



December 6, 2018

Board of Directors
Ventura Regional Sanitation District
Ventura, California

APPROVAL OF VRSD FACILITY CLOSURES FOR CALENDAR YEAR 2019

RECOMMENDATION

Approve the VRSD facility closures for calendar year 2019.

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 2019, all Assigned and Floating Holidays 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.

The schedule of 2019 holidays and facility closure dates is 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, 2019	New Year's Day		Closed	Closed	Closed
January 21, 2019		Martin Luther King, Jr. Day	Open	Closed	Note 1
February 12, 2019		Lincoln's Birthday	Open	Closed	Note 1
February 18, 2019	Presidents' Day		Open	Closed	Closed
May 27, 2019	Memorial Day		Closed	Closed	Closed
July 4, 2019	Independence Day		Closed	Closed	Closed
September 2, 2019	Labor Day		Closed	Closed	Closed
November 11, 2019	Veterans Day		Open	Closed	Note 2
November 28, 2019	Thanksgiving Day		Closed	Closed	Closed
November 29, 2019		Day Following Thanksgiving	Open	Closed	Note 1
December 24, 2019		Christmas Eve	Open	Closed	Note 1
December 25, 2019	Christmas Day		Closed	Closed	Closed
December 31, 2019		New Year's Eve (2 Hours)	Open	Note 3	Note 3

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

Note 2: Bailard and Oak Park will be staffed with skeleton crews for half of the day.

Note 3: The Central Office, Bailard, and Oak Park will close 2 hours early.

This letter and the associated contract have been reviewed by 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@vrsd.com.

CHRIS THEISEN, GENERAL MANAGER

APPROVED FOR AGENDA:

Chris Theisen, General Manager

Attachments: None