,436 total impressions

CADA PIEZA DE BASURA IMPORTA
 LA CUENCAS HIDROGRÁFICAS: TUYAS PARA DISFRUTAR, TUYAS PARA PROTEGER
www.cleanwatershed.org



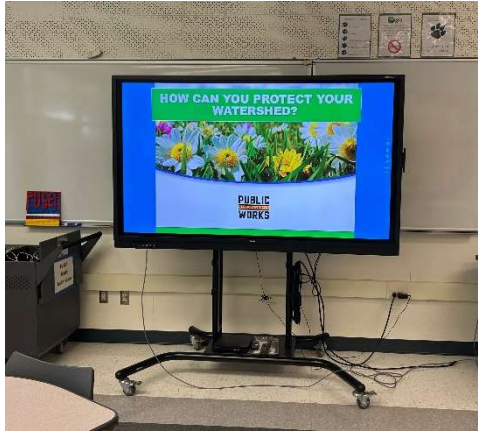
www.cleanwatershed.org



- b. Public Works Day, May 20, 2025 – The County Stormwater Program hosted a booth on pervious concrete at the 2025 Ventura County Public Works Day celebration. The event hosted approximately 1,100 students from local schools. The County Stormwater Program’s booth focused on sustainable stormwater management.



- c. Pleasant Valley School District GATE Academy, March 8, 2025 – The County Stormwater Program attended a local school event to educate 4th grade students about water quality and watershed management.



SECTION 6: CONSTRUCTION AND CONSULTANT CONTRACTS

Installation of Full Capture Trash Excluder Devices (WP26-03) – This project will install certified full capture trash excluder devices in 38 existing County-owned catch basins throughout the unincorporated areas of Ventura County. Downstream Services, Inc. was selected as the prime contractor with a bid of \$196,306.00, which is funded through the County Stormwater Program’s annual budget and reimbursed by Ventura County Public Works Agency - Integrated Waste Management Division. The contractor was selected through a formal Notice Inviting Bids with public advertisement and pre-bid conference, in accordance with Public Contract Code.

Consultant Contracts

Project No.	Contract No.	Consultant	Budget	Funding Source	Solicitation
P6040517	PW26-004	Rincon Consultants, Inc.	\$57,684.00	General Fund / Cost Share MOA	RFQ
P6010506	AE25-041	Larry Walker Assoc.	\$198,464	Benefit Assessment	RFQ
P6010566 P6010563 P6010561	AE25-028	Larry Walker Assoc.	\$110,250	Benefit Assessment	Assessment of Qualified Consultants
P6010578	PW26-019	Rincon Consultants, Inc	\$36,505	Benefit Assessment	RFQ

All contractor and consultant contracts are executed through standard Ventura County Public Works Agency procedures and templates.

AE25-028 Solicitation: Larry Walker Associates (LWA) have supported and performed high quality work for PWA-WP and the Countywide Stormwater Program in a variety of projects for over 17 years. A panel of representatives assessed qualifications of consultants and selected LWA as having the most in-depth knowledge of the unique water quality and compliance issues within the specific watersheds of Ventura County compared to any other consulting firm. LWA also conducted the water quality trends analysis for previous year's Annual Reports, which is an ongoing requirement of the Regional MS4 Permit. Additionally, LWA developed PWA-WP's existing water quality database, which is anticipated to need updates within the next two years. Craftwater Engineering and Geosyntec Consultants were also evaluated but were not selected due to slightly less historical knowledge of site specific TMDL issues within the County, less knowledge of the Permit and TMDL based monitoring requirements and not being familiar with the structure and programming of the water quality database.

SECTION 7: RIGHT OF WAY

Not applicable.

SECTION 8: ENVIRONMENTAL

a. *Notice of Exemption – Installation of Trash Full Capture Excluder Devices*

SECTION 9: GOALS & ACCOMPLISHMENTS

Not applicable.

ATTACHMENTS:

Appendix III
Engineering Services
Department

Title VI Accomplishments
and Goals Report
10/01/24 to 09/30/25

2025



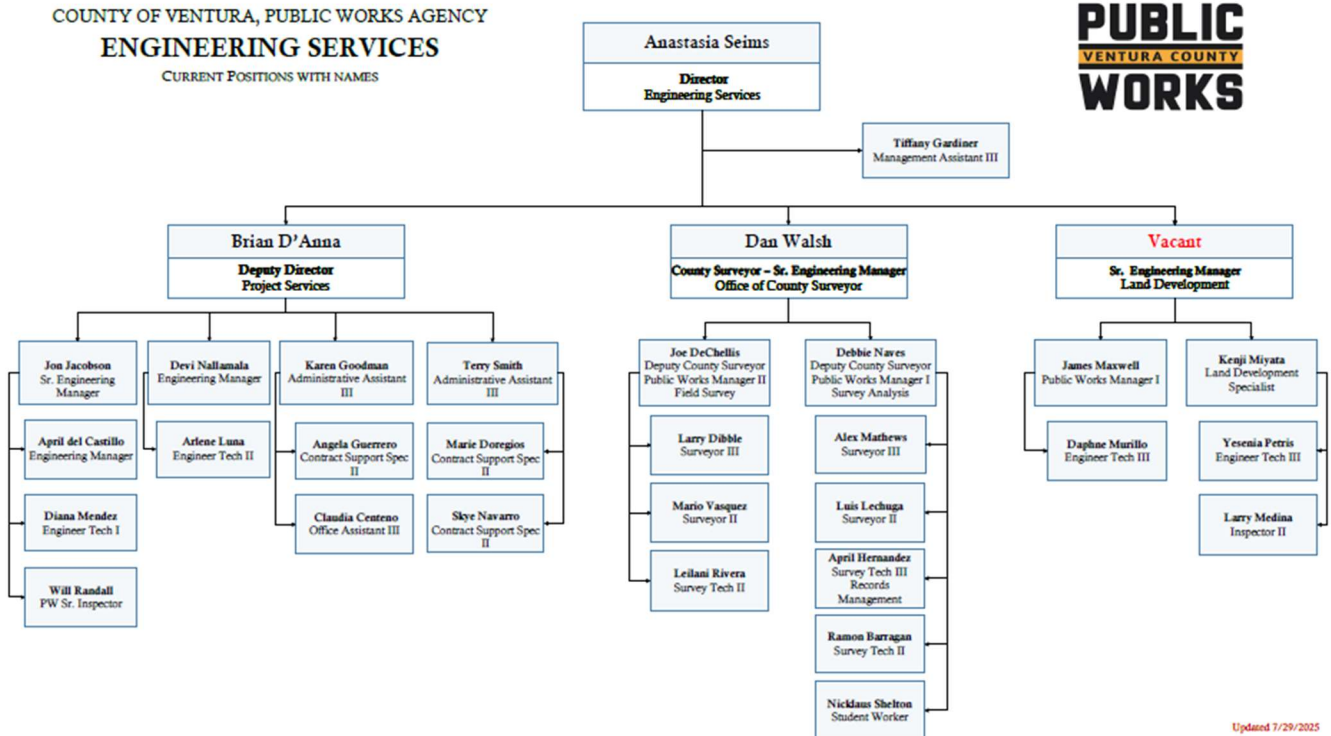
Engineering Services

TITLE VI ANNUAL GOALS & ACCOMPLISHMENT REPORT

ENGINEERING SERVICES

Reporting Period 10/01/2024 to 09/30/2025

SECTION 1: ORGANIZATION, STAFFING AND STRUCTURE



Updated 7/29/2025

SECTION 2: PROGRAM AREAS, SERVICES AND ACTIVITIES

Engineering Services is comprised of three divisions: Project Services, Land Development Services and the Surveyor's Office. These divisions serve the community directly and through other Public Works Agency departments, County agencies and the cities within Ventura County.

Project Services

The Project Services Division (PSD) of Engineering Services (ES) is responsible for managing capital construction projects for the County. PSD has been delegated special authority by the Board of Supervisors to provide a full range of project and contracting management services.

Our licensed professionals are experienced in all phases of a construction project including studies and planning, environmental review, design and permitting, bid and award, construction, close-out, and environmental mitigation.

Land Development Services

Land Development Services (LDS) is a Division within the Ventura County Public Works Agency's Engineering Services Department. LDS issues permits for grading and floodplain development. LDS also provides engineering support Services, including geotechnical report reviews, grading inspections, Water Availability Letter Reviews, water will serve letter processing, flood hazard reviews, CEQA determinations, and flood acreage assessments for new subdivision and property improvements within the unincorporated county areas.

LDS provides engineering support services pertaining to development projects to other County departments such as Planning, Building and Safety, Environmental Health, transportation, and Watershed Protection, including review of site conditions, geotechnical, geologic, floodplain, hydrology and hydraulic reports.

Surveyor's Office

The County Surveyor's Office is responsible for review and approval of maps, legal descriptions and exhibits which are required to be submitted by Professional Land Surveyors, or Professional Engineers authorized to practice land surveying.

The Surveyor's Office provides Tract Maps, Parcel Maps, Records of Survey, Corner Records submittals and rechecks, and Applications for Certificates of Compliance, Certificates of Correction, and applications for tract map and parcel map numbers.

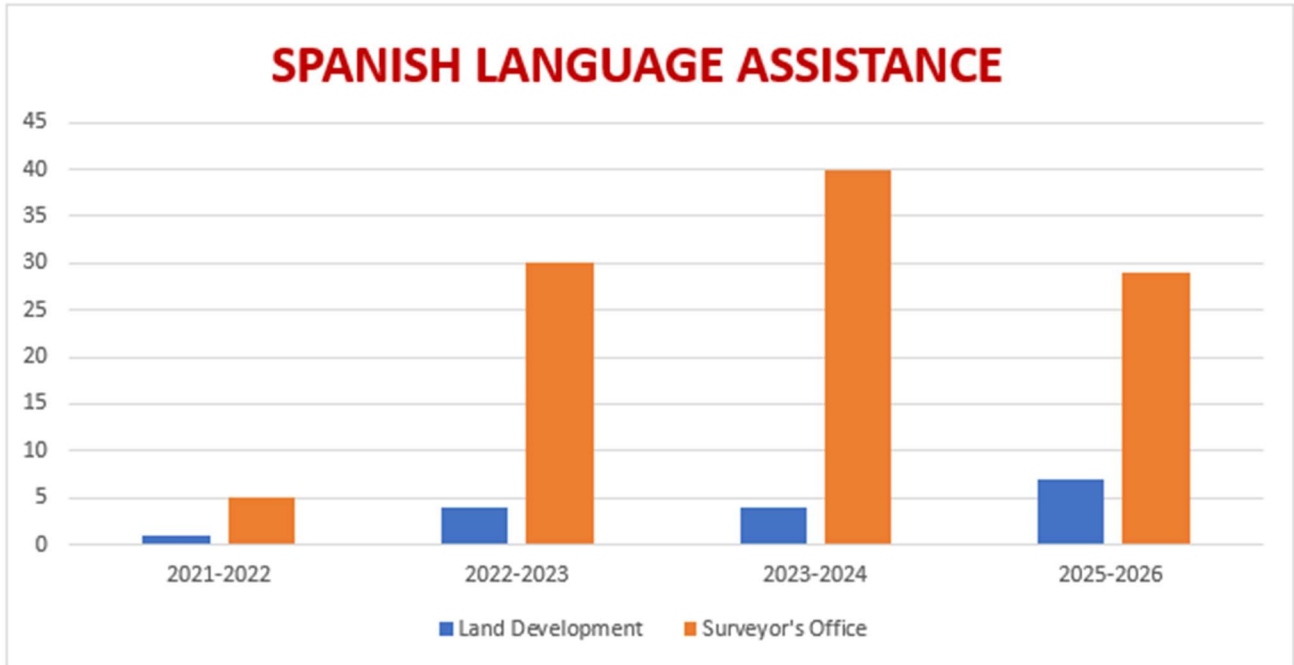
SECTION 3: FEDERAL/STATE GRANTS

N/A

SECTION 4: LANGUAGE ASSISTANCE

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 on the following page shows the total of instances of Spanish interpretation at the two Engineering Services counters during the last four reporting years, which cover October 1 through September 30 of each year:



Below is a sample log from the Surveyor's Office, which tracks how many times Spanish language assistance was needed per month for their team during the reporting period:

Spanish Count 10/1/2024 – 9/30/2025

- **October - 1**
- **November - 2**
- **December -1**
- **January - 2**
- **February - 6**
- **March - 3**
- **April - 3**
- **May - 1**
- **June -3**
- **July -2**
- **August -2**
- **September -3**

SECTION 5: PUBLIC OUTREACH & EDUCATION

1. RMA Planning Initial Study Assessment Guidelines Event in Ventura

Ben Fischetti and James Maxwell represented the Public Works Agency's Engineering Services Department-Land Development Division at this event. Ben and James were present to answer questions from the public regarding how the County reviews Planning discretionary projects for Geology and Grading. The event was located at the History Museum in Ventura with multiple Spanish translators present, along with documentation available in both English and Spanish languages.



Pictured above: James Maxwell (LDS) and Yusheng Su (Watershed Protection) assisting at the Initial Study Assessment Guidelines Event.

2. Mountain Fire Booth at the Local Assistance Center in Camarillo

Kenji Miyata, Daphne Murillo, James Maxwell, and Ben Fischetti represented the Public Works Agency's Engineering Services Department-Land Development Division at this event. The LDS staff members represented the Public Works Agency by being available to answer questions and provide research for property owners to help begin their recovery process with rebuilding (grading, soils and geology), roads,

drainage and detention basins, erosion control and more after the Mountain Fire took place in November 2024 impacting nearly 300 households.



Pictured below: Kenji Miyata (LDS) assisting the public at the Mountain Fire Booth at the Local Assistance Center in the aftermath of the Mountain Fire.



The LDS staff members had Homeowners Guide Pamphlets available for distribution in both English and Spanish languages, that had helpful information for homeowners on erosion control in a burned area, as shown below:



SECTION 6: CONSTRUCTION AND CONSULTANT CONTRACTS

- a. Construction-related projects and Consultant Contracts during reporting period: Separately list your department's construction projects and provide a description, dollar amount, prime contractor and source of funding. On a separate table, list all Consultant Contracts and provide Project No, Contract No, name of consultant, dollar amount, source of funding, and if the procurement was through solicitation (RFQ/RFP).
- b. Briefly describe the process used to advertise and award construction contracts during this reporting period. Briefly describe the procurement process (e.g. RFQ, RFP, negotiations, etc.)
- a. Describe the actions taken to promote construction contractor/consultant compliance with Title VI, including monitoring and review processes, and their

outcomes (e.g. What Title VI language was included in contracts and agreements; what Title VI responsibilities are explained to the Contractor/Consultant.

Work Orders (as of 8/28/2025)

Fix Table Format when updated spreadsheet comes in

10/1/24 - 9/30/25	CENTRAL SERVICES	ENGINEERING SERVICES	ROADS & TRANSPORTATION	WATERSHED PROTECTION	WATER & SANITATION	TOTAL
# OF WORK ORDERS's	0	48	19	18	13	98
WORK ORDER COST	\$0.00	\$321,577.36	\$607,358.00	\$569,458.00	\$391,973.00	\$ 1,890,366.36
# OF STANDALONE CONTRACT'S	0	3	11	14	4	32
STANDALONE CONTRACT COST	\$0.00	\$158,600.00	\$2,791,981.18	\$1,475,424.84	\$1,126,201.25	\$ 5,552,207.27

Total Work Orders: **98**

Total Work Orders Amount: **\$1,890,366.36**

Stand-Alone Contracts

Total Stand-Alone Contract: **32**

Total Stand-Alone Contracts Amount: **\$5,552,207.27**

Projects Listed in the Labor Compliance Program (LCP) Tracker Database and the Reported National Origin of the contractors and their employees are shown below for the current reporting period:

Spec	African American	Asian	Caucasian	Hispanic	Native American	Other	TOTAL
WP25-20	1	0	24	23	0	0	48
WP25-22							
WP25-05	0	0	1	8	0	20	29
RD25-12							
RD25-21	0	1	1	3	0	9	14
RD23-02							
RD25-08	1	0	13	38	0	17	69
RD25-09	0	0	4	24	0	68	97
	2	1	43	96	0	114	257
TOTAL							

SECTION 7: RIGHT OF WAY

N/A

SECTION 8: ENVIRONMENTAL

Notice of Exemptions:

- | | |
|--|--------------|
| 1. Ojai Valley Trail Maintenance Improvement Project | October 2024 |
| 2. Nyeland Acres Community Park Project | May 2025 |

SECTION 9: GOALS & ACCOMPLISHMENTS

Accomplishments

Project Services

- Completed construction of the VCMC Helipad Replacement project on the roof of the Fainer Building.
- Completed construction of the VCMC Pediatric Unit of Level 2 of the Fainer Building.
- Completed construction of the Thousand Oaks Fire Station #34.
- Completed construction of the Fire Training Center Site Improvements and Structural Training Props project.
- Managed the ongoing construction for the VCMC North Tower MRI project.
- Managed the ongoing construction for the Santa Paula Fire Station #29.
- Managed the ongoing design and permitting process for the Public Works Agency Moorpark Operations Yard.
- Managed the ongoing design process for several projects including Nyeland Acres Park, Saticoy Park, Foster Library Improvements, Medical Examiner Building upgrades, Oxnard Youth & Family Community Resource Center.

Land Development Services

- Continuously update Land Development Services website to maintain a customer focused experience.
- Continued to improve the Electronic Document submittal and review process for all services provided.
- Project Assistance for over 1,200 customers by email, phone, public counter, or through Accela Citizen Access.
- Accepted or field reviewed over 23 grading complaints and resolved 11 complaints.

- Ongoing processing and engineering review of County Purveyors Water Availability Letters (to date, approximately 28% of the County's 168 purveyors have obtained acceptance).

Surveyor's Office

- Maintaining regulatory turnaround deadline per average Record of Survey and Corner Record review defined by state law while receiving a high volume of submittals.
- Review and filed 517 Corner Records and reviewed and recorded 20 Records of Survey for the calendar year of 2024.
- Three quarters of through the three-year planned County Surveyor Modernization Upgrade that includes digitization of paper files and maps.
- Have the appeals process in place for Certificate of Compliance denials. The first appeal in decades was held and completed.

Goals

Project Services

- Update Internal Manuals for Project Management and Contract Administration Procedures.
- Track all Capital Project cost savings (Countywide) as a result of grants, incentives, etc.
- Continue efforts on gathering and tracking relevant performance measuring data.
- Assist other County Agencies with completing Projects.

Land Development Services

- Participate in the preparation of a County Enforcement Ordinance that includes Civil Administrative Penalties to thwart grading violations and recover legal costs.
- Incorporate comments pertaining to updates of Ventura County Codes and Standards, including: Ventura County Building Code,
- Appendix J – Grading (triennial updated) and Ventura County Waterworks Manual (last updated 2014).
- Continue to maintain the linking of GIS (Countyview) grading permit and soil report record numbers to scanned document files.

- Pursue lowest possible permit fees by conducting and implementing continuous process improvements

Surveyor's Office

- Continue scanning survey documents/images and make them available online.
- Start tracking county subdivision maps checks in Accela.
- Continue to improve map review turnaround times using inhouse staff.
- Obtain a new GPS unit to replace aging unit.
- Preserve historic survey monuments and replace destroyed ones.
- Update and maintain benchmark inventory.
- Add photos and update the information.

ATTACHMENTS:

Appendix IV
Water & Sanitation
Department

Title VI Accomplishments
and Goals Report
10/01/24 to 09/30/25

2025



Water and Sanitation

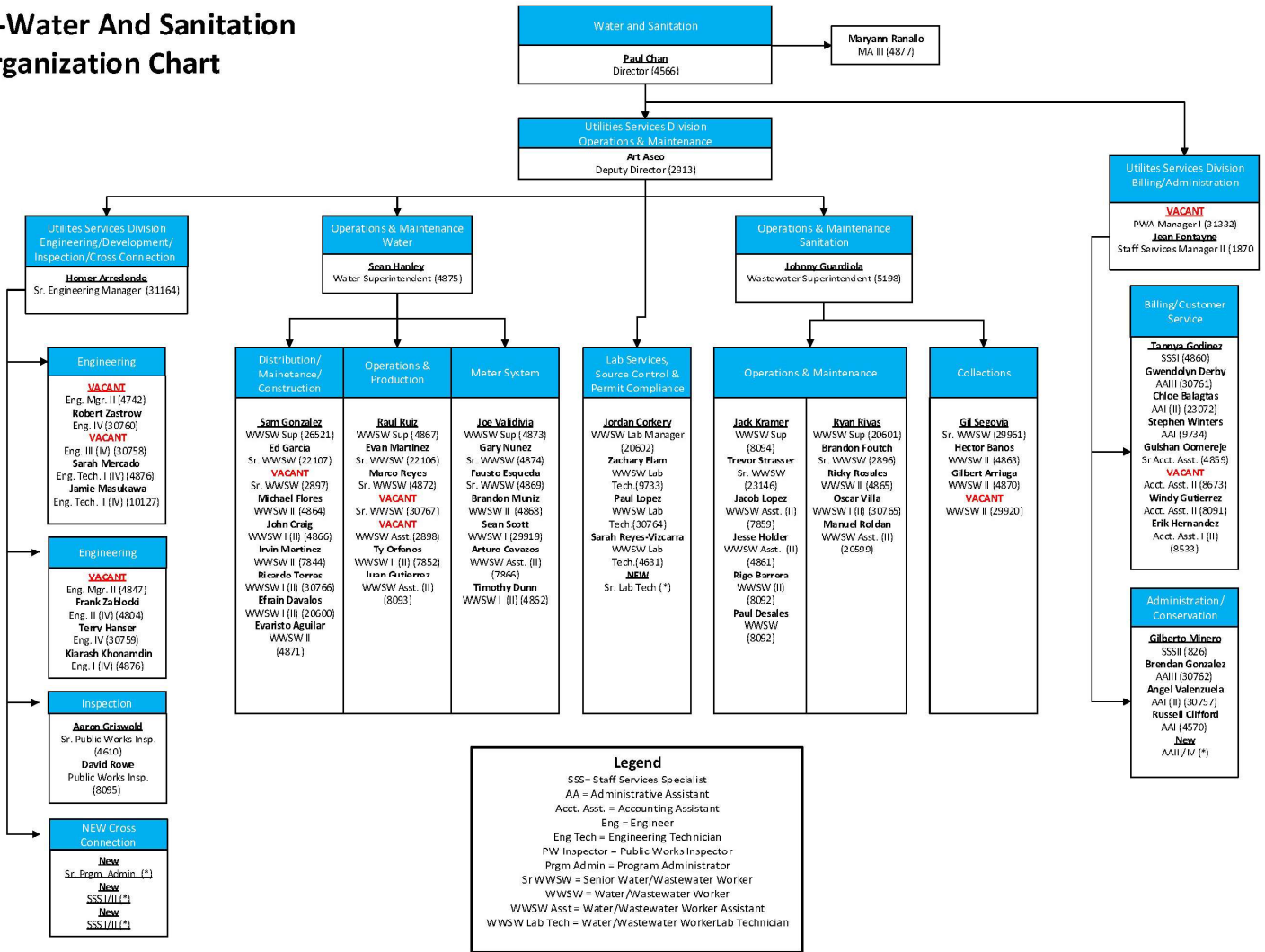
TITLE VI ANNUAL GOALS & ACCOMPLISHMENT REPORT

WATER AND SANITATION

Reporting Period 10/01/2024 to 09/30/2025

SECTION 1: ORGANIZATION, STAFFING AND STRUCTURE

VCPWA-Water And Sanitation Organization Chart



Legend
 SSS = Staff Services Specialist
 AA = Administrative Assistant
 Acct. Asst. = Accounting Assistant
 Eng = Engineer
 Eng Tech = Engineering Technician
 PW Inspector = Public Works Inspector
 Prgm Admin = Program Administrator
 Sr WWSW = Senior Water/Wastewater Worker
 WWSW = Water/Wastewater Worker
 WWSW Asst = Water/Wastewater Worker Assistant
 WWSW Lab Tech = Water/Wastewater Worker Lab Technician

SECTION 2: PROGRAM AREAS, SERVICES AND ACTIVITIES

BILLING, CUSTOMER SERVICE AND ADMINISTRATION

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



Processing Start/Stop Service Requests

Prepare Service Order Requests

Processing Customer Payments (In person/Drop Box)

Oversee Customer Service Phone Line

Preparing Monthly Bills for All Customers

Setting Up Payment Arrangements

The staff is composed of multilingual individuals who can assist customers in multiple languages and are also trained in how to utilize the Language Line Solutions interpretation services.

Some additional responsibilities limited to the Administration group include preparation and submittal of all water, wastewater and water conservation regulatory reports, invoice processing, purchase request preparations, facility improvement projects,

ENGINEERING AND DEVELOPMENT

Engineering and Development is a Division of the Water and Sanitation Department which oversees all engineering, design, development, inspection and construction of public water and sewer improvements within our service areas.



Responsibilities include managing a program series of Capital Improvement Projects, Operations and Maintenance Projects, developing engineering studies and reports, and performing Asset Management for existing facilities.

They also manage and provide permit issuance for Development Projects both small and large. Projects range from a new water and sewer service for a single-family residence to water and sewer improvements for tracts, mixed-use, commercial, and industrial projects. Examples of our typical Development services include providing Will Serve letters, responding to utility research requests, and performing Fire Flow Verification tests (Fire Prevention Form 625) upon request.

OPERATIONS AND MAINTENANCE

Our operations and maintenance team is responsible for ensuring the safe, efficient, and reliable delivery of clean water and the proper treatment of wastewater. They monitor and operate treatment plants, distribution systems, and pumping stations, performing routine inspections, repairs, and troubleshooting to prevent system failures. Their work helps maintain water quality standards, manage infrastructure assets, and ensure compliance with environmental regulations, ultimately safeguarding public health and the environment.

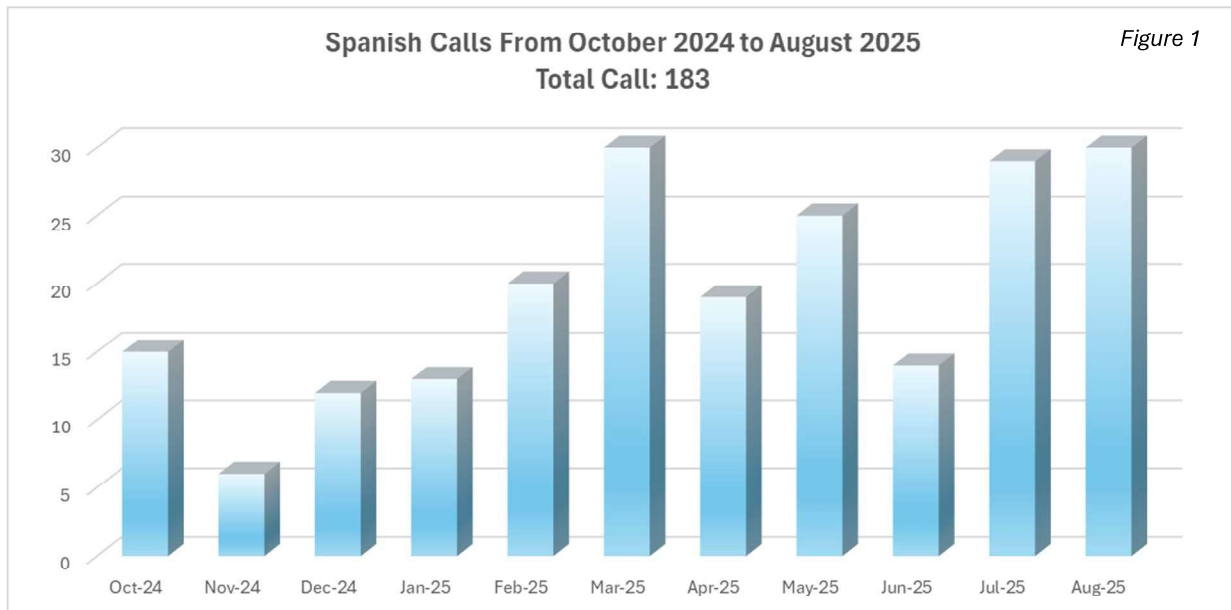


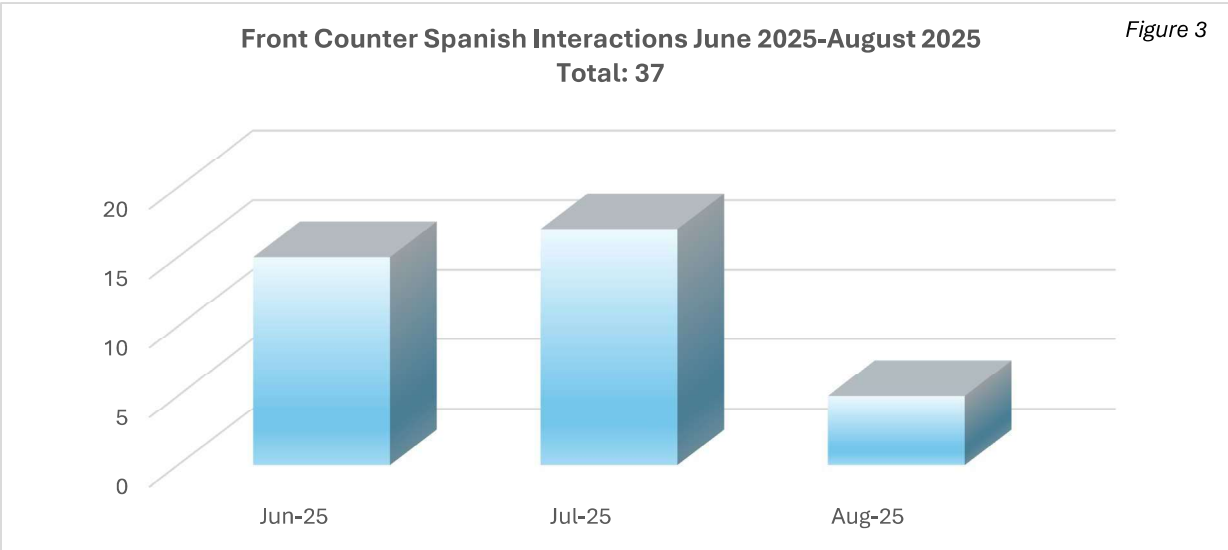
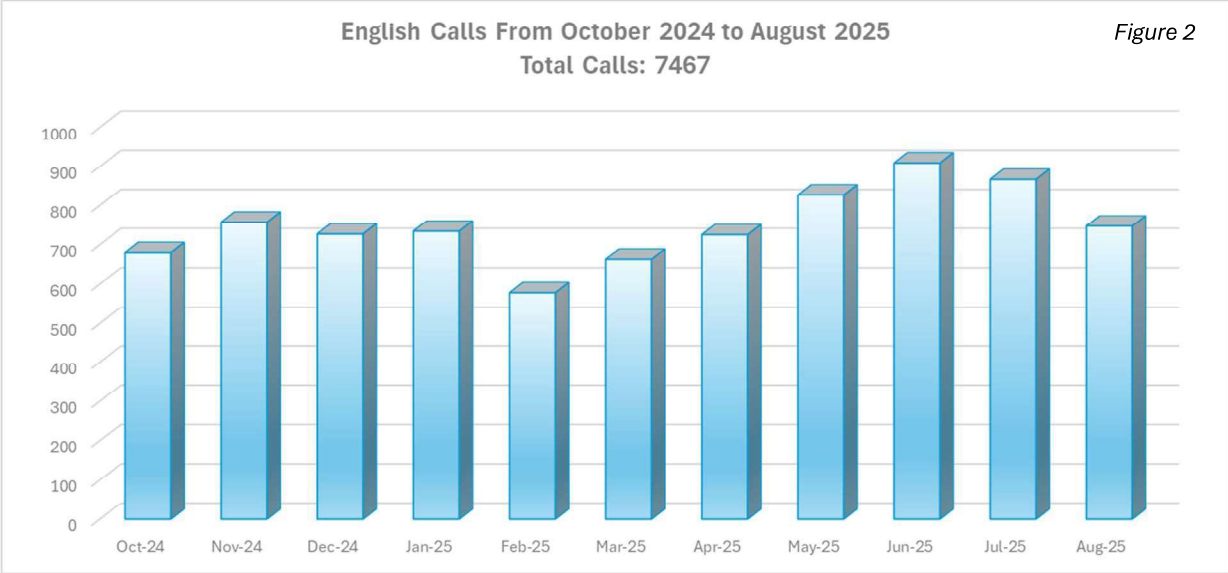
SECTION 3: FEDERAL/STATE GRANTS

- a. No Federal and/or State Grants were awarded during this reporting period.

SECTION 4: LANGUAGE ASSISTANCE

During this last reporting period, the division's customer service team handled a total 183 Spanish speaking phone calls (figure 1) and 7467 English speaking phone calls (figure 2). Additionally, since June 2025, we have been tracking Spanish language front counter interactions (figure 3).





SECTION 5: PUBLIC OUTREACH & EDUCATION

CITIZEN’S ADVISORY COMMITTEE (CAC) MEETINGS

The CAC’s serve as a liaison between the community and the Ventura County Waterworks District (VCWWD) and provide 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.vcpbublicworks.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 available at all meetings to assist with translation, if needed.



September 16, 2025

NOTICE OF A MEETING OF THE VENTURA COUNTY WATERWORKS DISTRICT NO. 1 MOORPARK CITIZENS' ADVISORY COMMITTEE

NOTICE IS HEREBY GIVEN that a meeting of the Ventura County Waterworks District No. 1 Moorpark Citizens' Advisory Committee will be held **Tuesday, September 23, 2025**, from 3:30 p.m. to adjournment at the **Water & Sanitation Office** located at 4747 Spring Road, Moorpark, California.

Committee members must be present at the meetings and members of the public are also invited to attend in person or via Zoom. To electronically join the meeting please follow the provided steps - At the specific time 12:30 p.m. call the number (805) 900-6833, when prompted enter the meeting ID 470 052 7072. You can also join the meeting by using this link: <https://us06web.zoom.us/j/4700527072>

Advisory Committee Members: Please contact the District Office by telephone at (805) 978-5055 or by email at wwp@ventura.org no later than September 22, 2025 if you are unable to participate.

Sincerely,

Paul Chan, P.E.
Director, Water & Sanitation

“BEING WATER WISE IS...” ANNUAL STUDENT ART POSTER CONTEST

Each year, the Water and Sanitation Department invites Ventura County Waterworks District area students (K-12) to create water-themed original artwork for Metropolitan Water District calendar.

Using the theme "Being Water Wise is...," students in grades Kindergarten through 12th grade at schools within District's service area are invited to create an art poster depicting various ways to use water more efficiently or water conservation topics.

The winning artwork is then entered into a regional art contest hosted by Metropolitan Water District of Southern California (MWD) that is open to all water agencies in southern California. MWD will choose 36 poster designs to feature in their Student Art Calendar. Winners of MWD's contest are announced in the Fall and recognized at a special event in early December.

This year, we received a total of 23 entries from students, and we were lucky to have one of our entries be selected for inclusion in the 2025 Student Art Calendar.



SECTION 6: CONSTRUCTION AND CONSULTANT CONTRACTS

Water and Sanitation District (WSD) primarily utilizes the County of Ventura Public Works Agency *Project Processing Procedures Manual (PPPM)*, 3rd Edition

<http://pwaportal.ventura.org/ESD/ESD/StandardsandManuals/docs/PPPM.pdf> for the majority of our construction projects and consultant contracts.

Consultant Contracts

The Water Services Department (WSD) selects consultants and drafts contracts in accordance with Section 4.0 Consultant Services of the Project and Program Management Manual (PPPM). The process involves Engineering Services (ES) reviewing the prepared contract, followed by review and approval from the Director of Public Works (DPWA) or Board of Supervisors. Once approved, Engineering Services executes the contract.

Construction Contracts

For construction contracts, WSD follows Section 6.0 Construction Contracts of the PPPM. The Director of Public Works signs the plans and specifications, Engineering Services manages the bidding process, and the Board of Supervisors or designated authority awards the contract.

Operations and Maintenance

Operations and Maintenance typically utilizes Master Agreements and adheres to the General Services Administration (GSA) process.

SECTION 7: RIGHT OF WAY

No right-of-way activities were conducted during the reporting period.

SECTION 8: ENVIRONMENTAL

No Environmental Documents were prepared during the reporting period.

SECTION 9: GOALS & ACCOMPLISHMENTS

Accomplishments:

- a. Established the Cross-Connection and Backflow Prevention Program
- b. Completed a total of 3195 Front Counter Transactions
- c. Collected a total of \$625,163.00 Onsite Cash Payments
- d. Processed over 23 million dollars in payments
- e. Held 20 Citizens' Advisory Committee (CAC) Public Meetings

Goals:

- a. Upgrade Billing System and set up Customer Engagement Portal
- b. Expansion of the Moorpark Water Reclamation Facility (MWRf) Solar Panel Field
- c. Installation of UV Disinfection Modernization/Salt Reduction Equipment at MWRf
- d. Rehabilitate Well 20