



December 7, 2017

Board of Directors
Ventura Regional Sanitation District
Ventura, California

APPROVAL OF VRSD FACILITY CLOSURES FOR CALENDAR YEAR 2018

RECOMMENDATION

Approve the VRSD facility closures for calendar year 2018.

FISCAL IMPACT

There is no fiscal impact associated with this Board action.

BACKGROUND/ANALYSIS

The VRSD Personnel and Salary Ordinance (No. VRSD-97) and the employee MOU's dictate the holidays to which employees are entitled. Holidays are categorized as either Assigned or Floating. Generally, for holidays that fall on an employee's non-workday, Assigned Holidays are moved to an employee's nearest normal workday, and Floating Holidays are accrued to the employee's leave bank.

In 2018, all Assigned and Floating Holidays except Veterans Day fall on weekdays. The days of the week where holidays fall in a given calendar year indicate logical District facility closures.

The Toland Road landfill is typically closed on a maximum of six Assigned Holidays each year, and this is largely based on the days that Toland's main customers, Gold Coast Transfer Station and Del Norte Transfer Station, are open. The Central Office in Ventura more often is able to close on actual holidays. The Water/Wastewater operations need to have skeleton crews on certain holidays.

Please note that operational needs, such as an emergency, could supersede an employee's time off on an actual holiday (the holiday hours could be used another time) or a facility closure.

The schedule of 2018 holidays and facility closure dates are shown on the chart on the next page.

Date	Assigned Holiday	Floating Holiday	Tentative Facility Closures		
			Toland Road Landfill	Central Office	Bailard and Oak Park
January 1, 2018	New Year's Day		Closed	Closed	Closed
January 15, 2018		Martin Luther King, Jr. Day	Open	Closed	Note 1
February 12, 2018		Lincoln's Birthday	Open	Closed	Note 1
February 19, 2018	President's Day		Open	Closed	Closed
May 28, 2018	Memorial Day		Closed	Closed	Closed
July 4, 2018	Independence Day		Closed	Closed	Closed
September 3, 2018	Labor Day		Closed	Closed	Closed
November 11, 2018	Veteran's Day		Note 2	Note 2	Note 2
November 22, 2018	Thanksgiving Day		Closed	Closed	Closed
November 23, 2018		Day Following Thanksgiving	Open	Closed	Note 1
December 24, 2018		Christmas Eve	Open	Closed	Note 1
December 25, 2018	Christmas Day		Closed	Closed	Closed
December 31, 2018		New Year's Eve (2 Hours)	Open	Note 3	Open

Note 1: Bailard and Oak Park will be staffed with skeleton crews.

Note 2: The Toland Road Landfill will be open on Monday, November 12.

The Central Office will be closed on Monday, November 12.

Bailard and Oak Park will be staffed with skeleton crews for half of the day on Monday, November 12.

Note 3: The Central Office will close 2 hours early.

This letter has been reviewed by VRSD legal counsel as to form.

If you should have any questions or need additional information, please contact me by phone at (805) 658-4600 or email at ChrisTheisen@vrzd.com.

CHRIS THEISEN, GENERAL MANAGER

APPROVED FOR AGENDA:

Chris Theisen, General Manager

Attachments: None