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County of Ventura Title VI
Annual Accomplishments Report
2021 - 2022

Jeff Pratt
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Ventura, CA 93009

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

Federal Fiscal Year 2022
October 1, 2021 – September 30, 2022

SECTION I. INTRODUCTION

This Annual Goals & Accomplishment Report outlines VCPWA's Program and Policies that it implements and adheres to in order to ensure its Title VI compliance. 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 thru September 30 annually which mirrors the federal fiscal year.

This report establishes goals derived by the data collected from each assessment conducted in the following areas: Title VI Training, Dissemination of Information, Title VI Complaints, Public Outreach, Environmental Justice, Right-of-Way, Construction, Subrecipient Compliance Monitoring, and Language Assistance. The following report focuses on goals and accomplishments for the 2021 to 2022 federal reporting year.

SECTION II. OVERVIEW

As a recipient of federal financial assistance, the Ventura County Public Works Agency (VCPWA), including its direct grant recipients and sub-recipients, is obligated to adhere to, and is committed to achieving full compliance with Title VI of the Civil Rights Act of 1964 (Title VI) and all related nondiscrimination laws. It incorporates the principles of Environmental Justice (EJ), Executive Order 12898 into its programs, policies, and activities to ensure there are no transportation related activities that disproportionately impacts low-income and minority populations. Executive Order 13166 on Limited English Proficiency (LEP) is also included to ensure meaningful access is provided to persons who are limited in the English language.

SECTION III. TITLE VI POLICY STATEMENT

VCPWA, under Title VI 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 program 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 Public Works, Jeff Pratt, and Assistant Director, David Fleisch, and their immediate staff. VCPWA is comprised of five Departments consisting of 367 employees serving approximately 95,001 residents in unincorporated Ventura County.

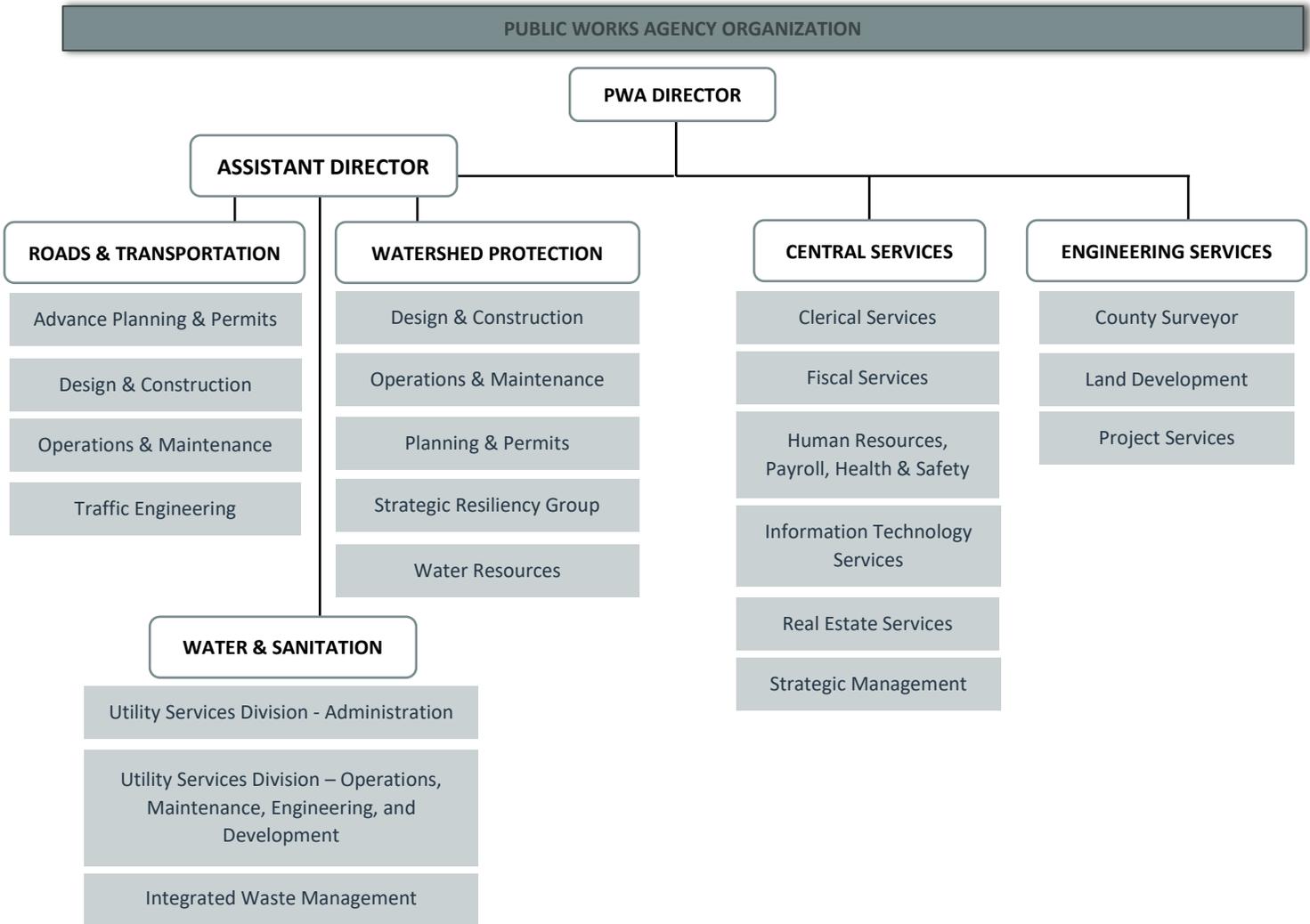
Roads & Transportation: Responsible for the planning, designing, funding, operating, and maintaining 542 miles of County unincorporated road system and public transit needs for the County. Roads & Transportation is the only Department receiving federal funding through the Federal Highway Administration.

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

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.

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



The Department Directors are responsible for familiarizing themselves with the requirements of Title VI, Executive Order (EO) 12898, and EO 13166 at the Department level. Each Department has designated a person to serve in the role of a Title VI Administrator for the day-to-day administration of the Title VI Program under the direct supervision of the Title VI Coordinator. The Title VI Coordinator works together with all Department Directors and Administrators to ensure the successful implementation of VCPWA’s Title VI Program. At the end of each reporting year, each Department is required to submit their individual Goals & Accomplishments Report which is included in this report as Appendix I through IV.

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

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

Title VI Unit Organization

Pursuant to 23 CFR 200, VCPWA has established an organizational structure Title VI Unit as shown on the diagram below which reflects the current reporting structure and staffing for this reporting period. The Title VI Coordinator is appointed by and reports to, the Director of Public Works Agency. The Title VI Coordinator is responsible for developing, maintaining, updating, and ensuring compliance in accordance with VCPWA’s Title VI Plan. Duties also includes providing staff with training on Title VI and fulfilling reporting requirements. The Title VI coordinator and the Title VI Administrator meet regularly to review Title VI matters and continue to develop program procedures.



SECTION V. COMPLAINTS

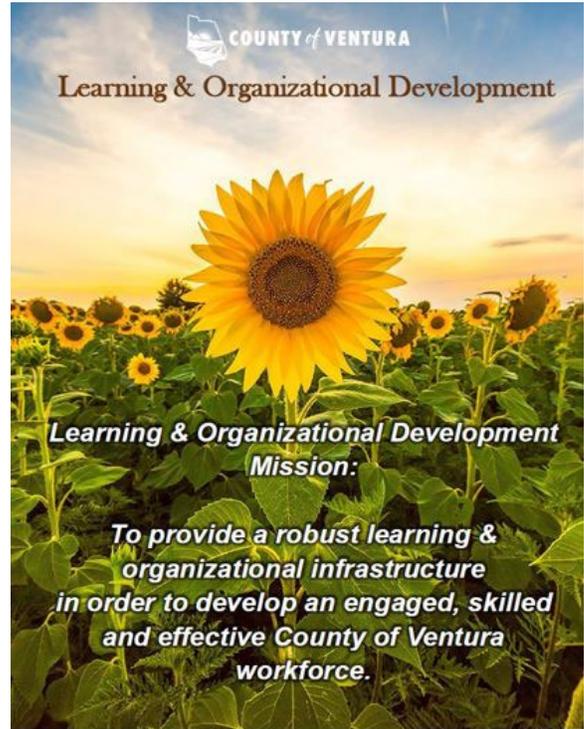
VCPWA received neither formal nor informal complaints that were directly or indirectly related to Title VI during the reporting period. Complaint procedures are incorporated into the Title VI Plan and will be followed if any formal Title VI

complaint is filed per the procedures. A Title VI Notice to the Public is also included in the Plan informing the public of their Title VI rights and how to file a Title VI complaint. The Complaint Procedures, The Notice to the Public, and the Title VI Plan are available on VCPWA’s website at <https://www.vcpwaworks.org/federalpolicies/>

SECTION VI. EDUCATION AND TRAINING

VCPWA employees receive training appropriate to their job, their safety and health, County policies and procedures and to comply with federal & state laws. Training is conducted online through various platforms: Training modules, Zoom, Microsoft Teams, VCHRP, and in-person.

Procedures for utilizing training opportunities are addressed during new employee orientation during the year using county-wide newsletters. The County of Ventura is a “Learning Organization” that has a website dedicated for employee development offering a variety of training programs. All employees have the opportunity to request applicable and education opportunities.



Available Trainings

- Career Development Program
- Supervisor Basics
- Lean Six Sigma
- Executive Leadership Development
- Nuts & Bolts for Managers
- Real Colors
- Workplace Security
- Discrimination Prevention
- Diversity
- And Inclusion Programs
- Online Learning (a benefit offered through LinkedIn. Every employee is given a learning account.)



VCPWA values employee development, diversity and growth opportunities for all employees enhancing their knowledge and skills for excellence in meeting the needs of our community. VCPWA believes that the training and development of its staff empowers each employee to become leaders who promote ethics, innovation, service, accountability, and peak performance.

Caltrans through partnerships with LTAP has made training available to agencies and organizations.

Completed Activities/ Accomplishments

Training Courses	Staff	Completion Date
Federal Rules Contract Administration & Project Completion	Laura Francis, Maria Juarez	12-08-21; 03-08-22
Allocation	Laura Francis	11-07-21
Environmental Requirements	Maria Juarez	03-11-22
Federal Aid Series: Getting Your Federal Aid Started	Maria Juarez	04-19-22
LEP/ Four Factor Analysis	Yvette Perez, Laura Francis, Maria Juarez, Dave Jackson, Thomas Kaiser	07-28-22

One of VCPWA’s planned goals included in last year's report was to facilitate a training session specific to Title VI for all the Departments in Public Works. VCPWA has appointed four new Title VI Administrators (one from each department) that will support general Title VI goals & objectives. The following training was provided to staff during this reporting period.

Completed Activities/ Accomplishments

Training Title	Staff	Completion Date
Title VI Implementation & Preparation of the Accomplishments & Goals Report	<p><u>Central Services</u></p> <ul style="list-style-type: none"> • Chuck Alvarez – Title VI Admin • Valeria Lopez • Dave Jackson <p><u>Engineering Services</u></p> <ul style="list-style-type: none"> • Terry Smith – Title VI Admin <p><u>Water & Sanitation</u></p> <ul style="list-style-type: none"> • Julie Taylor <p><u>Watershed Protection District</u></p> <ul style="list-style-type: none"> • Monique Jimenez 	04-27-22
Title VI Implementation & Preparation of the Accomplishments & Goals Reports	<p><u>Water & Sanitation</u></p> <ul style="list-style-type: none"> • Gilbert Minero – Title VI Admin 	06-06-22
Title VI Implementation & Preparation of the Accomplishments & Goals Reports	<p><u>Watershed Protection District</u></p> <ul style="list-style-type: none"> • Sandy Harrison 	06-08-22

Planned Activities/ Goals

Training Title	Target Date
Title VI Program refresher training <i>(for all PWA employees)</i>	January 2023
<p>County of Ventura Mandatory Training for new employees</p> <ul style="list-style-type: none"> • New Employee Orientation <i>(for all new regular full-time employees, within 30 days of hire)</i> • Discrimination Prevention <i>(for all new regular full-time & extra- help employees)</i> • Developing Cultural Competency & Inclusion <i>(for all new regular full-time employees)</i> • Workplace Security <i>(for all new regular full-time employees)</i> • Nuts & Bolts <i>(all employees in the management classification)</i> • Mandated Reporter <i>(for HR managers and supervisors who supervise employees under the age of 18)</i> 	<p>Within 30 days of hire</p> <p>And then every 2 years</p>
<p>Continue Title VI Overview Training for key employees who interface with the public <i>(for all PWA employees)</i></p> <p>Training shall include:</p> <ul style="list-style-type: none"> • Information on Title VI and LEP responsibilities. • Use of the “I Speak” cards. • Documentation of language assistance requests • How to handle a potential Title VI Complaint • Review procedures for translation services via SharePoint • Continue to improve translation services 	Ongoing
Conduct quarterly discussions with the Title VI Administrators to evaluate the effectiveness of our Programs, activities, and services. <i>(for Title VI Administrators)</i>	Ongoing

SECTION VII. DISSEMINATION OF INFORMATION

VCPWA will disseminate Title VI information to the general public stating that the Agency administers programs subject to the following: Non-discrimination requirements of Title VI, summarizing those requirements, noting the availability of Title VI information, stating persons' rights under the laws, and briefly explaining the procedures for filing complaints. This information is posted on VCPWA's website: <https://www.vcpwaworkers.org/federalpolicies/>. Where feasible the Title VI Brochure and Policy Statement will be prominently displayed on the front counters within PWA.

Completed Activities/Accomplishments

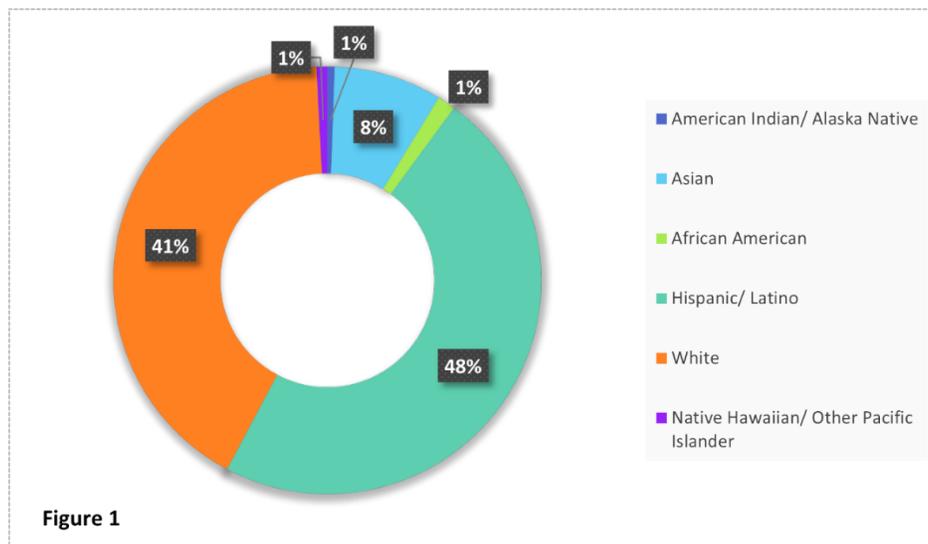
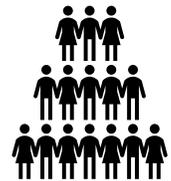
Description	Completed Date
VCPWA's first Annual Goals & Accomplishment Report posted on website	12-15-21
Title VI Brochure was translated in Spanish and posted on website.	06-21-21
Title VI Policy Statement posted in all Departments within PWA.	06-30-22

Planned Activities and Goals

Description	Target Date
Update VCPWA's Title VI Plan to include all PWA Departments.	09-30-23
Develop, monitor, evaluate and revise as necessary Title VI Program performance measures	Ongoing

SECTION VIII. WORKFORCE DIVERSITY

For the purpose of this report the demographics in (Figure 1) demonstrate the diversity throughout the Agency. Within the PWA organization there is **367 employees** including full-time employees, student workers, and extra help/ intermittent employees from October 2021 to present. In the chart below (Figure 1), the majority of the workforce in PWA is made up of Hispanic/ Latino (48%) and White (41%) followed by Asian (8%), African American (1%), Native Hawaiian/ Other Pacific Islander (1%), and American Indian/ Alaska Native (1%). Workforce diversity is beneficial in PWA for a number of reasons such as: higher innovation, better decision making, variety of different perspectives, higher employee engagement, hiring results, and reduced employee turnover.



SECTION IX. PLANNING AND DEVELOPMENT & PUBLIC OUTREACH

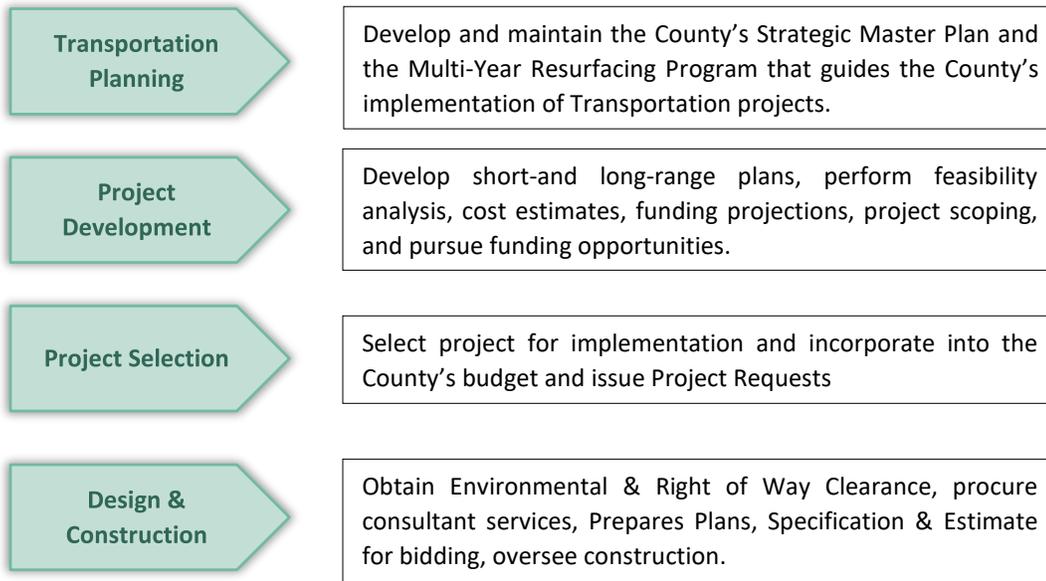
The Advance Planning Section is responsible for the development of the County’s Strategic Master Plan that guides the County’s implementation of transportation projects, develops short- and long-range plans, pursue funding opportunities for capital projects, performs feasibility analysis, cost estimates,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

Staff

NAME	TITLE
Glenn Derossett	Planning Engineering Manager
Darren Arrieta	Engineer III
Howard De Leon	Engineer III
Joe Morua	Engineering Technician IV
Jim Riedmiller	Engineering Technician IV
Israel Rios	Engineering Technician III



There are four basic stages from the planning phase through the end of each project cycle. Each stage of the process involves key decisions made by agency staff, key stakeholders, interested parties, and the general public. Each stage of VCPWA’s process involves key decisions that shape our transportation network. As projects advance through these four stages, the decision-making and public outreach becomes more focused. Most major decisions are made during the planning and project development stages. More specific project level decisions occur in the design & construction stages. VCPWA strives to keep the public informed and involved throughout each of the steps below:



VCPWA has established the following public involvement objectives to ensure public involvement in its transportation planning, development, project selection and project construction:

- Provide general information about VCPWA’s transportation programs and projects.
- Keep residents informed on how they can stay connected through VCPWA Connect (vcpublicworks.org/report-a-concern/).
- Encourage the public with opportunities for meaningful input concerning transportation projects and mitigation of potential community impacts.

- Provide potentially impacted residents with equitable access to pertinent information. This involves providing information through verbal or written language translation.

Advance Planning Studies and Plans

Active Transportation Plan (ATP)

In 2020, Advance Planning was awarded a Sustainable Communities Planning Grant in the amount of \$729,550, for the development of a countywide ATP Plan. In 2021, ATP Planning + Design was hired to develop an ATP Plan. The purpose of the plan is to:

- Evaluate the active transportation needs for the County
- Develop Prioritization criteria for the improvements needed
- Create a priority list
- Prepare planning level cost estimates
- Generate a report identifying the improvements needed



The Active Transportation Plan will serve as a master plan and policy document to increase multimodal transportation, with the goal of increasing community health and safety for students and commuters, pedestrians, bicyclists and reducing regional Vehicle Miles Traveled and Green House Gas Emissions in Ventura County. The Plan will address active transportation needs within the County’s Road right-of-way and throughout all areas of the unincorporated county. A major component of the plan is public engagement (Refer to Exhibit 4 for Public Outreach Activities). During this reporting period, public outreach activities were conducted to educate the public on the County’s ATP providing them updates as the ATP Plan was being develop.

ATP Public Outreach Activities:

- | | |
|--|--------------------------------------|
| • Surveys provided in English and Spanish | • Newspaper and Radio Advertisements |
| • Outreach Events/Workshops | • Pop-Up Displays |
| • Website dedicated to the ATP Plan providing project progress, event notices, calendars, and a tool for the public to voice their needs and concern | • Community Meetings |

Local Roadway Safety Plan (LRSP)

PWA-RT was awarded \$105,300 in State funds to prepare a LSRP Plan to identify strategies to decrease the number of fatal and severe collisions that occur on County maintained roads. LRSP’s are a Federal Highway Administration (FHWA) program that utilizes safety countermeasures that have been effective across the country as part of efforts to reduce fatal and severe injury crashes. They provide a locally developed and customized roadmap to directly address the most common safety challenges.

In July 2020, RT hired Kimley-Horn and Associates to assist the Agency in the development of the LSRP Plan. This Plan was completed in June of 2022. The LRSP provides the opportunity to be more proactive than reactive. The strategies identified in the LRSP will allow RT to prioritize safety improvements and grant application projects. This plan will assist RT when applying for future safety improvements.

Strategies included in the LRSP for Public Outreach

- Provide outreach, education, and enforcement to encourage more separation between vehicular and pedestrian traffic
- Develop a public outreach campaign to raise awareness about speeding and aggressive driving.

Funding Opportunities

Active Transportation Plan (ATP)

In March of 2022, Caltrans announced to all Agencies a Call-for-Projects for the 2023 ATP Cycle 6 Programs. The purpose of the ATP Program is to encourage increased use of active modes of transportation such as biking and walking. RT submitted two ATP applications for two pedestrian improvement projects (listed below) on June 15, 2022. The statewide list of recommended projects will be posted by October of 2022 notifying all Agencies of the approved funding for projects in the State of California. The funding and the recommended projects will be adopted by the California Transportation Commission at the December 7-8, 2022, meeting.

- Saticoy Pedestrian Improvements & Community Connection Project
Project Costs: \$3,479,536
- Piru Pedestrian Improvement Project
Project Costs: \$3,450,000

The public involvement phase occurred in conjunction with the planning and development of both projects. Advance Planning sought out the public's input on the proposed improvements and its impact to the community (Refer to Exhibit 4 for outreach activities). This included seeking out the viewpoints of minority, low-income and limited English Proficiency (LEP) populations.

Highway Safety Improvements Program (HSIP):

On May 9, 2022, HSIP Cycle 11 Call-for-Projects was announced to all Agencies. The purpose of the HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. A total of XX HSIP Grant applications were submitted to Caltrans for the following projects:

- Guard Rail Upgrades
Project Costs: \$1,111,100
- Rectangular Rapid Flashing Beacons
Project Costs: \$310,950
- Systemic Improvements, Rumble Strips and/or Curve Warning Signs
Project Costs: \$11,000,000

ACTIVE TRANSPORTATION PLAN

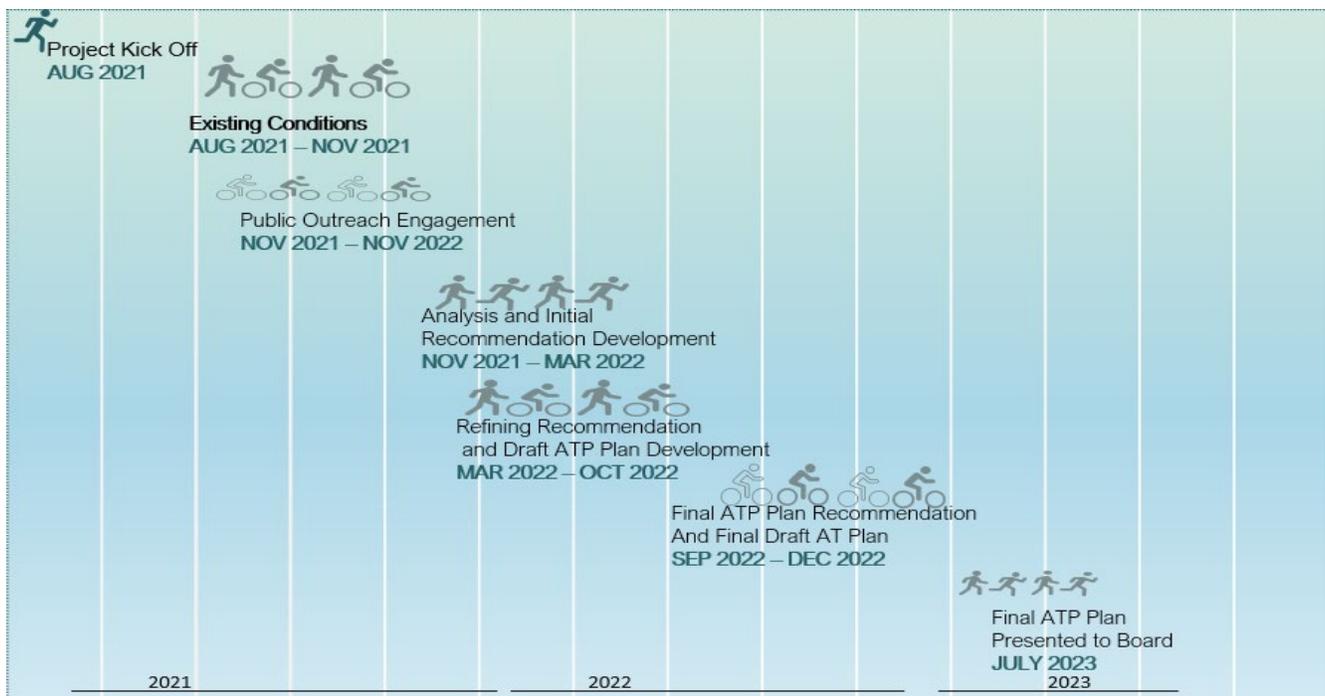
The development of an Active Transportation Plan starts a community dialog. It initiates discussions, strategies, collaboration, and public engagement during the planning process.

The ATP plan is being developed by the Consultant, ALTA Planning + Design in close collaboration with PWA-RT to evaluate the active transportation needs Countywide and identify recommended improvements. The ATP will support PWA-RT's efforts in promoting active transportation through pedestrian and bicycle improvements in unincorporated Ventura County.

Achievements & Planned Goals

Virtual Interaction Involvement	Community Meetings	Future Planned Goals
<ul style="list-style-type: none"> <u>Public Input Map</u> PWA-RT and Consultant provided an interactive map where the public could share experiences and ideas for improving walking and biking throughout Ventura's County unincorporated communities. <u>Community Survey</u> An ongoing survey allows the public to provide insight on any transportation challenges and needs that the public faces daily. 	<ul style="list-style-type: none"> On January 27th, 2022, the County hosted a virtual public workshop to provide information and solicit on the AT Plan's development. On June 22, 2022, the County hosted a virtual meeting to provide a learning opportunity of the planning process and for the community to provide input on improving walking and biking in Ventura County. 	<ul style="list-style-type: none"> Future Community Meetings Pop-up Events 5 small demonstration projects Community Advisory Committees Public Surveys Public Input Map

ATP Timeline



Environmental Justice

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

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

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

Environmental Justice Evaluations – Roads & Transportation Projects

Project No.	Project Name	Federal Yes/ No	EJ Evaluation Approach	EJ Findings	NEPA	CEQA
50562	Bridge Road Rehabilitation	Y	Formal	None	Programmatic Categorical Exclusion – Pending	Mitigated Negative Declaration - Pending
50604	Bradley Road Bridge Replacement #206	N	Informal	None	N/A	Notice of Exemption
50574	Ventura Avenue Pedestrian & Bike Improvements	Y	Informal	-	-	Notice of Exemption
50622	Santa Rosa Road Bike Lane & Pedestrian Improvements	N	Informal	None	N/A	Notice of Exemption
50614	Loop Drive East – Storm Drain Repairs	N	Informal	None	N/A	Notice of Exemption
50619	Pedestrian Crossing Enhancements		Informal	None	Programmatic Categorical Exclusion	Notice of Exemption
50620	Guardrail Upgrades	N	Informal	None	N/A	Notice of Exemption
50612	Pavement Resurfacing – Lockwood Valley Road (West)	N	Informal	None	N/A	Notice of Exemption
50627	Pavement Resurfacing – Las Posas Valley & Balcom Canyon Road	N	Informal	None	N/A	Notice of Exemption
50626	Pavement Resurfacing – Camarillo Heights	N	Informal	None	N/A	Notice of Exemption
50605	Grand Avenue Bridge Replacement #427	N	Informal	None	N/A	Notice of Exemption
50615	Lewis Road – Slope Protection	N	Informal	None	N/A	Notice of Exemption
50616	El Rio Pedestrian Improvements	Y	Informal	None	N/A	Notice of Exemption
50617	Systemic Countywide Signalized Intersection Improvements	Y	Informal	None	N/A	Notice of Exemption
50618	Systemic Rumble Strip and High Friction Surface Treatment	Y	Informal	None	N/A	Notice of Exemption
50628	Pavement Resurfacing – Creek Road Area	N	Informal	None	N/A	Notice of Exemption
50564	Las Posas Road at E. Fifth Street Intersection Improvements	Y	Informal	-	-	Notice of Exemption

Environmental Justice - Summary

- There were three (5) pavement resurfacing projects that were exempt for the following criteria: CEQA Guidelines section 15301 (c) because it consists of minor alterations of existing structures and facilities, and there is no possibility that the projects will have significant effects on the environment either individually or cumulatively.
- There was one (1) drainage project that was exempt for the following criteria: CEQA Guidelines section 15302 (c), because it consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.
- There were two (2) bike lane and pedestrian improvements projects that were exempt for the following criteria: CEQA Guidelines section 15304 (h) because they include the creation of bicycle lane on existing right-of-way and section 15301 (c) because they consist of minor alterations to existing highways and streets. Creation of new sidewalks will result in no or negligible additional expansion of use.
- There were five (4) traffic and safety improvements projects that were exempt for the following criteria: CEQA Guidelines section 15301 (c) and (f) because of minor alterations on existing highways and streets... and similar facilities including traffic control devices, and addition of safety or health protections devices for use during construction of/ or in conjunction with existing structures and facilities.
- There was one (1) slope protection project that was exempt for the following criteria: CEQA Guidelines section 15301 (f) because it consists of addition of safety or health protection devices for use in conjunction with existing structures or facilities.
- There was one (1) bridge culvert replacement project that were exempt for the following criteria: CEQA guidelines section 15302 – Class 2 (c) because it consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure and have substantially the same purpose and capacity as the structure replaced.
- There was one (1) bridge rehabilitation project that required an Initial Study/Mitigated Negative Declaration (IS/MND). This document was prepared pursuant to the requirements of the California Environmental Quality Act (CEQA). The IS/MND was circulated for public from June 20, 2022, to July 20, 2022. This included advertising the Notice of Availability in the Ventura County Star, mailing the notice to residents within a 500' radius, posting the IS/MND on-line on VCPWA's website and at the County of Ventura Government Center. PWA-RT determined that the proposed bridge project may have a significant effect on the environment; however, mitigation measures are available that would reduce the impacts to less than significant levels. There were no impacts to minority and low-income population as a result of this project.
- There was one (1) railroad crossing improvements project that was exempt for the following criteria: CEQA guidelines section 15301 – Class 1 (c) because project consists of the operation, repair, and maintenance of existing facilities.

Right of Way

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

Staff

NAME	TITLE
Charles Alvarez	Manager
Dave Jackson	Senior Real Property Agent
John Weal	Real Property Agent II
Thomas Kaiser	Real Property Agent I
Valeria Lopez	Real Property Agent I

During the reporting period, the Right-of-Way Section had one Roads & Transportation project that require temporary construction easements.

El Rio Pedestrian Improvements – State Project No. ATPSB1L-5952(208)

PWA-RT has initiated an Outreach Program for the El Rio Pedestrian Improvements Project to work with the community of El Rio and individual property owners to help them understand the right of way process and to assist us in responding to their concerns. The Construction of sidewalks will affect the driveway, or driveways for each private property. Approximately 199 Temporary Easements will be needed for the purpose of matching the grade of each driveway to the top of the new sidewalk (Refer to Exhibit 5). PWA-RT has acquired the services of Consortium Media to assist the Agency with Public Outreach activities during the various stages of the project.



ACHIEVEMENTS

1. Flyers created specifically for VCPWA's Right-of-Way Division to circulate during the initial contact of each property owner.
2. A community meeting was held on October 20, 2022, at the Rio De Valle Middle School to discuss project details and the temporary easements that would be needed from the property owners.

GOALS

1. Coordinate a follow-up public meeting with the community of El Rio prior to construction

RT shall ensure that the following measures will continue to be implemented during any right-of-way activities that will occur in the upcoming planned year:

- On Federal projects, Include the Title VI Brochure in English and Spanish when making initial contact with property owners.
- Ensure the inclusion of Title VI provisions in all appraisals, deeds, agreements, and leases on project that receive federal assistance. For all other projects, include Non-Discrimination Assurances.
- Continue to monitor internal procedures and update as necessary.

Survey

The County Surveyor's office is a Division within the Engineering Services Department in the Public Works Agency and is responsible for maintaining accurate land records within the County.



Staff

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

During the reporting period, the County Surveyor's Office provided services to the Roads & Transportation Department relating to 7 projects. All survey related services occurred within County Road right-of-way; therefore, there were no impacts to residents on private property.

Services Provided

- Field Surveys
- Rights of Way information, Legal Descriptions and Maps
- Topographic, Boundaries, and Control Surveys

ACHIEVEMENTS & GOALS

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

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

Project Name	Project No.	Federal/ Local	Division
Pavement Resurfacing – Las Posas Valley & Balcom Canyon Road	50627	Local	Design & Construction
Pavement Rehab – Nyeland Acres	50624	Local	Design & Construction
Pedestrian Crossing Enhancements - Countywide	50619	Federal	Design & Construction
Pavement Resurfacing – Creek Road Area	50628	Local	Design & Construction
Pavement. Resurfacing - Camarillo Heights	50626	Local	Design & Construction
Bradley Road Bridge Replacement	50604	Local	Design & Construction
Saticoy Pedestrian Improvements	50035	Local	Advance Planning

SECTION X. DESIGN & CONSTRUCTION

DESIGN



The Design and Construction Section has primary responsibility for assuring that all aspects of the design phase are performed in accordance with Title VI. This includes consultant selections, preliminary design work, development of alternatives, final design and the solicitation of bids and proposals.

Design & Construction Section is managed by Chris Hooke, Deputy Director of the Roads & Transportation Department. Design & Construction is comprised of two Engineer Managers, four Engineers, two Engineer Technicians, two construction inspectors, and 4 Support Administrators. Additional staffing changes are forthcoming as new staff will be hired to meet the growing demand for transportation delivery.

Staff

NAME	TITLE	NAME	TITLE
Chris Hooke	Deputy Director	Richard Oropeza	Inspector II
Matt Maechler	Engineer Manager II	Jeff Pollard	Inspector I
Christopher Solis	Engineer Manager I	Joeann Heredia	Engineering Technician IV
Sohil Bhakta	Engineering III	Julie Stuart	Engineer Manager I
Terry Hanser	Engineering II	Maryann Jordan	Office Assistant IV
Josh Patricio	Engineering I	Yvette Perez	Staff Services Specialist II
Ariel Braza	EH Engineer IV	Laura Francis	Administrative Assistant II
		Maria Juarez	EH Administrative Aide

The following projects were in design during the reporting period which will be constructed in the future fiscal years:

El Rio Pedestrian Improvements

State Project No: ATPLSB1L-5952(208)
 Cost Estimate: \$6,900,000
 Status: Right of Way Phase
 Description: Construction of sidewalks and bike lanes
 Public Outreach Activities (Exhibit 6): Dedicated website for the project accessible to the public, two billboards (English & Spanish) placed in the El Rio community providing information for the upcoming project, Community meeting held on October 20, 2022

Ventura Avenue Pedestrian Improvements

Federal Project No. CML-5952(214)
 Cost Estimate: \$957,000
 Status: Environmental Stage
 Description: Construction of sidewalk and bike lanes
 Public Outreach Activities: None

Pedestrian Crossing Enhancement

State Project No: HSIPSL-5952(212)
 Cost Estimate: \$250,000
 Status: PS&E to be completed by 10-01-22.
 Construction to occur in 02-15-23
 Public Outreach Activities: None

Las Posas Road at E. 5th Street Intersection Improvements

Federal Project No. STPLR-7500(290)
 Cost Estimate: \$3,000,000
 Status: Engineering Phase/Procuring a Design Consultant
 Description: Intersection improvements
 Public Outreach: None

Systemic Countywide Intersection Improvements

State Project No: HSIPSL-5952(210)
 Cost Estimate: \$4,905,300
 Status: Engineering Phase/Procuring a Design Consultant
 Public Outreach Activities: None

Hueneme Road Widening

Federal Project No. HIPL-5952(215)
 Cost Estimate: \$1,963,000 (Environmental Only)
 Status: Environmental Phase/In process of hiring an Environmental Consultant
 Public Outreach: None

Bridge Road Bridge Rehabilitation

Federal Project No. BHLO-5952(186)
 Cost Estimate: \$1,725,000
 Status: Environmental Phase/waiting for NEPA/CEQA Clearance
 Public Outreach: None

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

Selection Procedures

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

There was a total of Consultant Contract/Work Orders that were executed during the design phase during the reporting period. The value of these contracts totals \$155,740. The scope, size and duration of these contracts vary in size. The table below includes the list of consultant contracts executed from October 1, 2021, through September 30, 2022.

Agmt #	Consultant Name	Proj. #	Project Name / Services	Amount	Informal/ Formal	DBE Goal	Title VI Provisions in RFP?	Title VI Provisions in Contract?
AE22-017	Yeh and Associates Inc.	50605	Grand Avenue - Foundation Report/ Geotechnical Services	\$25,000	Formal	No	No	No
AE22-018	Yeh and Associates Inc.	50604	Bradley Road Bridge - Geotechnical Services	\$25,010	Informal	No	No	No
AE22-019 State/ATP	Earth Systems Southern California	50616	El Rio Pedestrian Improvements - Geotechnical Services	\$23,390	Formal	No	No	No
AE22-049	Padre Associates,	50605	Grand Avenue - Historic Resources Survey	\$11,650	Informal	No	No	No
PW22-057	Padre Associates	50604	Bradley Rd Bridge – Environmental Services	\$3,990	Informal	No	No	No
AE22-030 State/ATP	Consortium Media	50616	El Rio - Public Outreach Services	\$30,000	Master Agreement	No	No	No
PW23-007	Encompass Consultant Group, Inc.	50616	El Rio – Stormwater Engineering	\$36,700	Informal	No	No	No

During the reporting period, three geotechnical firm contracts were awarded for three separate projects. Of the three contracts, two were awarded to Yeh & Associates and one awarded to Earth System Southern California. All three contracts were procured from one RFQ solicitation.

One RFQ for environmental services (federally funded) for the Hueneme Road Widening Project went out to formal bid. The RFQ was posted in VCPWA’s website and advertised in the VC Star. Solicitations included Federal provisions, Disadvantaged Business Enterprise (DBE) contract goal of 22%, scoring criteria, and Title VI Assurances. Interviews held were structured and conducted in a formal manner. SOQ’s and presentations were evaluated, and GPA was selected based on the criteria listed in the RFQ. GPA’s firm is certified as SBE/DBE/WBE. GPA has seven subconsultants, one certified as DBE/DVBE and the other certified as SBE/WBE. GPA’s total claimed DBE participation is 26%.

The total value of the contract is \$792,032.51

One RFQ for environmental services (locally funded) for the Rose Avenue Bike Lanes Project went out to formal bid. The RFQ was posted in VCPWA’s website and advertised in the VC Star. Solicitations included non-discrimination assurances. Interviews held were structured and conducted in a formal manner. SOQ’s and presentations were evaluated, and Rincon Consultants, Inc was selected based on the criteria listed in the RFQ. The total value of the contract is \$301,732

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

There was a total of 13 Consultant Contracts/Work Orders that were executed during the Construction phase. The value of these contracts totals \$781,782. The scope, size and duration of these contracts vary in size. During the reporting period, most consultant contracts that were procured were for construction support in the area of construction inspection and materials-testing services. The table below includes the list of consultant contracts executed from October 1, 2021, through September 30, 2022.

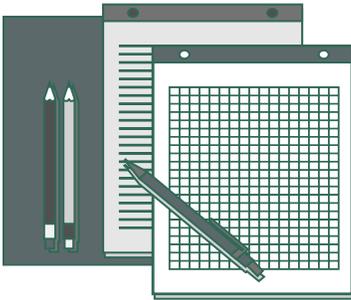
Agmt #	Consultant Name	Proj. #	Project Name / Services	Amount	Informal/ Formal	DBE Goal	Title VI Provisions in RFP?	Title VI Provisions in Contract?
AE22-032	PPM Group, Inc.	50612	Lockwood Valley Road (West) - Construction Inspection	\$111,825	Formal	No	No	No
AE22-035 HSIP	PPM Group, Inc.	50588	Hueneme Traffic Signal - Construction Inspection	\$105,800	Formal	No	No	No
AE22-038 State/ ATP	Willdan Engineering	50620	Guardrail Upgrades - Construction Inspection	\$68,000	Formal	No	No	No
PW22-085	NV5 West, Inc.	50593	Avocado Culvert - Material Testing & Inspection	\$14,829	Informal	No	No	No
PW22-032	Twining, Inc.	50624	Nyeland Acres - Material Testing & Inspection Services	\$4,116	Informal	No	No	No
PW22-079	Twining, Inc.	50612	Lockwood Valley Road (West) - Material Testing & Inspection Services	\$56,579	Informal	No	No	No
PW22-092	Filippin Engineering, Inc.	50627	LPV & Balcom Canyon Road - Materials Testing & Inspection Services	\$65,410	Formal	No	No	No
PW22-101	Twining, Inc.	50604	Bradley Road Bridge - Materials Inspection & Testing	\$20,479	Informal	No	No	No
PW22-103/102	Filippin Engineering, Inc.	50604	Bradley Road Bridge - Construction Inspection Services	\$85,560	Informal	No	No	No
PW23-011	MNS Engineers, Inc.	50626	Camarillo Heights – Construction Inspection	\$85,000	Informal	No	No	No
AE23-015	Earth Systems Pacific	50628	Creek Road Area – Materials Testing & Inspection	\$50,000	Informal	No	No	No
AE23-017	Union Materials Testing, Inc.	50626	Camarillo Heights – Materials Testing	\$47,294	Informal	No	No	No
AE23-019	G3 Quality, Inc.	50627	LPV & Balcom Canyon – Materials Inspection	\$66,890	Informal	No	No	No

Stand-Alone Contracts: During the reporting period, three firms were awarded Stand-Alone contracts to provide construction inspection on three separate projects (funded by Local Road Funds). All three contracts were procured from one RFQ solicitation. Nondiscrimination provisions were included in one solicitation only that involved State ATP Funding.

In January of 2022, PWA-RT decided to begin including standard nondiscrimination assurances in all consultant contracts as attachments. A review of the RFQ solicitations and Stand-Alone consultant agreements, identified that Nondiscrimination provisions were not consistently included in the solicitations and agreements on projects that were funded by Local Road Funds. Currently VCPWA’s Boiler-Plate contracts do not include non-discrimination assurances, therefore requiring the PWA-RT Department to physically incorporate Title VI Provisions on Federally funded projects and non-discrimination clauses on locally funded projects.

On-Call (Annual) Contracts: On-call contracts are used by the Agency through which work orders, on as-needed basis are issued for services to be rendered with pre-determined fees. VCPWA’s On-Call Contracts are procured in compliance with the applicable Local & State regulations and does not follow the selection and contracting procedures detailed in Chapter 10 of the LAPM. In addition, the required Title VI Provisions and all other Federal requirements are not included in our Annual Contracts. For this reason, consultant services that are procured using Annual Work Orders, will not be submitted to Caltrans for reimbursement.

There were eight (8) Annual Work Orders issued during the reporting period consisting of material inspection and testing and environmental services. Each work includes scope of work, schedule, and projected costs. Out of the 8 Work Orders issued, one is federally funded by HSIP ATP and one is funded by ATP



ACCOMPLISHMENTS:

Meeting held with Ventura County’s Engineering Services Department (PWA-ESD). Discussions included adding standard nondiscrimination clauses in all boiler-plate contracts. PWA-ESD will work with County Council (legal) to revise their contract templates.

PLANNED ACHIEVEMENTS & GOALS:

Provide on-going training to D & C Staff to ensure inclusion of required nondiscrimination provisions in the selection of consulting firms.

Public Outreach Activities Log – Design

• **50616 – El Rio Pedestrian Improvements**

Billboards in English & Spanish were placed at the project site providing residents with information regarding project location, description of improvements, and link to website (www.vcpublicworks.org/elrio/). Billboards have been installed in the following locations: Stroube Street, Walnut Drive, and Cortez Street.



CONSTRUCTION



KEEPING RESIDENTS INFORMED

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

Addressing Public Concerns during Construction

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

Below is a list of projects that were in construction during the reporting period from October 1, 2021, to September 30, 2022.

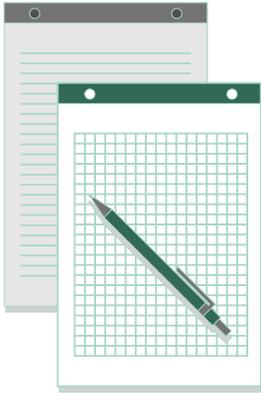
Roads & Transportation Related Construction Contracts

RD #	Contractor Name	Proj. #	Project Name	Amount	DBE Goal	Title VI Provisions Advertisement & Contract?
22-01 HSIPL	Sterndahl Enterprises Inc.	50589	Horizontal Curve Warning Signs Countywide	\$617,751	13%	Yes
22-04 HSIPL	Crosstown Electrical & Data Inc.	50588	Hueneme Road Corridor Traffic Signal & Safety Improvements	\$705,483	15%	Yes
22-06 Local	C & W Construction Specialties, Inc.	50620	Guardrail Upgrades	\$863,498	No	No
22-08 Local	Taylor Jane Construction	50604	Bradley Road Bridge Replacement BR. No. 26	\$910,771	No	No
22-09 Local	Griffith Company	50612	Pavement Resurfacing – Lockwood Valley Road (West)	\$5,582,735	No	No
22-10 Local	C.A Rasmussen, Inc.	50627	Pavement Resurfacing – Las Posas Valley & Balcom Canyon Road	\$2,359,167.15	No	No
22-12 Local	J & H Engineering General Contractors, Inc.	50628	Pavement Resurfacing – Creek Road Area	\$2,121,030.45	No	No
22-11 Local	American Asphalt South	50626	Pavement Resurfacing – Camarillo Heights Area	\$822,195.50	No	No

There was a total of 8 Construction Contracts awarded during this reporting period totaling \$13,982,631.10. Bid advertisements for all public works projects (both federal and non-federal) are placed in the Ventura County Reporter and listed on the County’s electronic bidding system, “E-Bid Board”. All projects out to bid include Title VI language in the bid documents and are included in all federal construction contracts. Although not all projects this reporting period were federally funded, effective January 2022, all bid documents and construction contracts that are funded with Local Roads Funds include standard provisions regarding non-discrimination in hiring and in subcontracting.

One State funded contract was awarded. Non-discrimination assurances were included in the bid documents. Two Federally funded construction contracts were awarded. The Title VI Administrators are responsible to ensure that all the required General Provisions pertaining to DBE, Title VI Provisions, FHWA Form 1273, Caltrans Exhibit 12-G Required

Federal-Aid Contract Language, and Federal Prevailing Wages, are included in the contract specifications. The PWA-RT Department has the responsibility to administer the DBE Program. Contract DBE goals that are established and awarded are strictly monitored to ensure attainment. After award, during the preconstruction meeting and throughout construction, prime contractors are reminded of their responsibilities to comply with Title VI requirements as specified in the contracts. In addition, PWA-RT requires the prime and their subcontractors to complete a Title VI Certification Form.



PLANNED ACHIEVEMENTS & GOALS:

- > Continue to streamline our outreach efforts through various resources to help project managers to facilitate outreach activities.
- > Continue to maintain records related to public engagement activities.
- > Continue to focus on compliance within the framework of our federally funded transportation projects planned for 2022/2023.
- > Four Factor Analysis: After conducting the four-factor analysis, PWA-RT will be in a better position to implement language measures and target their audiences appropriately.
- > Data Collection: Title VI Administrator shall assist Project Manager with research concerning demographics and accessibility in neighborhoods where projects will be constructed.

Labor Compliance

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

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



Public Outreach Activities Log – Construction

- **50611 Pavement Resurfacing - Sulphur Mountain Road**

For this project Door Hangers and Notices to Residents were translated into Spanish. The Notice to Residents provided information of the road closure on Sulphur Mountain Road during the application of chip seal and the placing of asphalt pavements. Door hangers were distributed at least three days prior to commencement of work. Consortium Media also assisted with public outreach by posting the Notice to Residents on Facebook.

After completion of project, on January 24, 2022, PWA-RT mailed out a customer satisfaction survey to residents. Included in the mailer was a QR Code and web link that would lead residents to the survey. The survey included a series of questions regarding the condition of road, the Agency's and Contractor's performance, inconveniences from construction activities, and their overall experience.

- **50596 Pavement Resurfacing – Simi Area**

On February 1, 2022, PWA-RT mailed out a customer satisfaction survey to residents. Included in the mailer was QR Code and web link that would lead residents to the survey. The survey included a series of questions regarding the condition of road, the Agency's and Contractor's performance, inconveniences from construction activities, and their overall experience.

- **Santa Ana Road Bridge Replacement**

Door Hanger notices were translated into Spanish. The Door Hangers helped informed residents of the upcoming project, different phases of construction, and road closure information.

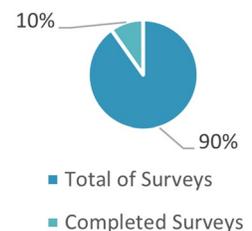
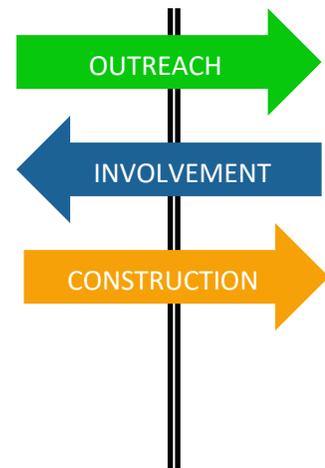
- **50593 Avocado Place Culvert Replacement at MP 0.25**

Notice of Road Closure were distributed via mailers and posting to residents. Notices provided information of full closure of the road which was determined due to excavation operations and for the safety of the public and contractor's personnel.

- **50604 Bradley Road Bridge Replacement BR. #206**

Notices to Residents were translated into Spanish and were attached in the Plans & Specifications. Resident notices were posted in both English and Spanish prior to the beginning of construction.

Road Closure notices were translated into Spanish and posted on Facebook. These notices provided information of road closure dates and traffic control information.



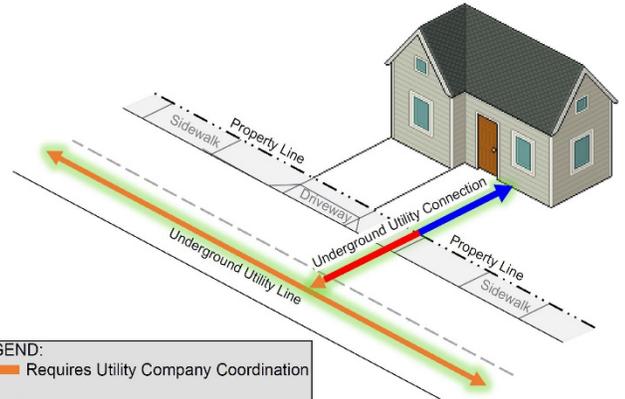
SECTION XI. PERMITS

Encroachment Permits are required for any work proposed within the County’s Road right-of-way and includes such work as utility installations and repairs, roadway and drainage improvements by developers, driveway construction sidewalk repair, filming motion pictures, placement of obstructions in the right-of-way such as fences, trees, poles, and overhead structures. The Permit Section ensures that all construction work in the public right-of-way complies with County’s adopted codes and engineering standards. In addition, the Section issues Transportation Permits for oversized vehicles traveling on County roads and collects Traffic Impact Mitigation fees.

Note: For all underground utility work, the Location of the maintenance/repair/improvements will govern what Permits will be required.

Staff

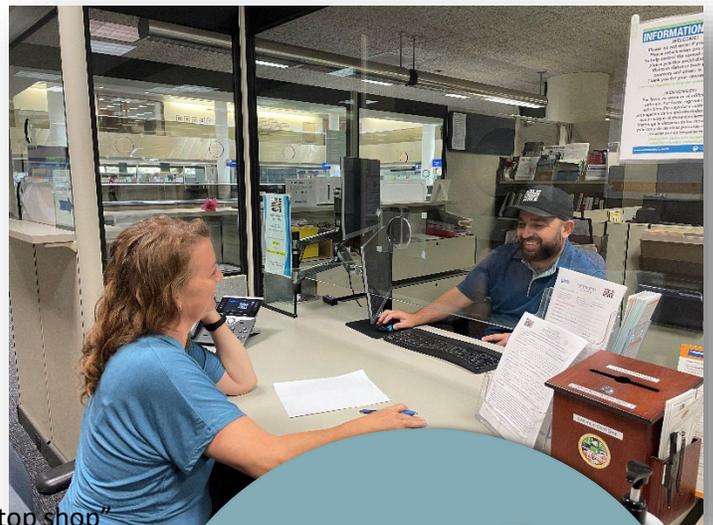
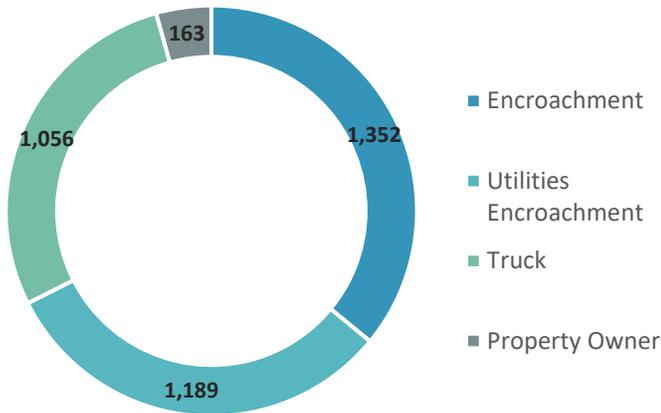
NAME	TITLE
Gary Weeks	Permits Manager
Luis Gonzalez	Engineering Technician III
Scott Greer	Engineering Technician III
Cat Robles	PW Inspector III
Matt Litvinas	PW Inspector III
Aaron Griswold	PW Inspector II



LEGEND:

- Orange arrow: Requires Utility Company Coordination
- Red arrow: Requires City Encroachment Permit
- Blue arrow: Requires City Building Permit

Total of Permits



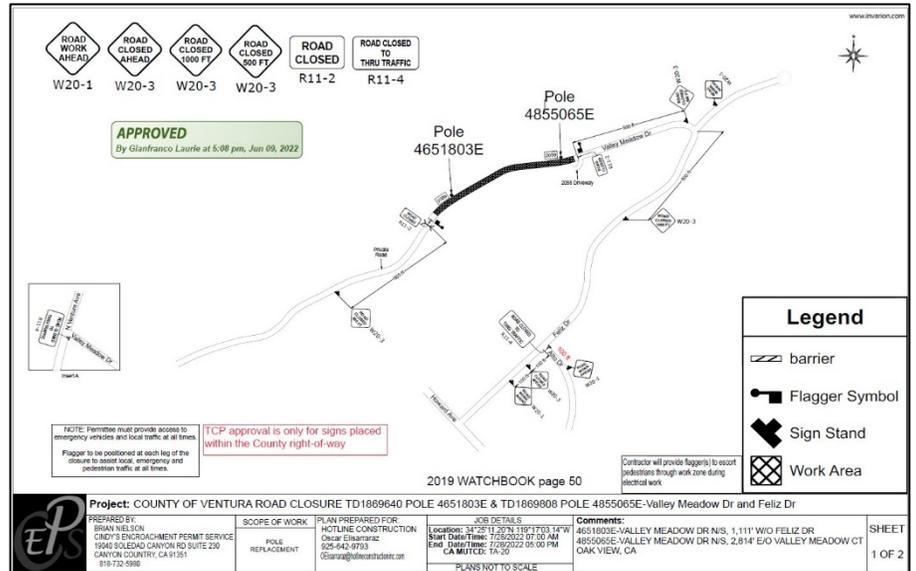
The Permit Counter provides support to the County as a “one stop shop” for the general public, the building industry, and the development community. The counter staff assists our customers in determining the type of permit needed and provides assistance throughout the process. VCPWA supplies staff at its public counters with “I Speak” cards to help LEP individuals identify the language they speak. All Interpretation services that are provided at the front counter and over the phone is in Spanish. The Permit’s Section maintains a tracking system that records all language assistance that is provided throughout the year.

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Translations were provided by Permits Section during this reporting period

Traffic Support Services

The Traffic Section plays a vital role when it comes to reviewing utility work/road closures for the Permits team. In FY 21/22, the Traffic team reviewed and approved approx. 240 traffic control plans submitted by utility companies (i.e. Edison, Gas Company, etc.) for routine maintenance work on County roadways. These traffic control plans range in complexity from easy road closures with detours to complicated one-lane, two-way traffic operation with flaggers. Additionally, the Traffic team reviewed Special Event permits which traffic control plans varied in size and crossed County limits. Such traffic control plans included the Mountains to Beach Marathon, Ojai Valley Marathon, Wings Over Camarillo Air Festival, etc.



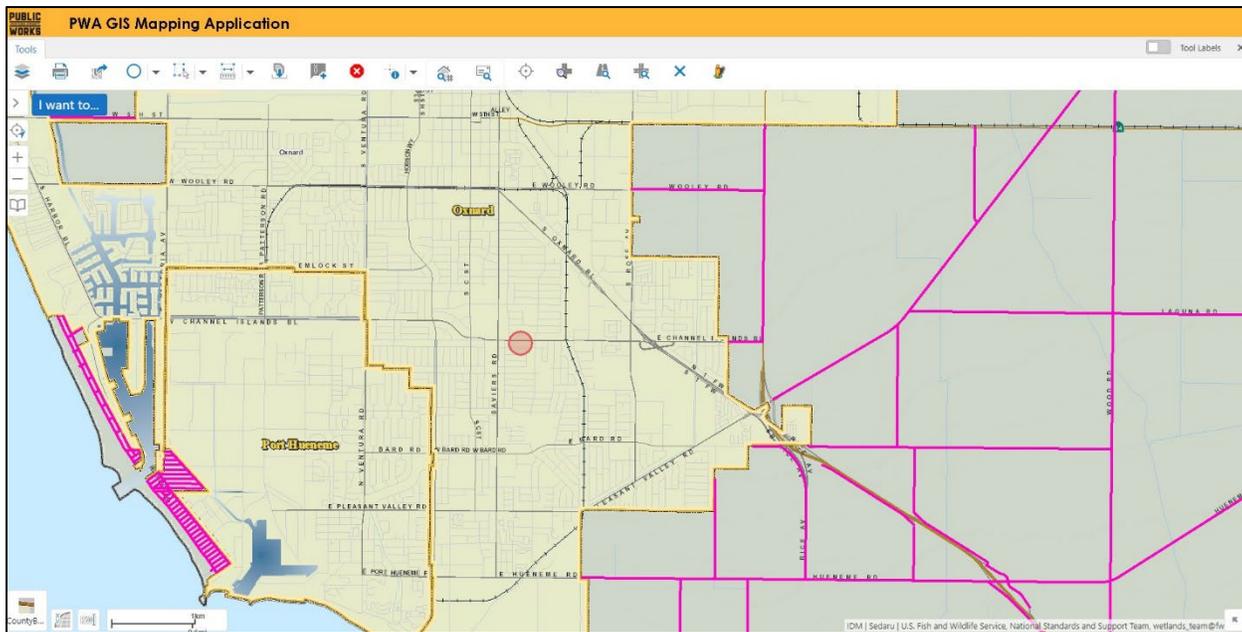
Work Orders



In FY 21/22, the Traffic Section completed over 50 work orders with the assistance of the Operations and Maintenance team. Work orders involved minor work like to remove/install roadside signs to major improvements like school traffic safety enhancements. These work orders involved field investigations, traffic counts, collision reports, sight distance checks, and public outreach/engagement. Through Consortium Media, the Traffic team can notify constituents in advance (or at completion) on a work order process via various social media platforms.

Legal Review

The Traffic team completed a little under 40 tort claims in FY21/22. Tort claims are routed by Risk Management and/or County Counsel involving a Claim for Damage or Injury case. Sometime these cases occur outside the County Road right-of-way and in private property (i.e. shopping center parking lot, school grounds, etc.). These reviews require a thorough assessment of the claim, reviewing the County Road index, coordinating with interdepartmental staff, and providing a response to the requesting party. Common responses include a Declaration statement signed by the Traffic Engineering Manager indicating which after extensive review of County records, the alleged incident did not occur on a county road right-of-way. For incident which occurred on County Road right-of-way, a separate process is followed. Image below shows the incident which happened within the City of Oxnard and not on a County owned and maintained roadway.



Traffic Signal & Communication Network Systems

In FY 21/22, the Traffic team deployed six (6) radar speed signs along various County roadways to address high vehicle speeding. These radar speed signs are temporary installation meaning the Traffic team will reevaluate driver speeds in 6 months to verify if the radar speed signs are effective. These radar speed signs are configured by the Traffic team and installed in the field by the O&M team. Each radar speed sign is connected to an online Cloud system which the Traffic team monitors remotely in the HOA. Items that can be done remotely include changing radar setting, printing reports, etc. Radar speed signs are known to be successful traffic calming measure for excessive speeding.

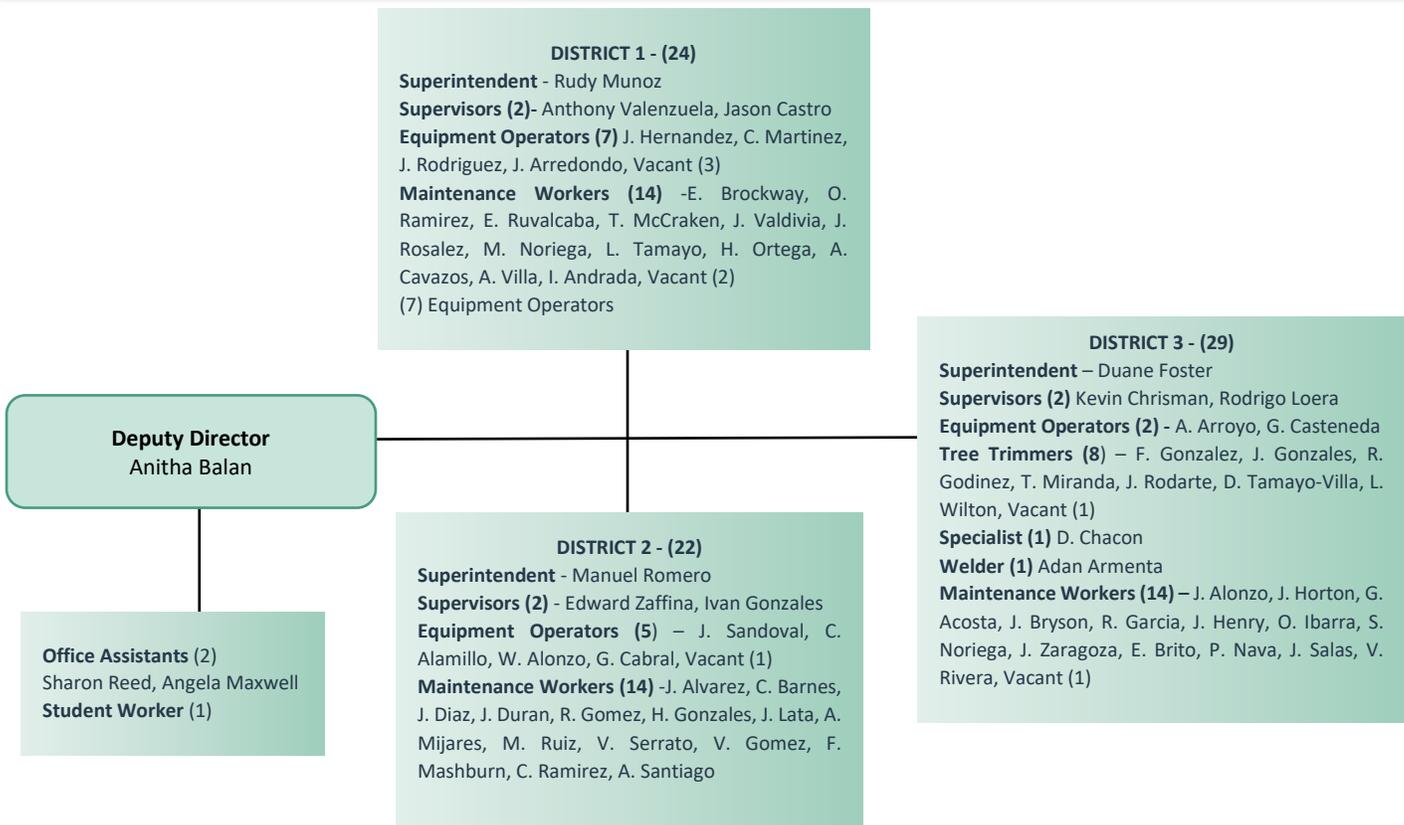


SECTION XIII. OPERATIONS & MAINTENANCE



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

ORGANIZATION



COMPLETED ACTIVITIES & ACHIEVEMENTS 2021-2022



ROUTINE MAINTENANCE:

Operation and Maintenance (O&M) maintained 60 miles of shoulder, 6 miles of ditches, sealed 23 miles of cracks on pavement surface, trimmed 44 miles of trees along rural roadways, striped 44 miles roadway, maintained 1640 signs, replaced/repaired 3 culverts and assisted Design & Construction and Traffic sections in various projects.

In addition -

- Removed 5670 cubic yards of storm debris from the county road right of way.
- Performed snow plowing operations on Lockwood Valley and Boy Scouts Roads in the Lockwood Valley area multiple times for a total of 650 lane miles.
- Responded to 185 after-hour incidents.
- Addressed 844 citizen requests that comes through the Citizen Relationship Management portal (CRM).
- Removed 180 tons of illegally dumped trash from the road right-of-way, including 151 mattresses.
- Removed 600 CY of Sand with the roadways in the Oxnard Beach areas.
- Implemented Bike Lane Sweeping program by using Vendor.



VULNERABLE PERSON ENCAMPMENT CLEANUP

Two homeless encampment locations within the road right-of-way on Victoria Avenue and Etting Road were removed and cleaned. Removed 290 tons of trash from these locations and taken to the Del Norte Recycle center.

WORK FOR OTHERS:

Naval Base Ventura County - O&M assisted Naval Base Ventura County (NBVC) with pavement repairs and upgrading two pedestrian crossings including the installation of curb ramps, crosswalks, and Rapid Rectangular Flashing Beacons (RRFBs).

City of Ventura – O&M assisted the City of Ventura with 65 acres of weed spraying.

TECHNOLOGY

The existing MaintStar Database, which is a performance-based work program, was upgraded. A Mobile App was introduced as part of the upgrade.

A new Collector/Survey 123 program was implemented for the inspection and maintenance of catch basins to comply with the Municipal Stormwater (MS4) Permit. The program streamlines the inspection, maintenance and reporting of the 1064 catch basins within the county road right-of-way.

HIRING VENDORS

Used 68 vendors through Master Agreements for material and services for a total approximate amount of \$1.3M.

PUBLIC OUTREACH/GRANT

Hired Consortium Median and Public Relations to do a Public Outreach Campaign to Stop Illegal Dumping-An issue for all. Also provided public notifications of maintenance projects where there was an impact to the travelling public.

Received \$65K from Mattress Recycle Council grant to install cameras on county road right-of-way to reduce illegal dumping.



SECTION XIV. 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.



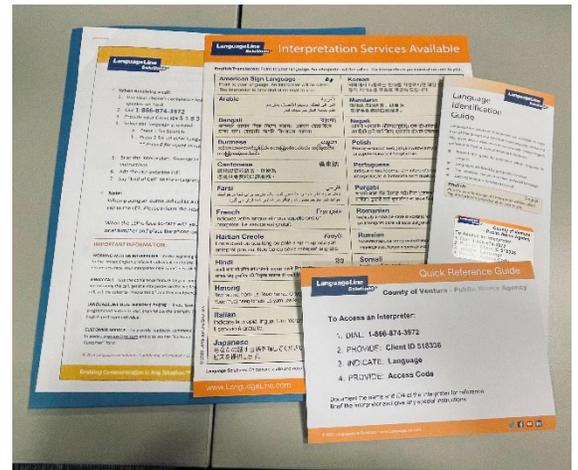
LanguageLine Solutions

Over-the-phone Interpreting for
Limited English proficient,
Deaf, or
Hard-of-Hearing individuals



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 “LanguageLine 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 Services:

Requests for document translations are received through VCPWA’s SharePoint site from various departments in Public Works. Documents are uploaded in the system with specific instructions and timeframes when the documents are to be completed. The primary language in Ventura County and requested for document translation is Spanish (see Figure 2). All requests for Spanish translations are provided by in-house interpreters. Currently VCPWA has two staff members who are qualified and certified for document translation.

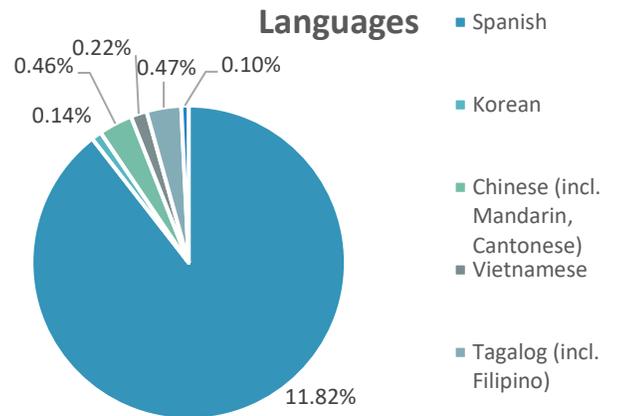


Figure 2



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

Department	LEP	Services	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
Roads & Transportation		Document Translation	X											
Roads & Transportation		Document Translation	X											
Roads & Transportation		Document Translation	X											
	Customer Call	Voice Translation				X								
	Customer Call	Voice Translation					X							
Central Services		Document Translation						X						
Water & Sanitation		Document Translation							X					
Roads & Transportation		Document Translation							X					
Central Services		Document Translation						X						
Water & Sanitation		Document Translation							X					
Water & Sanitation		Document Translation							X					
Water & Sanitation		Document Translation							X					
Water & Sanitation		Document Translation							X					
Water & Sanitation		Document Translation							X					
Central Services		Document Translation							X					
Central Services		Document Translation								X				
Water & Sanitation		Document Translation								X				
Water & Sanitation		Document Translation								X				
Water & Sanitation		Document Translation								X				
Water & Sanitation		Document Translation								X				
	Customer Call	Voice Translation								X				
	Customer Call	Voice Translation								X				
Water & Sanitation		Document Translation									X			
Water & Sanitation		Document Translation										X		
Central Services		Document Translation										X		
Roads & Transportation		Document Translation										X		
Water & Sanitation		Document Translation											X	
Water & Sanitation		Document Translation											X	
Water & Sanitation		Document Translation											X	

GOALS:

- Examine how many LEP persons were encountered and determine if their needs were met.
- Continue to review documents to determine if any of them should be translated into Spanish.
- Consider efforts to increase availability of bilingual employees.

At a minimum, the following training will continue to be provided to staff:

- Information on LEP Responsibilities
- Description of language assistance services offered to the public
- Use of “I Speak Cards”
- “LanguageLine Solution” interpreter services

APPENDIX I

Central Services Department



Title VI Annual Accomplishments Report

Central Services

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

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Section 1. Introduction

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



CLERICAL SERVICES

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



FISCAL SERVICES

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



HEALTH AND SAFETY

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



HUMAN RESOURCES

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

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



INFORMATION TECHNOLOGY

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



REAL ESTATE SERVICES

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

Section 2. Accomplishments

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

Real Estate Services

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

Project Number	Project Name	Services Provided	Communication
P6037894	Bell Canyon Reservoir	Title VI Brochure	Provided Title VI nondiscrimination policy statement brochure in letters mailed out to Property Owners.
P6050616	El Rio Sidewalk Project	Oral Interpretation	Oral Interpretation was available during a community meeting for a sidewalk project.
P6031806	Well 97 Re-drill Project	Language Line – Document Translation	Language Solutions translated the Offer Packet Documents. Oral Interpretation was available when following up the property owner.
P6050616	El Rio Sidewalk Project	In-House Document Translation	Staff participated in a wide outreach effort for a sidewalk project meeting. A total 206 letters were translated in Spanish.

Clerical Services

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

Administrative:

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

Languages Available	Central Services Division	Total Employees
Chinese	Fiscal	2
Hindi, Tamil	Fiscal	1
Hungarian	Fiscal	1
Japanese	Fiscal	1
Spanish	Fiscal/Administration/Human Resources/Real Estate Services	7
Tagalog	Fiscal	3

Marketing Materials:

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

Section 3. Trainings & Education

Real Estate Services staff attended various trainings related to Title VI. Trainings completed by Real Estate Staff are listed below.

- Internal Training for Title VI of the Civil Rights Act of 1964 and the rights of Limited English Proficient clients. Three Real Estate staff attended the meeting.
 - Limited English Proficiency (LEP) - Four Factor Analysis. Two Real Estate staff attended the meeting.
 - Right of Way Certification and Title VI Updates, hosted by Dokken Engineering. Two Real Estate staff attended the meeting.
-

Section 4. Title VI Goals

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

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

Exhibit 1. Public Works Telephone Spanish Translation Resource

PUBLIC WORKS TELEPHONE SPANISH TRANSLATION RESOURCE				
Duty Start Date	Name	Department	Phone Number	Payroll Friday
9/19/2022	Claudia Gomez	Central Services	654-3785	X
9/26/2022	Lourdes Handlin	Water & Sanitation	378-3007	
10/3/2022	Cat Robles	R&T	701-9563	X
10/10/2022	Sandy Harrison	Watershed Protection	672-2126	
10/17/2022	Gilberto Minero	Water & Sanitation	378-3012	X
10/24/2022	Claudia Gomez	Central Services	654-3785	X
10/31/2022	Lourdes Handlin	Water & Sanitation	378-3007	
11/7/2022	Cat Robles	R&T	701-9563	X
11/14/2022	Sandy Harrison	Watershed Protection	672-2126	
11/21/2022	Gilberto Minero	Water & Sanitation	378-3012	X
11/28/2022	Claudia Gomez	Central Services	654-3785	X
12/5/2022	Lourdes Handlin	Water & Sanitation	378-3007	
12/12/2022	Cat Robles	R&T	701-9563	X
12/19/2022	Sandy Harrison	Watershed Protection	672-2126	
12/26/2022	Gilberto Minero	Water & Sanitation	378-3012	X
1/2/2023	Claudia Gomez	Central Services	654-3785	X
1/9/2023	Lourdes Handlin	Water & Sanitation	378-3007	
1/16/2023	Cat Robles	R&T	701-9563	X
1/23/2023	Sandy Harrison	Watershed Protection	672-2126	
1/30/2023	Gilberto Minero	Water & Sanitation	378-3012	X
2/6/2023	Claudia Gomez	Central Services	654-3785	X
2/13/2023	Lourdes Handlin	Water & Sanitation	378-3007	
2/20/2023	Cat Robles	R&T	701-9563	X
2/27/2023	Sandy Harrison	Watershed Protection	672-2126	
3/6/2023	Gilberto Minero	Water & Sanitation	378-3012	X
3/13/2023	Claudia Gomez	Central Services	654-3785	X
3/20/2023	Lourdes Handlin	Water & Sanitation	378-3007	
3/27/2023	Cat Robles	R&T	701-9563	X
4/3/2023	Sandy Harrison	Watershed Protection	672-2126	
4/10/2023	Gilberto Minero	Water & Sanitation	378-3012	X
4/17/2023	Claudia Gomez	Central Services	654-3785	X
4/24/2023	Lourdes Handlin	Water & Sanitation	378-3007	
5/1/2023	Cat Robles	R&T	701-9563	X
5/8/2023	Sandy Harrison	Watershed Protection	672-2126	
5/15/2023	Gilberto Minero	Water & Sanitation	378-3012	X
5/22/2023	Claudia Gomez	Central Services	654-3785	X
5/29/2023	Lourdes Handlin	Water & Sanitation	378-3007	
6/5/2023	Cat Robles	R&T	701-9563	X
6/12/2023	Sandy Harrison	Watershed Protection	672-2126	
6/19/2023	Gilberto Minero	Water & Sanitation	378-3012	X

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

APPENDIX II

Watershed Protection District



TITLE VI REPORT

PUBLIC
VENTURA COUNTY
WORKS

WATERSHED PROTECTION
SEPTEMBER 2021 - 2022
GLENN SHEPHARD

Activities and Achievements

FERRO DITCH CHANNEL IMPROVEMENT PROJECT

Team: *Watershed Protection Design & Construction (In-house-design and Project Management)*

Goals

In 1984, Ferro Debris Basin was upgraded by National Resources Conservation Service (NRCS) to have sufficient sediment detention and an emergency concrete spillway to eliminate flood hazards during major flows. The last remaining component of the Beardsley Watershed Work Plan dated December 1963 would improve the Ferro Ditch channel from the debris basin outlet to the Los Angeles Avenue Drain located approximately 1,700 lf southwest of the basin.

The former man-made trapezoidal earthen ditch was undersized with inadequate service roads on both sides. Numerous spot repairs occurred in the past including attempts to stabilize the slopes with concreted riprap and sacked concrete stabilizers to protect the surrounding agricultural land. The former improvements exhibited excessive cracking and failure. The former trapezoidal channel had an approximate base width of 8 ft. and a depth of 4 ft.

The new involved the construction of a rock-lined channel to:

- a. Increase the hydraulic capacity to protect adjacent agricultural lands,
- b. Increase dam safety of the Ferro Dam by providing access to the dam during the design flood, and
- c. Reduce erosion and long-term maintenance

Accomplishments

The Design and Construction Division of Watershed Protection worked with NRCS to obtain approximately \$4 million for design and 100% construction grant for Ferro Ditch Channel Improvements.

Public Outreach

The project was coordinated with NRCS officials, Mr. Ferro (the property owner), and his staff.

TŠUMAS CREEK IMPROVEMENTS HUENEME ROAD TO UPSTREAM OF JANE DRIVE

Team: *Watershed Protection Design & Construction (In-house-design and Project Management, partnered with MBI, MNS, and TJW)*

Goals

tšumas Creek Improvements Hueneme Road Upstream of Jane Drive (Spec. No. WP2-01, Project No. 82323) project was designed to increase the existing trapezoidal hydraulic capacity to protect adjacent properties and businesses. Removal of 780 linear feet of trapezoidal concrete channel along J Street and 90 linear feet of reinforced concrete box culvert under Hueneme Road, construction of 800 linear feet of reinforced concrete box conduit and 70 linear feet of reinforced concrete open channel transition structures, traffic detour, street paving, traffic signal relocation, curb, gutter and sidewalk reconstruction, a waterline relocation, and appurtenant work.

Accomplishments

This project was designed by in house staff with the help of consultants like MBI for structural design and calculations, MNS for street design and layout, TJW for traffic and signal modifications. The Watershed Protection Design & Construction team worked with the Department of Water Resources (DWR) Proposition 84 Round 2 Grant to obtain grant funding for the construction of tšumas Creek. Final construction cost \$10,095,223.41, local cost share 25% of the total project cost.

Public Outreach

Public outreach during CEQA and prior to construction distributed in English and Spanish. Pictured below is the project process before and after.



BEFORE

TSUMAS CREEK DOWNSTREAM OF HUENEME ROAD



AFTER



BEFORE

TSUMAS CREEK UPSTREAM OF HUENEME ROAD



AFTER



HUENEME ROAD EASTBOUND



HUENEME ROAD WESTBOUND



SANTA CLARA RIVER LEVEE UPSTREAM OF HWY 101 (SCR-1)

Team: *Watershed Protection Design & Construction*

Goals

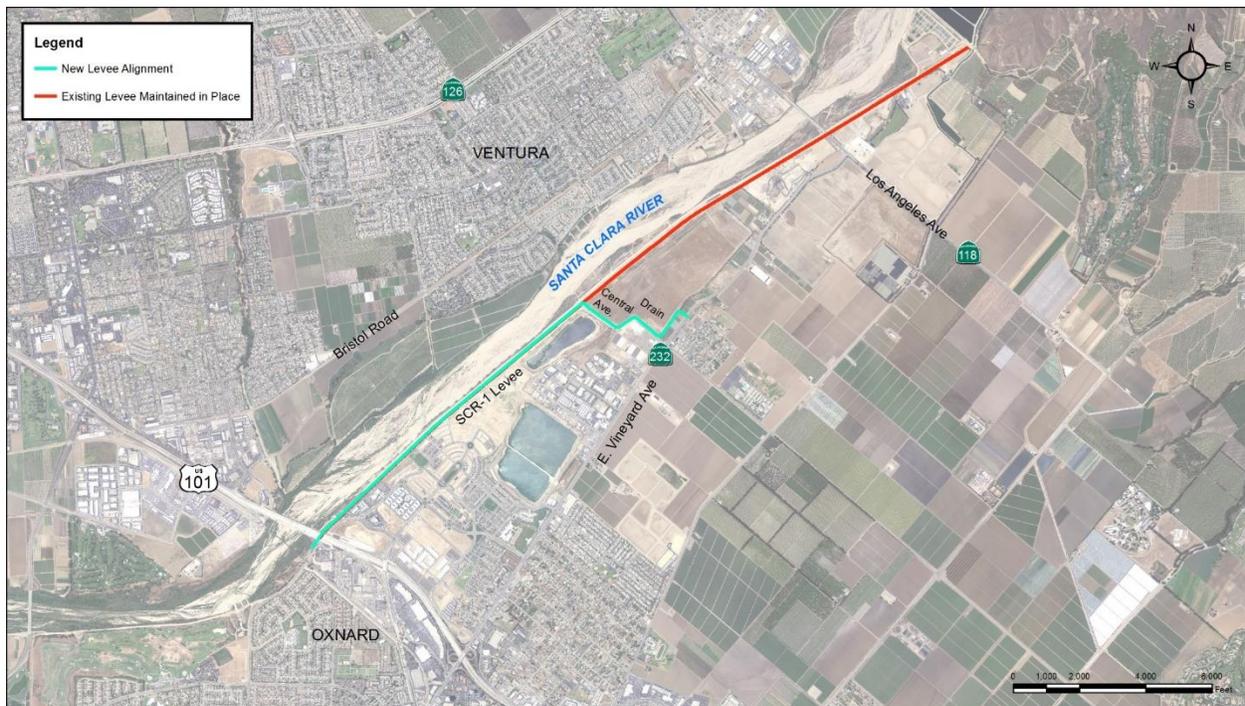
The project will construct structural improvements to the existing SCR-1 levee to correct deficiencies identified by the U.S. Army Corps of Engineers (USACE) along 2.2 miles of the levee. The project will achieve compliance with Federal Emergency Management Agency (FEMA) levee certification requirements, thereby increasing the level of protection to residents and businesses in the City of Oxnard located within the one percent annual chance (also known as the 100-year) flood zone.

Accomplishments

Prepared 60% design plans for review by USACE, a process that is currently active.

Public Outreach

Coordination with the Rio School District, the River Park Neighborhood Council, and City of Oxnard for outreach dissemination. However, during this reporting period, no public outreach occurred. Past CEQA, public outreach, and presentations at “Water Talks” events have been translated into Spanish.



NPDES ANNUAL CHANNEL CLEANOUT

Team: *Watershed Protection Operations & Maintenance Division*

Goals

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

Accomplishments

O&M completed the yearly NPDES Channel Cleanouts ahead of time in compliance with MS4 Permit Guidelines and Maintenance requirements.

Public Outreach

The Annual NPDES Channel Cleanout Calendar was posted on the Public Works Agency website for public viewing (www.vcpbublicworks.org)- include actual ling to the page. The website allows translation of document to various languages.



Addressing Homelessness in Watershed Red Line Channels





County of Ventura Collaborate to Address Homelessness at Santa Clara River

ENCAMPMENT CLEANUP

Team: *Watershed Protection Operations & Maintenance Division*

Goals

In recent years, the number and size of homeless encampments in river bottoms and on related critical public infrastructure in red line channels under the jurisdiction of the Ventura County Watershed Protection District have increased. Encampments in Watershed facilities present numerous threats to public health, safety and natural resources. As a result, the Watershed Protection Ecology Program Management team, within the O&M Division engaged in a collaborative multi-agency effort to address homelessness in Watershed Red Line Channels and public critical infrastructure.

County departments involved are CEO Continuum of Care, Ventura County Sheriff's Office, Ventura County Fire Department, Health Care Agency, Human Services Agency, Ventura Police Department, Santa Paula Police Department, Oxnard Police Department and city officials.

Accomplishments

The program is still in its inception phase and will expand to include full implementation of the newly adopted companion County Ordinance No. 4605 and Watershed Protection Ordinance WP3.

Public Outreach

The County and Cities have made significant efforts and financial contributions toward preventing and ending homelessness by investing in staffing services, shelter and housing solutions. Based on the needs of each unhoused individual camping in Red Line Channels, continuing efforts will be made to connect individuals to shelter, and housing options funded by the County and cities ranging from providing shelter, hotels, safe camping/parking, affordable housing, permanent supportive housing, and rentals among other options.

MATILJA DAM ECOSYSTEM RESTORATION PROJECT (MDERP)

Team: *Watershed Protection, Roads & Transportation, NGOs, and Funding Agencies*

Goals

Construct public infrastructure to facilitate and de-construct Matilija Dam to open up to 55 square miles of headwater habitat for the endangered steelhead fish.

Accomplishments

- a. Nearing construction completion of the new Santa Ana Boulevard Bridge and secured funding for final design and CEQA for the Camino Cielo Bridge.
- b. Initiated 95% design on the Live Oak Acres Levee, completed 305 designs of the Casitas Springs Levee (VR-2).

Public Outreach

Watershed Protection project team worked with Ventura River Watershed Council to present public updates on the project progress.

Translations

Public outreach related CEQA is translated into Spanish.

Matilija Dam Ecosystem Restoration Project

PROJECT OBJECTIVES

- Improve Aquatic and Terrestrial Habitat Along Matilija Creek and Ventura River
- Restore Natural Processes to Support Beach Replenishment
- Enhance Recreational Opportunities
- Restore Fish Passage



Matilija Dam Today



Artist rendering of Matilija Creek after Dam removal



Recover Endangered Steelhead
Dam removal will restore steelhead access to over 20 miles of perennial habitat in the Matilija Creek watershed.



• approx location of low level outlets

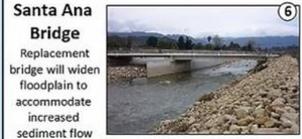
Removal of Matilija Dam
will first require modification to the downstream infrastructure as shown. Then reservoir sediment will be flushed through two 12-foot diameter outlets so that the dam can be safely removed



Habitat Restoration
Over 270 acres of invasive Arundo donax "giant reed" have already been removed from the watershed to restore riparian habitat



Live Oak Levee
Reconstruction will bring levee up to FEMA flood control standards



Santa Ana Bridge
Replacement bridge will widen floodplain to accommodate increased sediment flow



Beach Replenishment
Dam removal will restore sand and cobble deposits from the river to support natural beach replenishment and protect coastal property



Camino Cielo Bridge
New bridge will accommodate increased sediment flow



Robles Diversion Modification
High flow bypass restore natural transport of sand, gravel, cobble through diversion and improve steelhead migration



Meiners Levee
A new structure will protect resident community from flooding



Casitas Springs Levee
Improvements will bring levee up to FEMA flood control standards

photo credits: Jim Martin, Raymond Powers, M...
design and GIS: Cynthia Hartley 2017

EL RIO RETROFIT FOR GROUNDWATER RECHARGE

Team: *Watershed Protection Water Resources – County Stormwater Program*

Goals

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

Accomplishments

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

Public Outreach

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

Translations

Mailers are provided by the cleaning contractor in English and Spanish.



VENTURA COUNTYWIDE STORMWATER POLLUTION PREVENTION PUBLIC OUTREACH

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

Goals

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

The goals of the outreach program are:

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

Elements crucial to establishing a successful outreach campaign include:

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

Accomplishments

The Permit requires development and implementation of a strategy to educate ethnic communities through culturally effective methods. To reach the Hispanic community in Ventura County, Spanish-language elements including radio and digital ads were utilized in the spring 2021/22 campaign. With significant digital ad over-delivery, Spanish-language paid media accounted for 40% of delivered media impressions.

The spring campaign included 15-second radio ads in English and Spanish, digital ads and video ads in English and Spanish, and out-of-home media including transit shelters and bus ads. Sagent negotiated bonus ads with media partners to deliver an additional \$35,706 in added value or 69% of the planned media buy.

For the 2021/22 program year, the Community for Clean Watershed spring outreach campaign delivered over 13.4 million impressions, greatly exceeding the permit requirements. Of the 13.4 million impressions, 60% (8,206,681) were General Market; 40% (5,270,415) were Hispanic. The total impressions break down as follows:

Medium	Planned Spots/Units	Delivered Spots/Units	Planned Impressions	Delivered Impressions	Total Cost	Added Value	Total Value
Radio	1,345	1,345	1,659,600	1,752,057	\$20,020	\$2,634	\$22,654
Outdoor	44	44	8,126,804	8,562,786	\$17,600	\$5,656	\$23,256
Digital	N/A	N/A	1,654,000	3,162,253	\$14,400	\$27,416	\$41,816
Total	1,389	1,389	11,440,404	13,477,096	\$52,020	\$35,706	\$87,726

DIGITAL

- The English and Spanish digital and video ads were targeted to Ventura County and optimized for engagement and website visits. Excitant provided significant added value (190%), equivalent to \$27,416. The VC Reporter digital package included an eblast and newsletter, which underdelivered by 3,359 impressions.

Vendor	Asset	Planned Impressions	Delivered Impressions	Clicks	CTR	Total Cost	Added Value	Total Value
Excitant	Display- English	720,000	1,806,690	1,798	0.10%	\$5,000	\$12,414	\$17,414
Excitant	Display- Spanish	600,000	813,832	1,682	0.21%	\$4,000	\$6,012	\$10,012
Excitant	Digital Video	300,000	511,090	472	0.09%	\$5,000	\$8,990	\$13,990
VC Reporter	Digital Package	34,000	30,641	58	0.19%	\$400	\$0	\$400
Total		1,654,000	3,162,253	4,010	0.13%	\$14,400	\$27,416	\$44,816

RADIO

- 15-second English and Spanish radio spots focused on litter. Impressions overdelivered by 92,457; 13% added value was equivalent to \$2,634.

Public Works Agency WATERSHED PROTECTION

Vendor	Asset	Planned Spots/Units	Delivered Spots/Units	Planned Impressions	Delivered Impressions	Total Cost	Added Value	Total Value
Gold Coast Broadcasting	:15 Spanish Spot & Added Value	1,008	1,008	1,049,400	1,063,100	\$10,035	\$810	\$10,845
Lazer	:15 Spanish Spot	324	324	610,200	677,700	\$8,910	\$1,824	\$10,734
Lazer	Social Media	13	13	N/A	11,257	\$1,075	\$0	\$1,075
Total		1,345	1,345	1,659,600	1,752,057	\$20,020	\$2,634	\$22,654

OUTDOOR

All outdoor ad placements on transit shelters and bus ads ran the “Every Litter Bit Matters” message. A total of 17 bus ads ran for a 4-week period delivering a calculated 550,000 impressions. Transit shelters were secured for eight weeks. Shelters delivered an estimated 380-day override (meaning they were left up longer than ordered) resulting in 8,012,786 total impressions; 32% of impressions were added value.

Vendor	Asset	Planned Spots/Units	Delivered Spots/Units	Planned Impressions	Delivered Impressions	Total Cost	Added Value	Total Value
Gold Coast Transit	Bus Transit	17	17	400,000	550,000	\$5,100	\$1,626	\$6,726
Clear Channel	Transit Shelters	27	27	7,726,804	8,012,786	\$12,500	\$4,030	\$16,530
Total		44	44	8,126,804	8,562,786	\$17,600	\$5,656	\$23,256

As shown in the sections above, there were significant spikes in social media page views and website traffic during the paid media window. As a result, we are recommending running a flighted campaign for the 2022/23 campaign year.

DELIVERABLES

- Create a multichannel paid media plan for \$52,020.
- Negotiate added value to over-deliver planned impressions
- Planned 11,440,404 total impressions through Paid Media; Delivered 13,477,096 total impressions
- Delivered 5,270,415 Spanish-language impressions through radio and digital

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



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







**Glenn Shephard, Director
Watershed Protection**

APPENDIX III

Engineering Services Department



TITLE VI REPORT

2021-2022

Engineering Services



Accomplishments and Achievements

WORK ORDERS



93 Total Work Orders



2,309,148.00

Total Work Orders Amount

STAND-ALONE CONTRACTS



58 Total Stand-Alone Contracts



5,507,573.14

Total Stand-Alone Contracts Amount

CONSTRUCTION CONTRACTS FROM EACH DEPARTMENT THAT ENGINEERING SERVICES PROVIDED CONTRACT ADMINISTRATION



47 Construction Contracts

14

Awarded Construction Contracts

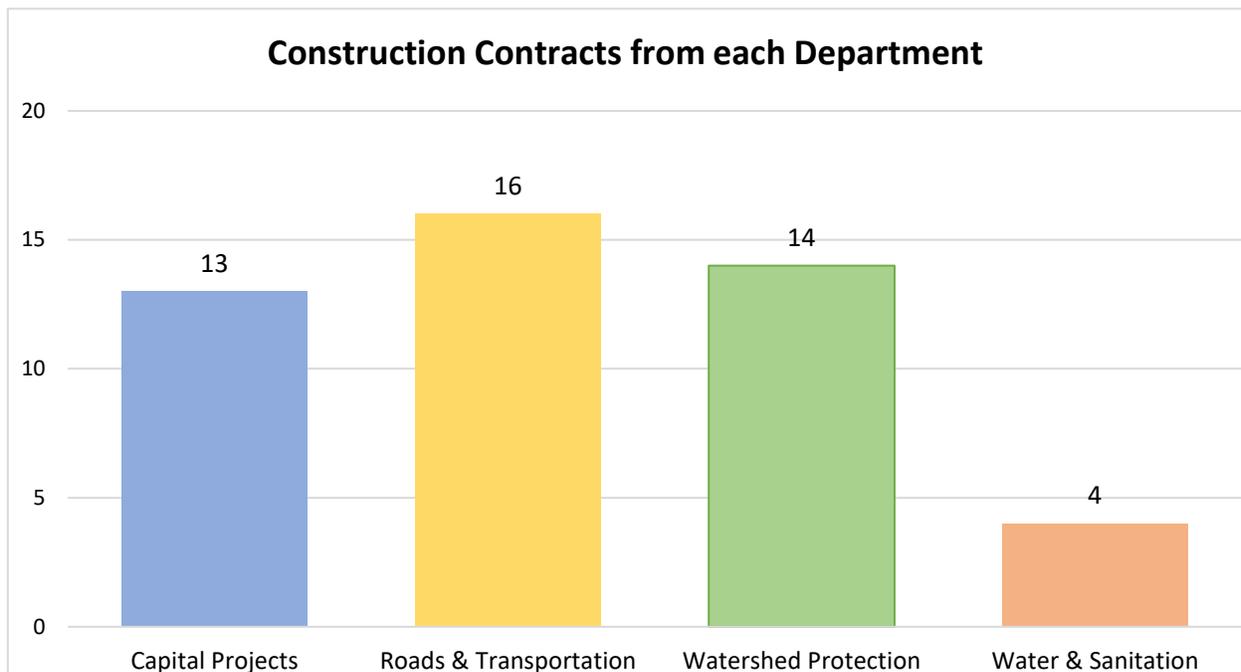


160,165,093.99

Total Construction Contracts Amount

2

Federally Funded Construction Contracts



Capital Projects Construction Contracts

Spec No.	Project No.	Project Title	Contract Price	Funding
CP12-06	ENT12202	Ojai Fire Station 20	\$7,596,928.00	Fire
CP13-02	ENT13202	Fillmore Fire Station 27	\$8,407,924.32	Fire
CP18-01	P6T13401	VC Todd Rd Jail HPU	\$51,253,708.00	Sheriff
CP19-01	P6T16025	VCMC Outpatient Pharmacy Remodel	\$1,415,743.04	HCA
CP19-02	P6T16005	VC APCD Office Remodel	\$3,958,620.31	HCA
CP20-02	HCA-E500-3301	VCMC Ronald McDonald Family Rooms	\$871,858.27	HCA
CP20-03*	P6T18024	Fillmore Library Expansion	\$1,983,141.58	Agency
CP21-01*	P6T19005	VC Fire Station Thousand Oaks No. 34	\$9,715,001.00	Fire
CP21-02	P6T16020	GSA New Fuel Station	\$3,374,788.00	GSA
CP21-03*	P6T18002	VCMC Fainer Improvements	\$4,639,835.89	HCA
CP21-06	P6T21003	APCD Site Improvements	\$303,819.22	HCA
CP22-01*	P6T19005	VCMC Helipad Replacement Project	\$3,883,817.00	HCA Bond
CP22-02*	P6T20011	VCMC Colston Building Demo	\$257,500.00	HCA Bond

Roads and Transportation Construction Contracts

Spec No.	Project No.	Project Title	Contract Price	Funding
RD21-03	50606	MDER Santa Ana Blvd Bridge Replacement	\$11,693,370.08	Prop 1 & 68
RD21-08	50599	Pavement Resurfacing - Lockwood Valley Area East	\$3,294,632.50	R&T
RD21-09	50598	Pavement Resurfacing - El Rio Area	\$679,927.46	R&T
RD21-10	50601	Pavement Resurfacing - Lewis Rd	\$559,167.70	Roads & Transportation
RD22-01**	50589	Horizontal Curve Warning Signs Countywide	\$617,751.00	FED
RD22-02	50611	Pavement Resurfacing - Sulphur Mountain Road	\$1,504,340.88	R&T
RD22-03	50596	Pavement Resurfacing - Simi Area	\$347,743.00	Roads & Transportation
RD22-04**	50588	Hueneme Rd Corridor Traffic Signal & Safety Improvements	\$705,483.00	FED
RD22-05(l)	50593	Avocado Place Culvert Replacement at MP 0.25	\$184,791.00	CO
RD22-06	50620	Guardrail Upgrades Countywide	\$863,498.00	State HSIP Cycle 10 Grant Funds Set-Aside
RD22-08	50604	Bradley Rd Bridge Replacement BR. 206	\$927,153.00	R&T
RD22-09	50612	Pavement Resurfacing - Lockwood Valley Road (West)	\$5,582,735.00	R&T
RD22-10*	50627	Pavement Resurfacing - Las Losas Valley & Balcom Canyon Rd C.A. Rasmussen	\$2,359,167.15	R&T
RD22-11*	50626	Pavement Resurfacing - Camarillo Heights American Asphalt South	\$822,195.50	R&T
RD22-12**	50628	Pavement Resurfacing - Creek Road J&H Eng	\$2,121,030.45	R&T
RD23-01	50618	Systemic Rumble Strip and High Friction Surface Treatment	\$2,783,352.60	State HSIP Cycle 10 Grant Funds Set-Aside

Watershed Protection Construction Contracts

Spec No.	Project No.	Project Title	Contract Price	Funding
WP19-10(I)	42808	tsumas Creek Restoration Site Maintenance	\$77,795.60	Watershed Protection
WP19-12	45809	Arroyo Simi Habitat Mitigation	\$296,641.00	Watershed Protection
WP19-15	45812	Calleguas Creek Mitigation Site Maintenance	\$83,651.00	Watershed Protection
WP20-06	45696	Arroyo Simi Stabilizer Repairs	\$442,729.00	Watershed Protection
WP20-12	86903	Santa Rosa Rd No. 2 DB Decommissioning Planting	\$269,763.99	Watershed Protection
WP21-01	82323	tsumas Creek Improvements - Hueneme Rd to U/S of Jane Dr.	\$9,986,156.24	PROP 84
WP21-05	85301	Ferro Ditch Channel Improvements	\$2,418,567.55	FED NRCS Funding 0 (Natural Resource Conservation District)
WP21-06(I)	41652	Matilija Creek Giant Reed Retreatment	\$69,995.00	Watershed Protection
WP21-07	86140	Newbury Park Drain No. 1 D/S of Michael Drive	\$451,520.00	Watershed Protection
WP22-01	45699	Arroyo Simi SD Repair U/S of Madera Road	\$241,741.00	Watershed Protection
WP22-02*	45809	Arroyo Simi Habitat Mitigation	\$209,466.00	Watershed Protection
WP22-03(I)*	41652	Matilija Creek Giant Reed Retreatment	\$86,001.00	Watershed Protection
WP22-04	41652	Santa Rosa Rd No. 2 Debris Basin Decommissioning	\$149,119.00	Watershed Protection
WP23-02*	87005	Arroyo Simi Grade Control Structure No. 14	\$2,916,815.00	Watershed Protection

Water and Sanitation Construction Contracts

Spec No.	Project No.	Project Title	Contract Price	Funding
WW20-05*	36704	Piru Treatment Plant Upgrade	\$5,933,701.00	State (Dept. of Water Resources)
WW21-01 (M)	38892	Zone II Booster Pump Station Upgrade	\$259,257.00	Water & Sanitation
WW21-02	31807	Coating & Repair - College 1 & 2 and Gabbert Reservoirs	\$1,179,161.44	Water & Sanitation
WW21-03	39890	Well No. 2 - Iron and Manganese Filters	\$2,383,990.22	Water & Sanitation

* Contracts that were awarded during the reporting period

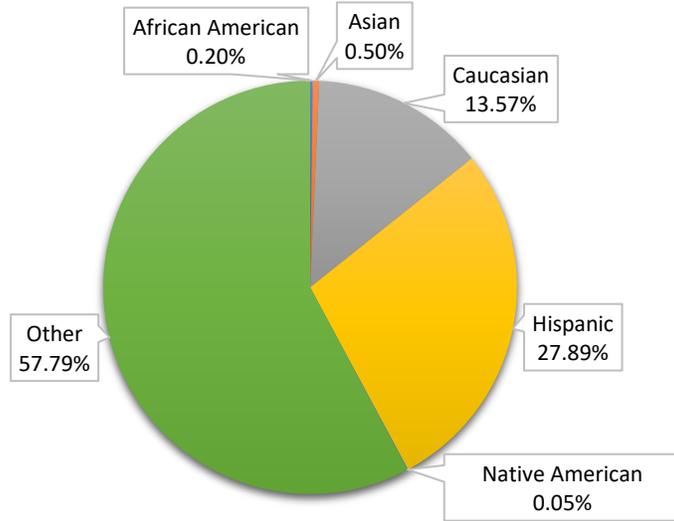
** Contract that was awarded during the reported period and are Federally Funded

**LISTED PROJECTS IN LCP TRACKER AND THE REPORTED NATIONAL ORIGIN OF THE CONTRACTORS
AND THEIR EMPLOYEES**

29

**Projects listed
in LCP Tracker**

Reported Employee National Origin



	African American	Asian	Caucasian	Hispanic	Native American	Other	Total
CP18-01	2	3	119	176	1	398	699
CP20-03	0	0	3	25	0	100	128
CP21-01	0	0	14	15	0	37	66
CP21-03	0	4	13	33	0	80	130
CP21-06	0	0	5	13	0	45	63
CP22-01	0	0	0	0	0	0	0
CP22-02	0	0	2	5	0	0	7
RD21-03	1	0	15	17	0	242	275
RD21-08	0	0	0	0	0	0	0
RD22-01	0	0	0	0	0	17	17
RD22-02	0	1	0	4	0	38	43
RD22-03	0	0	4	2	0	52	58
RD22-05(I)	0	0	2	18	0	0	20
RD22-04	1	0	3	13	0	2	19
RD22-06	0	1	0	0	0	9	10
RD22-08	0	0	2	6	0	0	8
RD22-10	0	0	0	10	0	0	10
RD22-11	0	0	3	1	0	0	4
RD22-12	0	0	0	0	0	0	0
WP19-12	0	0	0	0	0	6	6
WP21-01	0	0	9	93	0	16	118
WP21-05	0	0	9	40	0	13	62
WP21-06(I)	0	0	0	0	0	0	0
WP21-07	0	0	24	30	0	17	71
WP22-02	0	0	0	0	0	6	6
WP23-02	0	0	1	10	0	0	11
WW20-05	0	0	15	4	0	17	36
WW21-02	0	1	23	16	0	0	40
WW21-03	0	0	3	22	0	51	76

**LANGUAGE ASSISTANCE
PROVIDED BY COUNTY SURVEYOR AND LAND DEVELOPMENT SERVICES**

County Surveyor and Land Development Services began tracking Spanish Language Assistance in August 2022



STAFF TRAINING

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

Any new employees are also required to complete the training.

LABOR COMPLIANCE

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

GOALS

Include Title VI language in contract templates.

APPENDIX IV

Water & Sanitation Department



**TITLE VI REPORT
2021-2022
Water & Sanitation
Department**



PUBLIC INVOLVEMENT AND COMMUNICATIONS

COMPLETED ACTIVITIES & ACHIEVEMENTS 2021-2022 Community Beautification Events

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



These community beautification events have been made available to residents for many years and provide an opportunity for residents to dispose of unwanted items that would otherwise remain in the community. Below is a list of all communities where these events have taken place:

- | | |
|-----------------------|----------------------|
| Saticoy | Ojai Valley |
| Oak Park | Newbury Park & Lake |
| Lynn Ranch | Sherwood |
| Santa Susana Knolls | Santa Rosa Valley |
| Piru & UA Santa Clara | El Rio |
| Valley | Channel Island Beach |
| Somis | Bell Canyon |
| Nyeland Acres | |

By targeting several communities, we ensure that this service is made available to all residents.

Public Outreach Activities

1. Provided Public Outreach to unincorporated county residents about community clean up events.
2. A Spanish & English postcard with information about upcoming clean up events sent to residents of each community.
3. Webpage was designed in English but able to be translated into several languages.
4. Graphic Materials were provided.



El Rio Annual Community Cleanup Event
Evento de limpieza de la comunidad de El Rio

DRIVE UP DROP OFF

SATURDAY, June 4, 2022 / SÁBADO, 4 DE JUNIO DE 2022
9:00 A.M. – 1:00 P.M. (or until 5:00 P.M. if it rains)
ETERNAL LIFE CHRISTIAN CENTER / CENTRO CRISTIANO VIDA ETERNA
885 E STROUBE ST, OXNARD

Free to residents • Drive-thru event • Assistance with vehicle unloading will be provided gratis para los Residentes • evento de autoservicio • Se proporcionará asistencia en la descarga del vehículo

ACCEPTED ITEMS / ARTÍCULOS ACEPTADOS	SPONSORED BY / PATROCINADO POR
<p>Hazardous Items Artículos de auto/coche Appliances / Appliances Open Equipment & Blades Equipment of gas and bicycles Hobby & Outdoor Furniture Machetes of interior and exterior / Motocorras / calcavanas Unusable Toys, Baby Items, & Clothing Aqueous or flammable, articles and caps para bebés</p>	<p>Home Repair Items Residuos de reparaciones del hogar Furniture / Furniture Wash / Tubs Coversets / Coverlets Mattress / Matras Woods / Muebles All Year Mats / Taps / Decorative de jardín Electronics / Electrónica TV Receivers Computers / Computadoras Household Batteries / Baterías domésticas CDS</p>

No refrigerators, tires, hazardous waste, or commercial waste / refrigeradores, llantas, residuos peligrosos, o residuos comerciales no aceptados

Scan me for more information. Escanéame para más información.

For a complete list of accepted items, visit / Para obtener una lista completa de los artículos aceptados, visite vcpbublicworks.org/iwmd/cleanupevents/

COMPLETED ACTIVITIES & ACHIEVEMENTS 2021-2022 Organic Waste Recycling (SB1383)

Senate Bill 1383 (SB 1383), also known as the Short-Lived Climate Pollutants and Organic Waste Reduction bill, is one of the most significant waste reduction mandates to be adopted in California in the last 30 years, SB 1383 requires the state to reduce landfill disposal of organic waste (i.e., food waste, green waste, and paper products) by 75 percent by 2025. In other words, the state must reduce organic waste disposal by more than 20 million tons annually by 2025. The law also requires the state to increase edible food recovery by 20 percent by 2025. Consequently, the law has significant impacts on local governments.

SB 1383 places enforcement responsibilities on the local jurisdictions, requiring adoption of local ordinances with specific requirements for residents, businesses, institutions, solid waste collection companies, and food recovery organizations by January 1, 2022.

Since the latter part of 2021 and throughout 2022, the Integrated Waste Management Division has held public hearings and distributed information to residents to ensure that those affected by this new mandate become familiar with its requirements.

Some of the County's responsibilities include the following:

- Provide organic waste collection to all residents and businesses
- Establish an edible food recovery program that recovers edible food from the waste stream
- Conduct outreach and education to all organics waste generators, solid waste collection companies, organics waste processing facilities, edible food recovery organizations, and city/county departments

PUBLIC INVOLVEMENT AND COMMUNICATIONS

Public Outreach Activities

1. Bill inserts educating the public on how to collect food scraps sent in English and Spanish.
2. Food Waste Recycling Program flier included inside collections pails in English and Spanish.
3. Public Hearings open to all residents held in October 2021, November 2021, December 2021, February 2022 and March 2022.
4. Dedicated SB 1383 webpage available in many languages.

**Food Waste Collection
Now Available**

The County of Ventura now offers the Food Waste Recycling Program to comply with statewide requirements. Senate Bill (SB) 1383. SB 1383 aims to reduce methane emissions by diverting organic waste from landfills by establishing statewide recycling requirements for cities and counties.

Residents served by Ventura County contract collectors can now add food waste to the organic/yard waste cart.

**ALL FOOD WASTE ACCEPTED
(MUST BE BAGGED)**

Simply place all food scraps in a secured paper or plastic bag in the organic/yard waste cart.

NOT ACCEPTED
Compostable packaging (like 100% cellulosic plates, bowls, and cups) | Hazardous liquids (like motor oil) | Flammable liquids (like paint) | Flammable gases (like propane)

FOR MORE INFORMATION, VISIT
VCPUBLICWORKS.ORG/SB1383

**Colección de residuos
alimentarios
Disponible Ahora**

El Condado de Ventura ahora ofrece el Programa de Reciclaje de Residuos Alimentarios para cumplir con los requisitos estatales de la iniciativa de Ley del Senado (SB) 1383. SB 1383 tiene como objetivo reducir las emisiones de metano desviando los residuos orgánicos de los rellenos sanitarios y establecer requisitos estatales de reciclaje para las ciudades y condados.

Los residentes atendidos por recolectores contratados por el Condado de Ventura ahora pueden agregar desechos de alimentos al contenedor de desechos orgánicos/de jardín.

**SE ACEPTAN TODOS LOS RESIDUOS ALIMENTARIOS
(DEBE ESTAR EMBOLSADO)**

Simplemente coloque todos los restos de comida en una bolsa de papel o plástico asegurada en el contenedor de desechos orgánicos/de jardín.

NO SE ACEPTA
Embalaje compostable (como platos, tazas y vasos 100% celulósicos) | Líquidos peligrosos (como aceite de motor) | Líquidos inflamables (como gasolina) | Líquidos volátiles (como pintura) | Líquidos inflamables (como propano)

PARA MÁS INFORMACIÓN
VISITE: VCPUBLICWORKS.ORG/
SB1383

PUBLIC INVOLVEMENT AND COMMUNICATIONS

COMPLETED ACTIVITIES & ACHIEVEMENTS 2021-2022 Citizens' Advisory Committee (CAC) Meetings

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

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



During the 2021-22 period, the Water and Sanitation held 28 CAC meetings:

- Moorpark - 11
- Bell Canyon - 7
- Somis - 6
- Lake Sherwood - 4

Public Outreach Activities

1. CAC Meeting information available on website and outside office.
2. CAC webpage was designed in English but able to be translated in other languages.
3. Meetings are held in person and virtually to maximize participation.
4. Spanish speaking staff available at majority of meetings to assist with translation if needed.

PUBLIC INVOLVEMENT AND COMMUNICATIONS

COMPLETED ACTIVITIES & ACHIEVEMENTS 2021-2022 California Drought Response

On October 19, 2021, the Governor of California declared a State Drought of Emergency due to the ongoing drought conditions persistent throughout the State of California. Since then, drought conditions have intensified, and there has been several other drought related actions taken in response. On April 6, 2022, the Calleguas Municipal Water District passed a resolution calling on all water users within their service area to reduce their water usage by 30 percent. Shortly after, the Metropolitan Water District passed a resolution declaring a Water Shortage Emergency Condition and adopted the Emergency Water Conservation Program. The following month, the Ventura County Board of Supervisors passed a resolution declaring a Level 3 Water Shortage for the Ventura County Waterworks Districts. Many of these actions aim to reduce water usage by setting water conservation goals and include measures limiting outdoor watering, by restricting the time-of-day watering can be done and limiting the amount of watering time.

As new conservation measures are implemented, it is important that our customers are fully aware of these measures and that they understand the reasoning behind them. Even before the State Drought of Emergency was declared, the Water and Sanitation Department had been sharing information with customers about the drought and the importance of conserving water. Information has been provided to customers by way of emails, fliers, bill inserts/messages, social media and through our Water Conservation web page.

Public Outreach Activities

1. Bill inserts/messages regarding drought and conservation.
2. Emails messages
3. Mailer sent to all customers with current water conservation restrictions.
4. Multiple social media posts with information about current drought.
5. Water Conservation Webpage

PUBLIC WORKS NOTICE OF NEW VOLUNTARY OUTDOOR WATERING SCHEDULE
Ventura County Waterworks District No. 1 (Moorpark)

Call to reduce water use

During the last drought, Ventura County Water customers answered the call to conserve water and significantly reduced their water use. Most have continued to use water-efficient practices and have made conservation a way of life. Now, as California enters its third year of drought, we are asking our customers to answer the call again and voluntarily reduce their water use by 15% percent (compare to 2020) to preserve our water supplies and protect our resources.

What you need to know

Although the Ventura County Waterworks District has the capability to produce some of our own water, we also rely on imported water to meet the needs of our customers. This imported water supply comes from the State Water Project (SWP) and is delivered to our Districts via Metropolitan Water District (MWD) and Calleguas Municipal Water (Calleguas). Unfortunately, conditions on the State Water Project are unlike anything seen before and its reservoirs are at historically low levels despite recent storms. Recently, California's Department of Water Resources (DWR), who oversees the SWP, announced plans to decrease its water deliveries provided through the SWP and declared an initial zero allocation for the start of the year. In anticipation of this announcement, MWD has already declared a drought emergency for its service areas and called on member agencies dependent on SWP to increase their conservation methods and reduce their use of SWP limited supplies.

Time to act now

The recent announcement from DWR means that we need to act now and do our part to reduce our water use and conserve water. The actions we take now will help preserve our water supplies for the future should drought conditions persist this 2022. That is why effective immediately we are asking our customers to help us reach our goal of 15% percent reduction by implementing the following voluntary outdoor watering schedules for all customer classifications except agriculture.

Voluntary Irrigation Watering Schedules for Ventura County Waterworks District No. 1 (Moorpark) Customers

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Addressing odd EVEN number	Water	No Water	No Water	No Water	No Water	No Water	Water
Addressing even ODD number	No Water	Water	Water	Water	Water	Water	No Water

The voluntary measures we initiate now will reduce the likelihood of implementing mandatory measures in the future. Additionally, we would like to remind customers of our permanent water measures which include but are not limited to:

- No landscape watering during or within forty-eight (48) hours after measurable rainfall.
- Limited landscape irrigation is allowed between 6:00 am and 3:00 pm.
- No hardscape washdown such as sidewalks, walkways, driveways, patios and parking lots except when necessary to protect health and safety.
- No outdoor runoff to waste except when necessary to protect health and safety.

bewaterwise.com

Ventura County Public Works Agency @VCPublicWorks · Mar 28

We appreciate all the rain we can get! ☁️

For extra water-saving, remember to shut off your automatic watering system or install a rain sensor on your irrigation controller so your system won't run when it's raining.

SAVE OUR WATER

PUBLIC WORKS

AHORRA NUESTRA AGUA

Adjust your watering schedule according to weather conditions

Ajuste su horario de riego de acuerdo con las condiciones climáticas

WATER SHORTAGE EMERGENCY

Residential Customers in Ventura County Waterworks Districts' Moorpark, Bell Canyon, Simi, and Lake Sherwood may only irrigate lawns 1 day per week on Saturdays for addresses ending in an odd number and Sunday for addresses ending in an even number

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Addressing odd EVEN number	Water	No Water	No Water	No Water	No Water	No Water	Water
Addressing even ODD number	No Water	Water	Water	Water	Water	Water	No Water

- Lawn irrigation no more than 15 minutes per zone, until August 31, 2022
- Lawn irrigation no more than 10 minutes per zone, on and after September 1, 2022
- Use multiple, shorter lawn irrigation cycles to eliminate runoff (5-7 minutes in morning before 9 a.m. and 5-7 minutes in the evening after 4 p.m.)
- Only applies to non-functional, ornamental turf (lawns)
- As needed to support healthy growth, efficient drip irrigation and hand-watering of trees, shrubs and/or plants is permitted
- A minimum 50% water reduction is required
- Restrictions as per Metropolitan Water District Emergency Conservation Program
- Use exceeding volumetric goals will result in penalties of up to \$2000.00 per acre-foot per District
- Fines on District could result in rate increases
- Please do your part to assist!

For more information regarding the current drought, watering schedules, water rebates, and ways to save water, please visit our water conservation website at <http://vc1.org/2p8t/rw/>

ALL COMMERCIAL, INSTITUTIONAL, INDUSTRIAL, HOA AND MULTI-FAMILY PROPERTIES

WATERING OF NON-FUNCTIONAL TURF IS PROHIBITED until further notice per State Water Resources Control Board Emergency Drought Regulation

NONCOMPLIANCE AND PENALTIES: vc1.org/2p8t/rw/

REPORT SUSPECTED WATER WASTE: vc1.org/2p8t/rw/

ADVANCED METERING CUSTOMER PORTAL: vc1.org/2p8t/rw/

WATER AND SANITATION FREQUENTLY ASKED QUESTIONS: vc1.org/2p8t/rw/

socialwatermart.com | bewaterwise.com

PUBLIC INVOLVEMENT AND COMMUNICATIONS

COMPLETED ACTIVITIES & ACHIEVEMENTS

2021-2022

Water and Sanitation Billing and Customer Service

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

Processing start/stop service requests

Prepare service orders requests

Answering billing questions at the public counter and over the phone

Processing in person and drop box payments

Oversee customer service phone line

Preparing monthly bills for all customers

Setting up payment arrangements

Public Outreach Activities

1. Eblasts-email messages sent to customers with important information
2. Dedicated Customer Service Webpage which is constantly updated with useful content
3. Bill Message/Inserts provided on customers invoices
4. Customer outreach through text messages utilizing Everbridge



Planned Achievements/Accomplishments

Public Outreach

2022-2023

- In Person Community Advisory Meetings (CAC): Completion Date 2-28-23

As a result of the pandemic, CAC meetings had to be held virtually and remained that way throughout the pandemic. Now that pandemic measures have eased and gatherings are allowed, the Water and Sanitation Department will begin to transition to in person meetings. However, we will still continue to offer a virtual option. It is our goal that by offering different means to participate in these meetings we will be able to secure more participation from the communities we serve.

- Outreach and Communication: Completion Date Ongoing

Continue to engage in public outreach activities identified above and adapt as needed, depending on the needs of the community.