



March 4, 2021

Board of Directors  
Ventura Regional Sanitation District  
Ventura, California

## **CONSIDERATION, SELECTION, AND APPROVAL OF THE HOURLY RATES FOR VRSD SERVICES FOR FISCAL YEAR 2021-2022.**

### **RECOMMENDATION**

Select between Option A or B, and approve the Ventura Regional Sanitation District Proposed Hourly Rates for July 1, 2021 through June 30, 2022.

### **FISCAL IMPACT**

VRSD's Hourly Rates are calculated each year to ensure that revenues are sufficient to cover associated expenditures/costs. The allocation of associated indirect/overhead costs needs to be made by the Board and will impact rates adopted, as seen in columns A (existing method) and B (resource requirements method) of the Rate Sheet Attachment.

### **BACKGROUND**

As a governmental agency funded through service fee income instead of taxes, VRSD staff prepares Hourly Rates each year for inclusion in the annual operating budget. These rates are used to establish billing rates for all VRSD labor and services. The hourly rates reflect VRSD's direct costs and indirect/overhead costs.

Overhead allocation distributes the costs within the Water/Wastewater and Central Administration functions. The rate setting model is a closed system, ensuring that all costs allocated to Water/Wastewater Operations are recovered within the established rates.

The allocation method used to spread indirect/overhead costs in the past (Option A) was based on operating expenditures. This allocation method was chosen by the VRSD Board upon a recommendation from the District's Personnel and Finance Committee, which held meetings attended by Triunfo Water & Sanitation District Board members.

For consideration of the board, staff has recently analyzed and presented a different allocation method (Option B) for spreading indirect costs, which incorporates four variables that drive resource requirements of the indirect costs. The four equally weighted variables include: revenue collected, number of positions, invoices paid, and invoices billed. This alternative allocation method more accurately reflects the indirect resources required by each operating function in the organization as it exists now.

**PROPOSAL**


The Board should consider which allocation method of overhead costs it wishes to incorporate in setting rates. Based on that choice, the rates required will be either in Column A (existing method) or B (resource requirements method).

The Board-approved hourly rates will be used to establish total compensation amounts for annual contracts for existing public and private sanitation clients and for any new public or private sanitation contracts or clients for services rendered. In addition, VRSD is expected to provide these rates to the TWSD Board in March of each year to facilitate preparation of TWSD's annual budget.

This letter and corresponding Hourly Rate sheet has been reviewed by Legal Counsel as to form.

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

CHRIS THEISEN, GENERAL MANAGER

APPROVED FOR BUDGET IMPACT:   
Alvertina Rivera, Director of Finance

APPROVED FOR AGENDA:   
Chris Theisen, General Manager

Attachment: Proposed Hourly Rates July 1, 2021 through June 30, 2022

**VENTURA REGIONAL SANITATION DISTRICT  
PROPOSED HOURLY RATES  
JULY 1, 2021 THROUGH JUNE 30, 2022**

			FY 2021		OPTION A FY 2022		OPTION B FY 2022	
<b><u>CENTRAL ADMINISTRATION</u></b>								
<b>Div.</b>	<b>Pos.</b>	<b>Title</b>	<b>Hourly</b>	<b>OT</b>	<b>Hourly</b>	<b>OT</b>	<b>Hourly</b>	<b>OT</b>
CA	110	Human Resources Technician	\$84	\$126	\$85	\$128	\$85	\$128
CA	207	Administrative Assistant	\$84	\$126	NA	NA	NA	NA
CA	209	Office Assistant	NA	NA	NA	NA	NA	NA
CA	601	Fiscal Assistant	\$86	\$129	\$82	\$123	\$82	\$123
CA	605	Senior Fiscal Assistant	\$86	\$129	\$82	\$123	\$82	\$123
CA	208	Executive Assistant/Clerk of the Board	\$103	\$155	\$107	\$161	\$107	\$161
CA	103	Management Analyst	\$114	NA	NA	NA	NA	NA
CA	109	Senior Management Analyst	\$114	NA	NA	NA	NA	NA
CA	112	Safety Officer	\$121	NA	\$135	NA	\$135	NA
CA	607	Accountant	\$114	NA	\$130	NA	\$130	NA
CA	608	Senior Accountant	\$114	NA	\$130	NA	\$130	NA
CA	111	Human Resources Manager	\$131	NA	\$147	NA	\$147	NA
CA	502	Director of Finance	\$175	NA	\$209	NA	\$209	NA
CA	501	General Manager	\$197	NA	\$234	NA	\$234	NA
<b><u>OPERATIONS</u></b>								
<b>Div.</b>	<b>Pos.</b>	<b>Title</b>	<b>Hourly</b>	<b>OT</b>	<b>Hourly</b>	<b>OT</b>	<b>Hourly</b>	<b>OT</b>
WWW	209	Office Assistant	\$84	\$126	\$78	\$117	\$85	\$128
WWW	207	Administrative Assistant	\$84	\$126	\$78	\$117	\$85	\$128
WWW	909	W/WW Helper	\$66	\$103	\$76	\$114	\$83	\$125
WWW	908	W/WW Worker	\$90	\$135	\$96	\$144	\$102	\$153
WWW	911	Electrical/Mechanical Worker	\$104	\$156	\$108	\$162	\$114	\$171
WWW	916	W/WW Operator in Training	\$104	\$156	\$108	\$162	\$114	\$171
WWW	905	W/WW Treatment Operator I	\$104	\$156	\$108	\$162	\$114	\$171
WWW	906	W/WW Treatment Operator II	\$104	\$156	\$108	\$162	\$114	\$171
WWW	910	W/WW Treatment Operator III	\$104	\$156	\$108	\$162	\$114	\$171
WWW	913	W/WW Treatment Operator IV	\$104	\$156	\$108	\$162	\$114	\$171
WWW	914	W/WW Treatment Operator V	\$104	\$156	\$108	\$162	\$114	\$171
WWW	450	Environmental Resource Analyst	\$110	\$165	\$124	\$186	\$131	\$197
WWW	901	Instrumentation Technician	\$107	\$161	\$129	\$194	\$135	\$203
WWW	915	Electrical & Instrumentation Control Supervisor	\$131	NA	\$129	NA	\$135	NA
WWW	720	W/WW Operations Supervisor	\$131	NA	\$137	NA	\$144	NA
WWW	723	W/WW Operations Superintendent	\$141	NA	\$158	NA	\$165	NA
WWW	950	Operations Manager	\$172	NA	\$158	NA	\$165	NA
SW	820	Solid Waste Equipment Operator	\$104	\$156	\$108	\$162	\$114	\$171
SW	314	Engineering Technician	\$107	\$161	\$129	\$194	\$135	\$203
SW	320	Engineer	\$131	NA	\$137	NA	\$144	NA
SW	315	Senior Engineer	\$131	NA	\$137	NA	\$144	NA
SW	319	Senior Engineering Technician	\$131	\$197	\$137	\$206	\$144	\$216
SW	506	Director of Operations	\$175	NA	\$161	NA	\$167	NA

- EMERGENCY CALL OUTS ARE PER PERSON, PORTAL TO PORTAL (3 HOUR MINIMUM).
- OBSERVED VRSD HOLIDAYS WILL BE CHARGED AT DOUBLE TIME (3 HOUR MINIMUM).
- OVERHEAD RATES APPLIED, AS FOLLOWS:

All Other Services: 15%

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