

October 9, 2024

Clerk of the Board

**2024 Local Agency Biennial Notice**Name of Agency: VENTURA COUNTY TRANSPORTATION COMMISSIONMailing Address: 751 E Daily Drive, Suite 420Contact Person: Roxanna Ibarra Phone No. 805-642-1591 ext. 101Email: ribarra@goventura.org Alternate Email: \_\_\_\_\_

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

☐ An amendment is required. The following amendments are necessary:

(Check all that apply.)

- ☐ Include new positions  
☐ Revise disclosure categories  
☒ Revise the titles of existing positions  
☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions  
☐ Other (describe) \_\_\_\_\_

☐ The code is currently under review by the code reviewing body.

☐ No amendment is required. (If your code is over five years old, amendments may be necessary.)

---

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

10/4/2024  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2024**, or by the date specified by your agency, if earlier, to: **E-Mail to: [form700clerk@ventura.org](mailto:form700clerk@ventura.org)**

or  
**Mail to: Clerk of the Board of Supervisors**  
**800 S. Victoria Avenue, L# 1920**  
**Ventura, CA 93009-1920**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Redlined**  
**Conflict of Interest Code**

**2020 CONFLICT OF INTEREST CODE FOR  
VENTURA COUNTY TRANSPORTATION COMMISSION  
VENTURA COUNTY LOCAL TRANSPORTATION AUTHORITY  
VENTURA COUNTY AIRPORT LAND USE COMMISSION  
VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
CONGESTION MANAGEMENT AGENCY FOR VENTURA COUNTY AND VENTURA COUNTY  
CONGESTION MANAGEMENT AGENCY  
(hereafter collectively referred to as, "VCTC AGENCIES")**

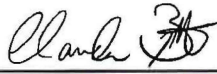
The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **VCTC AGENCIES**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **VCTC AGENCIES**.

Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this 6<sup>th</sup> day of November 2020:

By:   
Print Name: Claudia Bill-de la Peña  
Title: VCTC Chair

Attachment A-Redline Version

**DESIGNATED POSITIONS AND FILING OFFICERS**

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC])
17	Commissioners	1	COB
1	Clerk of the Board	1	COB
1	Director of Planning & <del>Policy</del> <u>PolicySustainability</u>	1	COB
1	Director of Programming	1	COB
1	Director Public Transit	1	COB
1	Executive Director	1	COB
1	Finance Director	1	COB
1	Program Manager, Government & Community Relations	1	COB
1	Program Manager, Programming	1	COB
1	Program Manager, Transit Contracts	1	COB
1	Program Manager, Regional Transit Planning	1	COB
1	Program Manager, Transportation Planning	1	COB
1	General Counsel	1	COB
Consultants <sup>2</sup>			

<sup>2</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant’s duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans* and *travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments* and *business positions* in *business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

**RESOLUTION NO. 2020-05**

**A JOINT RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION, THE VENTURA COUNTY LOCAL TRANSPORTATION AUTHORITY, THE VENTURA COUNTY AIRPORT LAND USE COMMISSION, THE VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES, THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY FOR VENTURA COUNTY, AND THE VENTURA COUNTY CONGESTION MANAGEMENT AGENCY APPROVING THE CONFLICT OF INTEREST CODE FOR SAID ORGANIZATIONS**

THE VENTURA COUNTY TRANSPORTATION COMMISSION ("VCTC"), THE VENTURA COUNTY LOCAL TRANSPORTATION AUTHORITY ("VCLTA"), THE VENTURA COUNTY AIRPORT LAND USE COMMISSION ("ALUC"), THE VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES ("SAFE"), THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY ("CTSA") FOR VENTURA COUNTY, AND THE VENTURA COUNTY CONGESTION MANAGEMENT AGENCY ("CMP") (hereafter, collectively referred to as "VCTC Agencies"), do hereby resolve as follows:

WHEREAS, the Fair Political Practices Commission has adopted a regulation (Cal. Code Regs., tit.2, § 18730) which contains the terms of a standard Conflict of Interest Code which may be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing; and

WHEREAS the VCTC Agencies wish to continue to operate with a Conflict of Interest Code which incorporates the standard Conflict of Interest Code approved by the Fair Political Practices Commission;

NOW, THEREFORE, the VCTC Agencies do hereby resolve as follows:

- I. The Conflict of Interest Code attached to this Resolution and incorporated herein as Exhibit 1 is hereby adopted.
- II. The disclosure category definitions attached to this Resolution and incorporated herein as Exhibit 2 are hereby adopted.
- III. The Chair of the VCTC Agencies is hereby authorized to execute this Resolution adopting the Conflict of Interest Code incorporated herein.
- IV. The Executive Director of the VCTC Agencies shall certify the adoption of this Resolution and shall be the designated person to receive and file statements of economic interests for VCTC. Upon receipt of such statements, the Executive Director is directed to retain a copy for a period of not less than 10 years and forward the originals to the County Clerk.
- V. The Secretary of the VCTC Agencies is authorized to forward a copy of the adopted Conflict of Interest Code to the Board of Supervisors.

**PASSED APPROVED AND ADOPTED this 6<sup>th</sup> day of November 2020.**



---

CLAUDIA BILL-de la Peña  
Chairperson

**ATTEST:**

---

DARREN KETTLE  
Executive Director

**APPROVED AS TO FORM:**



---

STEVE MATTAS  
General Counsel

**Amended  
Conflict of Interest Code**

**CONFLICT OF INTEREST CODE  
VENTURA COUNTY TRANSPORTATION COMMISSION**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **Ventura County Transportation Commission**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **Ventura County Transportation Commission**. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

APPROVED AND ADOPTED this 4 day of October, 2024:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Matt LaVere  
Matt LaVere  
Chair of Board

## **EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS**

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
17	Commissioners	1	COB
1	Clerk of the Board	1	COB
1	Director of Planning & Sustainability	1	COB
1	Director of Programming	1	COB
1	Director Public Transit	1	COB
1	Executive Director	1	COB
1	Finance Director	1	COB
1	Program Manager, Government & Community Relations	1	COB
1	Program Manager, Programming	1	COB
1	Program Manager, Regional Transit Planning	1	COB
1	Program Manager, Transit Contracts	1	COB
1	Program Manager, Transportation Planning	1	COB
1	General Counsel	1	COB
Consultants <sup>1</sup>			

<sup>1</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

## RESOLUTION NO. 2024-13

### **A JOINT RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION, THE VENTURA COUNTY AIRPORT LAND USE COMMISSION, THE VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES, THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY FOR VENTURA COUNTY, AND THE VENTURA COUNTY CONGESTION MANAGEMENT AGENCY APPROVING AND ADOPTING THE EXECUTION OF THE 2024 LOCAL AGENCY BIENNIAL NOTICE REGARDING THE VENTURA COUNTY TRANSPORTATION COMMISSION'S CONFLICT-OF-INTEREST CODE FOR SAID ORGANIZATIONS**

THE VENTURA COUNTY TRANSPORTATION COMMISSION ("VCTC"), THE VENTURA COUNTY AIRPORT LAND USE COMMISSION ("ALUC"), THE VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES ("SAFE"), THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY FOR VENTURA COUNTY ("CTSA"), AND THE VENTURA COUNTY CONGESTION MANAGEMENT AGENCY ("CMP"), (hereafter, collectively referred to as "VCTC Agencies"), do hereby resolve as follows:

**WHEREAS**, the Fair Political Practices Commission has adopted regulation (Cal. Code Regs., tit.2, § 18730) which contains the terms of a standard Conflict of Interest Code which may be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing; and

**WHEREAS**, pursuant to the Political Reform Act, all local government agencies are required to adopt and promulgate conflict of interest codes, and to conduct a review of the codes in each even-numbered year to determine its accuracy or amend as needed; and

**WHEREAS**, the Ventura County Board of Supervisors is the reviewing body with regard to local conflict of interest codes that must be adopted by various agencies within Ventura County; and

**WHEREAS**, biennial review is intended to ensure conflict of interest codes remain current and accurate, and include disclosure by those agency officials who make or participate in making governmental decisions; and

NOW THEREFORE, BE IT RESOLVED, the VCTC Agencies do hereby resolve as follows:

- I. The Conflict of Interest Code attached to this Resolution and incorporated herein as Exhibit A is hereby adopted.
- II. The designated positions, filing officers, and disclosure categories definitions in the Conflict of Interest Code are hereby approved and adopted.
- III. The Chair of the VCTC Agencies is hereby authorized to execute this Resolution adopting the Conflict of Interest Code incorporated herein.
- IV. The Executive Director of the VCTC Agencies shall certify the adoption of this Resolution and shall be the designated person to receive and file statements of economic interests for VCTC. Upon receipt of such statements, the Executive Director is directed to retain a copy for a period of not less than 10 years and forward the originals to the County Clerk.
- V. The Secretary of the VCTC Agencies is authorized to forward a copy of the adopted 2024 Local Agency Biennial Notice and Amend Conflict of Interest Code to the Board of Supervisors for its review and approval.

**PASSED APPROVED AND ADOPTED** this 4<sup>th</sup> day of October 2024.

  
\_\_\_\_\_  
MATT LaVERE, Chair, VCTC

**ATTEST:**

  
\_\_\_\_\_  
ROXANNA IBARRA, Clerk of the Commission

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
STEVE MATTAS, General Counsel