

# **Adopted Fiscal Year 2021-2022 Budget**

**July 1, 2021 – June 30, 2022**



**Ventura Regional Sanitation District**

1001 Partridge Drive, Suite 150

Ventura, CA 93003-0704

Website: [www.vrsd.com](http://www.vrsd.com)

**Chris Theisen  
General Manager**

**June 30, 2021**

# Ventura Regional Sanitation District



## **2021 Board of Directors**

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Chris Theisen – General Manager  
Alvertina Rivera – Director of Finance  
Richard Jones – Director of Operations  
Melissa Macias – Human Resources Manager  
Regina Williams – Senior Accountant

## **Legal Counsel**

Robert Kwong (Arnold LaRochelle Mathews VanConas & Zirbel LLP)

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# **VENTURA REGIONAL SANITATION DISTRICT**

## *Executive Summary*

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July 1, 2021

Honorable Board of Directors  
Ventura Regional Sanitation District  
Ventura County, California

Members of the Board of Directors:

I am pleased to submit the Ventura Regional Sanitation District (District) Fiscal Year 2021-2022 (FY2021-22) Operating and Capital Improvement Plan Budget. The FY2021-22 Budget has been prepared to meet the needs of the District while at the same time complying with the District's mission, goals, and policies. The Budget is the District's financial work plan and serves as the spending plan supported by revenues for the upcoming fiscal year.

This executive summary provides a high-level overview of the District's Budget, including highlights for the fiscal year. The Budget represents staff's reasonable estimate of expenditures and revenue at the time of adoption, while recognizing that these estimates are likely to change during the fiscal year based on the outcome of various uncertain conditions the District is currently addressing or monitoring.

## **FY 2021-22 BUDGET HIGHLIGHTS**

- Approximately 343,982 tons of refuse is expected to be placed at the Toland Road Landfill.
- On average, the District's billable hourly rates, effective July 1, 2021, for Central Administration and Operations employees increase by 7%.
- The District's Capital Improvement Projects of \$1,088,262 include only regulatory compliance improvements at the Toland Road Landfill.
- The District's Capital Outlays are budgeted at \$947,618. The Capital Outlays include components of \$783,250 for the replacement of Solid Waste heavy equipment and fleet, \$40,954 for network/technology related items, as well as \$123,414 for small equipment purchases within the Solid Waste and Wastewater operations.
- The District anticipates meeting the 1.15x debt covenant requirement established by Banc of America Public Capital Corp on the District's existing loan agreements.

## **FY 2021-22 BUDGET OVERVIEW**

### **OPERATING REVENUES**

The revenue is estimated at \$20,853,413. The most notable revenues of the District include Toland Road Landfill municipal solid waste, Water & Wastewater contract services, and Central Administration contract services.

### ***Solid Waste***

Toland Road Landfill: The projected landfill refuse disposal revenue is estimated to be \$11,707,641, with annual tonnage of 343,982. For more information, please see Page 34 of the FY2021-22 Budget.

Miscellaneous: Additional Solid Waste revenues include the Pyramid Flowers lease (\$93,430) and monitoring and maintenance services at River Ridge Golf Course for the City of Oxnard (\$105,199).

### ***Water & Wastewater***

The District's Water & Wastewater Division (W/WW) is currently providing water and wastewater services to fifteen clients in Ventura County. These services include collection system cleaning, engineering and permitting support, repair and protective coatings, industrial source control, groundwater sampling, and monitoring. . Revenue estimated at \$7,786,353, is generated by charging external customers billable rates developed for each classification or job title. In addition, materials, supplies, and some other charges are billed at cost plus fifteen percent (15%). For more information, please see Page 33 of the FY2021-22 Budget.

## **OPERATING EXPENSES**

The total operating expense is estimated at \$20,848,196, including depreciation. There are three main expense line items that contribute to the bottom line: salaries & employee benefits, depreciation, and other operating expenses.

Salaries & Employee Benefits: Estimated Salaries & Employee Benefits decreased by \$1,718,430. The net decrease is primarily due to a reduction of 13.80 positions, coupled with slight reductions in pension related expenses including VCERA, PARS, and OPEB, and offset by cost of living increases to wages. For more information related to salaries and employee benefits or staffing, please see Pages 35 through 41 of the FY2021-22 Budget.

Other Operating Expenses: Other operating expenses are decreasing by \$1,256,630, or 14.1%. The net decrease is primarily attributable to decreases in leachate, condensate and sludge disposal and permits, licenses and fees in the Solid Waste division and professional services in the Central Administration Overhead fund.

## **CAPITAL OUTLAYS**

Capital Outlays typically include short-term or minor dollar amount projects, as well as one-time purchases of vehicles and equipment. The capital outlay spending summary of \$947,618, is included in Pages 56 of the FY2021-22 Budget.

## **CAPITAL IMPROVEMENT PROJECTS**

Capital Improvement Projects typically involve multi-year projects and processes, as opposed to less complex asset acquisitions. The Capital Improvement Project spending summary and detail by division totaling \$1,088,262, is included in Pages 29 through 31 of the FY2021-22 Budget.

## **DEBT SERVICE**

Debt Service is comprised of the interest, principal, and other costs associated with repayment of the District's debt obligations. A summary of Debt Service expenditures of \$3,348,821 is included in Page 55 of the FY2021-22 Budget. While the biosolids facility is no longer operational, \$1,411,856 of the annual debt service is associated with the facility and will continue through December 2024.



## SUMMARY

The District experienced several profound events in Fiscal Year 2020-2021. Like all organizations and people in all walks of life, the District was required to make adjustments due to the COVID-19 Pandemic. In addition, other profound events of a “*once-in a lifetime*” nature transpired.

On the bright side, the District was able to realize one part of the Board of Directors’ multi-year strategy to address the revenues vs. expenditures mismatch that has plagued the District for years and caused a slow draining of discretionary reserve funding. On March 16, 2021 the Ventura County Board of Supervisors approved the District’s application for a modification to its Conditional Use Permit for the Toland Road Landfill. Now the Toland Road Landfill is allowed to accept waste on a daily basis based on 152 heavy truck trips instead of being limited by the 1,500 tons permit amount. Further, the Toland Road Landfill will now remain open until it is filled, overcoming the otherwise inevitable closure slated for May 2027 when the previous permit expired.

Regrettably, the other integral part of the Board of Directors’ strategy to address revenues insufficient to support the existing cost structure, obtaining more actual tons deposited on a daily basis at the Toland Road Landfill, was dashed when the City of Oxnard City Council voted on May 4, 2021 to cease disposing all municipal solid waste at the Toland Road Landfill. This decision has resulted in an annual loss of approximately \$3.6 million in revenues to the District, and the effects are substantial in depth and breadth. The VRSD Board has been forced to reconsider overhead cost allocation and business strategy in its search for a sustainable organization.

The coming year will continue to be difficult as the District adjusts to its new reality and continues to reinvent itself to ensure sustainability into the future. Additional cost reductions, including staffing, will be necessary as Water/Wastewater clients may choose to find other alternatives to VRSD’s services to meet their needs over time. The Triunfo Water & Sanitation District and Ventura County (for County Service Area 29) have already notified the District they are exercising their contract termination rights. Whatever known and unknown challenges the new fiscal year brings, staff will continue to face them head-on.

I’d like to express my appreciation to the Board of Directors for providing the ongoing vision and support necessary to enable staff to respond to the numerous challenges the District faces.

Additionally, I want to recognize staff’s dedication in assessing budgetary needs in light of the fiscal challenges that the District faces. The persistent mindset to identify cost savings, revenue enhancements, additional customers, and overall efficiencies in operations, has resulted in responsible decision-making throughout the organization.

With the Board of Directors and staff all pulling in the same direction, I believe the District can forge a new chapter in its history and become a financially sustainable and healthy organization that will be poised to serve the residents of Ventura County for years into the future.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Theisen".

Chris Theisen  
General Manager

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**VENTURA REGIONAL SANITATION DISTRICT**  
*Consolidated Enterprise*

# VENTURA REGIONAL SANITATION DISTRICT

## Consolidated Enterprise

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Revenues:</b>					
Landfill Disposal Fees	13,928,424	14,338,226	14,199,211	15,088,916	11,707,641
Contracted Services - Labor	5,454,630	5,416,195	5,747,819	5,318,953	5,888,689
Contracted Services - Materials & Supplies	2,183,286	1,679,121	1,580,728	1,752,625	1,327,433
Contracted Services - Equipment	626,035	698,228	809,255	806,738	749,329
Investment & Interest Earnings	1,805,781	1,772,374	607,140	611,805	596,886
Other Revenue	433,117	3,077,550	267,972	176,577	187,942
Special Assessments	-	-	36,997	36,997	395,492
Gain/Loss on Sale of Assets	(11,448,767)	1,586	-	-	-
<b>Total Revenues</b>	<b>12,982,507</b>	<b>26,983,280</b>	<b>23,249,122</b>	<b>23,792,612</b>	<b>20,853,413</b>
<b>Expenditures:</b>					
Wages - Regular	5,927,591	6,465,381	6,970,509	6,450,076	6,010,680
Wages - Overtime	336,421	218,818	115,246	302,015	168,821
Wages - Standby	55,174	71,889	47,334	66,699	47,332
Employee Benefits	3,038,193	3,750,177	4,013,833	3,605,972	3,201,660
<b>Personnel Costs</b>	<b>9,357,379</b>	<b>10,506,265</b>	<b>11,146,922</b>	<b>10,424,763</b>	<b>9,428,493</b>
Professional Services	1,850,987	4,683,461	1,970,544	1,757,643	1,767,017
Temporary Labor	347,639	93,099	130,267	295,743	57,000
Board Members Fees & Expenses	42,560	33,014	104,891	33,480	53,552
Travel, Conference, Seminar & Training	29,435	38,509	80,070	14,305	61,800
Safety Supplies & Clothing	56,924	71,827	55,700	70,221	83,940
Office Expenses	261,079	201,923	198,926	151,147	292,446
Bank Service Charges	108,920	92,130	80,290	77,166	79,100
Telephone	-	-	82,140	81,586	88,822
Utilities	299,674	338,269	222,320	206,681	218,976
Insurance	234,913	194,153	295,310	431,359	352,509
Equipment Rental & Leases	454,783	306,758	164,430	189,125	164,430
MBC Contracted Services	-	-	-	-	246,313
Operating Services	698,140	388,935	312,775	284,371	366,675
Operating Materials & Supplies	1,247,014	1,020,511	765,727	666,986	735,113
Leachate, Condensate & Sludge Disposal	83,229	1,057,502	862,453	765,856	275,453
Lab Services & Supplies	242,562	241,623	202,525	322,996	157,485
Fuel, Gasoline & Diesel	473,906	481,759	501,850	489,299	496,850
Maintenance	596,779	607,499	619,405	548,772	486,874
Permits, Licenses & Fees	1,744,783	1,695,405	1,712,852	1,489,714	1,061,114
Set-a-side for Landfill Closure/Postclosure	626,772	620,780	532,828	665,741	575,826
Tierra Rejada Consortium Expense	-	-	-	-	17,378
<b>Operating Expenses</b>	<b>9,400,100</b>	<b>12,167,158</b>	<b>8,895,304</b>	<b>8,542,192</b>	<b>7,638,673</b>
Depreciation & Amortization	4,491,164	4,183,681	3,849,531	3,897,777	3,781,030
General & Administrative (Overhead) Expense	-	(0)	-	-	-
Fleet Replacement Set-a-side	0	(0)	-	0	132,819
Debt Service - Principal	3,087,822	3,163,727	3,241,545	3,241,545	3,011,212
Debt Service - Interest	541,738	465,735	401,642	401,642	321,860
Financing Cost	18,791	18,791	18,791	18,791	15,749
<b>Debt Service</b>	<b>3,648,351</b>	<b>3,648,253</b>	<b>3,661,978</b>	<b>3,661,978</b>	<b>3,348,821</b>
Capital Improvement Projects	948,850	930,188	7,097,670	5,890,632	1,088,262
Capital Outlay	4,283,123	1,876,364	557,199	557,199	947,618
<b>Total Expenditures</b>	<b>32,128,966</b>	<b>33,311,909</b>	<b>35,208,604</b>	<b>32,974,540</b>	<b>26,365,716</b>
Labor Transfers In/(Out)	0	(0)	-	10,865	-
<b>Total Transfers In/(Out)</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>10,865</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (19,146,459)</b>	<b>\$ (6,328,630)</b>	<b>\$ (11,959,482)</b>	<b>\$ (9,171,063)</b>	<b>\$ (5,512,303)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Consolidated Enterprise

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 42,779,323	\$ 41,758,882	\$ 38,079,610	\$ 39,898,700	\$ 35,309,946
Net Surplus/(Shortfall)	(19,146,459)	(6,328,630)	(11,959,482)	(9,171,063)	(5,512,303)
Add Back Non-cash Financing Cost	18,791	18,791	18,791	18,791	15,749
Add Back Non-cash Toland CL/PCL Reserve	626,772	620,780	532,828	665,741	575,826
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	132,819
Add Back Non-cash Depreciation	4,491,164	4,183,681	3,849,531	3,897,777	3,781,030
Accrual Adjustment	1,456,856	(354,804)	(2,209,337)	-	-
Other Non-cash adjustments	11,532,435	-	-	-	-
<b>Ending Balance June 30</b>	<b>\$ 41,758,882</b>	<b>\$ 39,898,700</b>	<b>\$ 28,311,941</b>	<b>\$ 35,309,946</b>	<b>\$ 34,303,067</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	4,366,432	4,445,027	4,540,954	4,498,368	4,552,348
Coastal Post Closure	3,785,132	3,853,265	3,936,421	3,899,504	3,946,298
Toland Road Closure/Post Closure	9,364,406	9,985,186	9,407,048	10,265,096	10,841,270
Closed landfill maintenance/Other reserves	797,000	797,000	731,000	763,466	731,000
Malibu Bay Club Unanticipated Costs Reserve	148,715	226,259	50,000	72,322	16,186
<b>Total restricted reserves</b>	<b>\$ 18,461,685</b>	<b>\$ 19,306,737</b>	<b>\$ 18,665,423</b>	<b>\$ 19,498,755</b>	<b>\$ 20,087,101</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>1</sup>	1,723,865	907,644	-	-	-
Coastal Post Closure <sup>1</sup>	651,534	801,328	-	-	-
CERCLA	45,225	45,225	45,225	45,225	45,225
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ 2,420,624</b>	<b>\$ 1,754,197</b>	<b>\$ 45,225</b>	<b>\$ 45,225</b>	<b>\$ 45,225</b>
<b>Assigned reserves:</b>					
Capital improvement funds <sup>2</sup>	3,883,289	1,986,790	4,173,840	-	-
Fleet Replacement Set-a-side <sup>6</sup>	-	-	-	-	1,642,313
Designated Carryovers <sup>3</sup>	-	-	259,100	-	-
Operating funds - 1 yr. debt service obligation	3,643,189	3,643,189	3,643,187	1,399,964	-
Operating funds - operating expenses <sup>4</sup>	22,179,297	5,722,354	4,757,986	4,087,495	2,009,554
Insurance fund <sup>5</sup>	359,703	374,636	451,185	1,207,962	1,000,000
<b>Total assigned reserves</b>	<b>\$ 30,065,478</b>	<b>\$ 11,726,969</b>	<b>\$ 13,285,298</b>	<b>\$ 6,695,421</b>	<b>\$ 4,651,867</b>
<b>Net Available</b>	<b>\$ (9,188,906)</b>	<b>\$ 7,110,796</b>	<b>\$ (3,684,005)</b>	<b>\$ 9,070,545</b>	<b>\$ 9,518,874</b>

### NOTES:

[1] Committed reserves represent Board approved levels in order to maintain the CERCLA fund, postclosure reserves held for both the Bailard and the Coastal landfill in excess of restricted reserves, and net accrued payables outstanding at year-end.

[2] As of April 1, 2021 Capital improvement reserves are no longer required to be funded per newly revised/approved 2.1.05 Reserve Level Policy.

[3] Designated carryovers consist of capital outlays and projects that were not completed during FY2020.

[4] Operating fund represents three months of annual operating expenses for Solid Waste operations, excluding depreciation expense.

[5] Insurance fund represents reserve for claims deductibles, self-insurance retentions and claims not covered by insurance.

[6] Fleet Replacement Set-a-side for Water Wastewater operations.

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# **VENTURA REGIONAL SANITATION DISTRICT**

*Major Segments*

# VENTURA REGIONAL SANITATION DISTRICT

## Central Administration Overhead Fund

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Revenues:</b>					
Landfill Disposal Fees	-	-	-	-	-
Contracted Services - Labor	944,737	975,380	889,094	889,812	57,070
Contracted Services - Materials & Supplies	723,348	412,430	302,770	302,207	16,901
Contracted Services - Equipment	356	329	-	-	-
Investment & Interest Earnings	47,558	35,661	11,698	16,116	11,702
Other Revenue	7,527	7,254	-	5,543	25,000
Special Assessments	-	-	-	-	10,626
Gain/Loss on Sale of Assets	-	-	-	-	-
<b>Total Revenues</b>	<b>1,723,526</b>	<b>1,431,053</b>	<b>1,203,562</b>	<b>1,213,678</b>	<b>121,299</b>
<b>Expenditures:</b>					
Wages - Regular	1,716,379	1,828,297	1,850,356	1,904,727	1,150,240
Wages - Overtime	6,607	8,823	-	15,467	-
Wages - Standby	-	-	-	-	-
Employee Benefits	704,892	954,595	1,087,074	1,000,565	470,728
<b>Personnel Costs</b>	<b>2,427,877</b>	<b>2,791,714</b>	<b>2,937,430</b>	<b>2,920,759</b>	<b>1,620,968</b>
Professional Services	794,496	433,316	622,299	476,925	266,142
Temporary Labor	-	-	25,000	-	-
Board Members Fees & Expenses	42,560	33,014	104,891	33,480	53,552
Travel, Conference, Seminar & Training	8,988	15,207	20,950	9,340	8,800
Safety Supplies & Clothing	-	15,462	2,500	14,466	2,502
Office Expenses	180,954	158,557	173,335	111,548	81,257
Bank Service Charges	56,698	48,369	51,790	50,620	47,580
Telephone	-	-	25,940	23,788	31,872
Utilities	25,881	25,398	240	420	396
Insurance	57,088	57,181	5,164	3,171	6,456
Equipment Rental & Leases	6,353	2,651	2,500	1,746	2,500
MBC Contracted Services	-	-	-	-	-
Operating Services	11,048	4,894	26,524	6,386	26,524
Operating Materials & Supplies	21,099	29,792	36,634	11,303	36,634
Leachate, Condensate & Sludge Disposal	-	-	-	-	-
Lab Services & Supplies	-	-	-	-	-
Fuel, Gasoline & Diesel	493	543	600	2,303	600
Maintenance	182,562	173,236	189,205	183,099	99,319
Permits, Licenses & Fees	93,181	86,569	91,513	57,953	-
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-
Tierra Rejada Consortium Expense	-	-	-	-	-
<b>Operating Expenses</b>	<b>1,481,402</b>	<b>1,084,188</b>	<b>1,379,084</b>	<b>986,547</b>	<b>664,134</b>
Depreciation & Amortization	76,910	75,437	57,228	59,693	17,366
General & Administrative (Overhead) Expense	(1,798,426)	(1,900,930)	(3,059,962)	(2,704,008)	(2,189,600)
Fleet Replacement Set-a-side	(160)	(379)	(5,680)	(7)	(5,680)
Debt Service - Principal	-	-	-	-	-
Debt Service - Interest	-	-	-	-	-
Financing Cost	-	-	-	-	-
<b>Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Capital Improvement Projects	-	-	-	-	-
Capital Outlay	19,393	11,593	275,430	275,430	31,477
<b>Total Expenditures</b>	<b>2,206,996</b>	<b>2,061,623</b>	<b>1,583,530</b>	<b>1,538,415</b>	<b>138,665</b>
Labor Transfers In/(Out)	9,105	355,583	1,140	265,044	-
<b>Total Transfers In/(Out)</b>	<b>9,105</b>	<b>355,583</b>	<b>1,140</b>	<b>265,044</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (474,364)</b>	<b>\$ (274,987)</b>	<b>\$ (378,828)</b>	<b>\$ (59,693)</b>	<b>\$ (17,366)</b>



# VENTURA REGIONAL SANITATION DISTRICT

## Central Administration Overhead Fund

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 2,606,206	\$ 2,119,829	\$ 3,777,559	\$ 0	\$ (0)
Net Surplus/(Shortfall)	(474,364)	(274,987)	(378,828)	(59,693)	(17,366)
Add Back Non-cash Financing Cost	-	-	-	-	-
Add Back Non-cash Toland CL/PCL Reserve	-	-	-	-	-
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	-
Add Back Non-cash Depreciation	76,910	75,437	57,228	59,693	17,366
Accrual Adjustment	(88,924)	(1,920,278)	(1,859,100)	-	-
Other Non-cash adjustments	-	-	-	-	-
<b>Ending Balance June 30</b>	<b>\$ 2,119,829</b>	<b>\$ 0</b>	<b>\$ 1,596,859</b>	<b>\$ (0)</b>	<b>\$ (0)</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	-	-	-	-	-
Coastal Post Closure	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
Closed landfill maintenance/Other reserves	-	-	-	-	-
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>1</sup>	-	-	-	-	-
Coastal Post Closure <sup>1</sup>	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
CERCLA	-	-	-	-	-
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Assigned reserves:</b>					
Capital improvement funds <sup>2</sup>	275,000	25,000	68,830	-	-
Designated Carryovers <sup>3</sup>	-	-	259,100	-	-
Operating funds - 1 yr. debt service obligation	-	-	-	-	-
Operating funds - operating expenses <sup>4,5</sup>	977,320	968,976	1,079,129	-	-
Insurance fund	5,137	5,253	8,007	-	-
<b>Total assigned reserves</b>	<b>\$ 1,257,457</b>	<b>\$ 999,229</b>	<b>\$ 1,415,066</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Available</b>	<b>\$ 862,372</b>	<b>\$ (999,228)</b>	<b>\$ 181,793</b>	<b>\$ (0)</b>	<b>\$ (0)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Water Wastewater - Segment

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Revenues:</b>					
Landfill Disposal Fees	-	-	-	-	-
Contracted Services - Labor	4,509,893	4,440,815	4,832,373	4,408,753	5,800,591
Contracted Services - Materials & Supplies	1,383,529	1,190,887	1,210,059	1,392,582	1,242,001
Contracted Services - Equipment	623,649	695,869	803,690	803,690	743,761
Investment & Interest Earnings	188,058	172,007	66,140	92,808	66,678
Other Revenue	52,642	48,949	49,600	44,459	-
Special Assessments					194,689
Gain/Loss on Sale of Assets	-	259	-	-	-
<b>Total Revenues</b>	<b>6,757,772</b>	<b>6,548,786</b>	<b>6,961,863</b>	<b>6,742,292</b>	<b>8,047,720</b>
<b>Expenditures:</b>					
Wages - Regular	2,195,182	2,295,417	2,519,815	2,132,105	2,841,595
Wages - Overtime	94,766	96,872	20,485	65,699	20,455
Wages - Standby	44,890	56,515	39,188	58,678	39,186
Employee Benefits	1,179,460	1,365,839	1,510,901	1,296,624	1,545,903
<b>Personnel Costs</b>	<b>3,514,298</b>	<b>3,814,643</b>	<b>4,090,389</b>	<b>3,553,106</b>	<b>4,447,139</b>
Professional Services	60,586	241,728	435,500	421,621	448,422
Temporary Labor	67,283	22,962	40,267	38,000	2,000
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	17,288	11,248	57,120	4,898	51,000
Safety Supplies & Clothing	22,620	24,568	30,200	23,033	41,263
Office Expenses	78,415	22,520	8,589	17,978	147,821
Bank Service Charges	-	-	-	-	-
Telephone	-	-	29,400	33,325	31,350
Utilities	76,255	79,121	37,340	44,933	33,840
Insurance	40,377	24,475	38,671	46,750	103,166
Equipment Rental & Leases	44,207	22,899	7,800	12,896	7,800
MBC Contracted Services					-
Operating Services	482,565	204,080	143,172	109,643	142,872
Operating Materials & Supplies	498,678	412,935	340,998	304,193	320,884
Leachate, Condensate & Sludge Disposal	54,754	30,319	51,203	28,895	50,203
Lab Services & Supplies	144,198	137,946	108,425	231,688	87,185
Fuel, Gasoline & Diesel	111,186	107,220	111,250	96,356	106,250
Maintenance	105,780	105,951	108,200	90,124	107,823
Permits, Licenses & Fees	47,607	130,094	123,366	166,695	36,795
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-
Tierra Rejada Consortium Expense					-
<b>Operating Expenses</b>	<b>1,851,799</b>	<b>1,578,067</b>	<b>1,671,502</b>	<b>1,671,029</b>	<b>1,718,674</b>
Depreciation & Amortization	304,575	424,056	444,837	458,889	395,770
General & Administrative (Overhead) Expense	507,668	147,230	510,475	389,632	1,271,883
Fleet Replacement Set-a-side	(27,825)	(52,209)	(7,118)	(88,705)	125,201
Debt Service - Principal	151,579	155,714	159,963	159,963	164,328
Debt Service - Interest	39,275	35,254.82	31,868	31,868	27,504
Financing Cost	1,570	1,570	1,570	1,570	1,570
<b>Debt Service</b>	<b>192,424</b>	<b>192,539</b>	<b>193,401</b>	<b>193,401</b>	<b>193,402</b>
Capital Improvement Projects	-	-	-	-	-
Capital Outlay	770	25,037	9,501	9,501	23,414
<b>Total Expenditures</b>	<b>6,343,710</b>	<b>6,129,363</b>	<b>6,912,987</b>	<b>6,186,854</b>	<b>8,175,483</b>
Labor Transfers In/(Out)	122,294	412,586	224,202	187,973	-
<b>Total Transfers In/(Out)</b>	<b>122,294</b>	<b>412,586</b>	<b>224,202</b>	<b>187,973</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ 536,356</b>	<b>\$ 832,009</b>	<b>\$ 273,078</b>	<b>\$ 743,412</b>	<b>\$ (127,763)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Water Wastewater - Segment

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ (4,721,570)	\$ (3,877,376)	\$ (2,944,125)	\$ 0	\$ 1,239,917
Net Surplus/(Shortfall)	497,990	754,465	273,078	743,412	(127,763)
Add Back Non-cash Financing Cost	1,570	1,570	1,570	1,570	1,570
Add Back Non-cash Toland CL/PCL Reserve	-	-	-	-	-
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	132,819
Add Back Non-cash Depreciation	304,575	424,056	444,837	458,889	395,770
Accrual Adjustment	40,059	-	(199,497)	36,046	-
Other Non-cash adjustments	-	2,697,285	-	-	-
<b>Ending Balance June 30</b>	<b>\$ (3,877,376)</b>	<b>\$ 0</b>	<b>\$ (2,424,137)</b>	<b>\$ 1,239,917</b>	<b>\$ 1,642,313</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	-	-	-	-	-
Coastal Post Closure	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
Closed landfill maintenance/Other reserves	-	-	-	-	-
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>2</sup>	-	-	-	-	-
Coastal Post Closure <sup>2</sup>	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
CERCLA	-	-	-	-	-
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Assigned reserves:</b>					
Fleet Replacement Set-a-side <sup>5</sup>	37,500	7,500	7,500	-	1,642,313
Designated Carryovers	-	-	-	-	-
Operating funds - 1 yr. debt service obligation	191,830	191,830	191,831	-	-
Operating funds - operating expenses <sup>4</sup>	1,341,524	1,348,178	1,440,473	1,239,917	-
Insurance fund	36,046	36,296	36,391	-	-
<b>Total assigned reserves</b>	<b>\$ 1,606,900</b>	<b>\$ 1,583,804</b>	<b>\$ 1,676,195</b>	<b>\$ 1,239,917</b>	<b>\$ 1,642,313</b>
<b>Net Available</b>	<b>\$ (5,484,276)</b>	<b>\$ (1,583,804)</b>	<b>\$ (4,100,333)</b>	<b>\$ -</b>	<b>\$ -</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Solid Waste - Segment

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Revenues:</b>					
Landfill Disposal Fees	13,928,424	14,338,226	14,199,211	15,088,916	11,707,641
Contracted Services - Labor	-	-	26,352	20,388	31,028
Contracted Services - Materials & Supplies	76,408	75,803	67,898	57,836	68,531
Contracted Services - Equipment	2,030	2,030	5,565	3,048	5,568
Investment & Interest Earnings	1,570,165	1,564,707	529,302	502,882	518,506
Other Revenue	372,948	1,304,314	167,379	99,930	93,430
Special Assessments	-	-	-	-	-
Gain/Loss on Sale of Assets	(11,448,767)	1,328	-	-	-
<b>Total Revenues</b>	<b>4,501,209</b>	<b>17,286,407</b>	<b>14,995,707</b>	<b>15,773,000</b>	<b>12,424,705</b>
<b>Expenditures:</b>					
Wages - Regular	2,016,030	2,341,667	2,513,950	2,335,594	2,018,845
Wages - Overtime	235,048	113,123	94,761	220,849	148,366
Wages - Standby	10,284	15,374	8,146	8,021	8,146
Employee Benefits	1,153,842	1,429,744	1,415,858	1,308,783	1,185,029
<b>Personnel Costs</b>	<b>3,415,203</b>	<b>3,899,908</b>	<b>4,032,715</b>	<b>3,873,247</b>	<b>3,360,386</b>
Professional Services	979,267	1,800,183	895,745	839,584	1,022,593
Temporary Labor	280,356	70,137	65,000	257,743	55,000
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	3,159	12,054	2,000	68	2,000
Safety Supplies & Clothing	34,304	31,788	23,000	32,722	40,175
Office Expenses	1,710	20,846	16,902	21,621	63,268
Bank Service Charges	52,222	43,761	28,500	26,546	31,520
Telephone	-	-	25,600	22,953	25,600
Utilities	196,469	224,315	183,740	154,842	183,740
Insurance	137,448	112,497	225,078	334,949	242,887
Equipment Rental & Leases	404,223	271,316	154,130	174,483	154,130
MBC Contracted Services	-	-	-	-	-
Operating Services	192,127	174,581	127,829	167,745	182,029
Operating Materials & Supplies	718,406	574,618	365,095	343,490	362,595
Leachate, Condensate & Sludge Disposal	28,185	1,027,183	805,000	730,961	225,000
Lab Services & Supplies	94,958	99,879	83,600	80,365	67,800
Fuel, Gasoline & Diesel	362,228	373,996	390,000	390,640	390,000
Maintenance	308,437	328,312	322,000	275,549	279,732
Permits, Licenses & Fees	1,599,083	1,473,842	1,483,073	1,251,849	1,019,569
Set-a-side for Landfill Closure/Postclosure	626,772	620,780	532,828	665,741	575,826
Tierra Rejada Consortium Expense	-	-	-	-	17,378
<b>Operating Expenses</b>	<b>6,019,354</b>	<b>7,260,088</b>	<b>5,729,121</b>	<b>5,771,850</b>	<b>4,940,842</b>
Depreciation & Amortization	4,109,678	3,684,188	3,347,466	3,379,195	3,367,894
General & Administrative (Overhead) Expense	1,290,758	1,753,700	2,549,487	2,314,376	917,717
Fleet Replacement Set-a-side	27,985	52,589	11,996	88,712	12,496
Debt Service - Principal	2,936,243	3,008,013	3,081,582	3,081,582	2,846,884
Debt Service - Interest	502,463	430,481	369,774	369,774	294,356
Financing Cost	17,221	17,221	17,221	17,221	14,179
<b>Debt Service</b>	<b>3,455,927</b>	<b>3,455,715</b>	<b>3,468,577</b>	<b>3,468,577</b>	<b>3,155,419</b>
Capital Improvement Projects	948,850	930,188	7,097,670	5,890,632	1,088,262
Capital Outlay	4,262,960	1,839,734	272,268	272,268	892,727
<b>Total Expenditures</b>	<b>23,530,715</b>	<b>22,876,109</b>	<b>26,509,299</b>	<b>25,058,857</b>	<b>17,735,743</b>
Labor Transfers In/(Out)	(124,257)	(768,168)	(225,342)	(442,152)	-
<b>Total Transfers In/(Out)</b>	<b>(124,257)</b>	<b>(768,168)</b>	<b>(225,342)</b>	<b>(442,152)</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (19,153,763)</b>	<b>\$ (6,357,870)</b>	<b>\$ (11,738,935)</b>	<b>\$ (9,728,008)</b>	<b>\$ (5,311,038)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Solid Waste - Segment

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 44,784,338	\$ 43,422,402	\$ 37,046,381	\$ 39,672,441	33,965,242
Net Surplus/(Shortfall)	(19,153,763)	(6,357,870)	(11,738,935)	(9,728,008)	(5,311,038)
Add Back Non-cash Financing Cost	17,221	17,221	17,221	17,221	14,179
Add Back Non-cash Toland CL/PCL Reserve	626,772	620,780	532,828	665,741	575,826
Loan Proceeds	-	-	-	-	-
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	-
Add Back Non-cash Depreciation	4,109,678	3,684,188	3,347,466	3,379,195	3,367,894
Accrual Adjustment	1,505,721	983,005	(150,740)	-	-
Other Non-cash adjustments	11,532,435	(2,697,285)	-	(41,347)	32,466
<b>Ending Balance June 30</b>	<b>\$ 43,422,402</b>	<b>\$ 39,672,441</b>	<b>\$ 29,054,221</b>	<b>\$ 33,965,242</b>	<b>\$ 32,644,569</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	4,366,432	4,445,027	4,540,954	4,498,368	4,552,348
Coastal Post Closure	3,785,132	3,853,265	3,936,421	3,899,504	3,946,298
Toland Road Closure/Post Closure	9,364,406	9,985,186	9,407,048	10,265,096	10,841,270
Closed landfill maintenance/Other reserves	797,000	797,000	731,000	731,000	731,000
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ 18,312,970</b>	<b>\$ 19,080,478</b>	<b>\$ 18,615,423</b>	<b>\$ 19,393,968</b>	<b>\$ 20,070,916</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>1</sup>	1,723,865	907,644	-	-	-
Coastal Post Closure <sup>1</sup>	651,534	801,328	-	-	-
CERCLA	45,225	45,225	45,225	45,225	45,225
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ 2,420,624</b>	<b>\$ 1,754,197</b>	<b>\$ 45,225</b>	<b>\$ 45,225</b>	<b>\$ 45,225</b>
<b>Assigned reserves:</b>					
Capital improvement funds <sup>2</sup>	3,570,789	1,954,290	4,097,510	-	-
Designated Carryovers <sup>3</sup>	-	-	-	-	-
Operating funds - 1 yr. debt service obligation	3,451,359	3,451,359	3,451,356	1,399,964	-
Operating funds - operating expenses <sup>4,5</sup>	10,978,739	2,282,794	2,169,592	2,847,578	2,009,554
Insurance fund <sup>5</sup>	318,520	333,087	406,786	1,207,962	1,000,000
<b>Total assigned reserves</b>	<b>\$ 18,319,407</b>	<b>\$ 8,021,530</b>	<b>\$ 10,125,245</b>	<b>\$ 5,455,504</b>	<b>\$ 3,009,554</b>
<b>Net Available</b>	<b>\$ 4,369,401</b>	<b>\$ 10,816,236</b>	<b>\$ 268,329</b>	<b>\$ 9,070,545</b>	<b>\$ 9,518,874</b>

### **NOTES:**

[1] Committed reserves represent Board approved levels in order to maintain the CERCLA fund, postclosure reserves held for both the Bailard and the Coastal landfill in excess of restricted reserves, and net accrued payables outstanding at year-end.

[2] As of April 1, 2021 Capital improvement reserves are no longer required to be funded per newly revised/approved 2.1.05 Reserve Level Policy.

[3] Designated carryovers consist of capital outlays and projects that were not completed during FY2020.

[4] Operating fund represents three months of annual operating expenses for Solid Waste operations, excluding depreciation expense.

[5] Insurance fund represents reserve for claims deductibles, self-insurance retentions and claims not covered by insurance.

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**VENTURA REGIONAL SANITATION DISTRICT**

*Other Entities*

# VENTURA REGIONAL SANITATION DISTRICT

## *Malibu Bay Club Special Assessment Fund*

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Revenues:</b>					
Landfill Disposal Fees	-	-	-	-	-
Contracted Services - Labor	-	-	-	-	-
Contracted Services - Materials & Supplies	-	-	-	-	-
Contracted Services - Equipment	-	-	-	-	-
Investment & Interest Earnings	-	-	-	-	-
Other Revenue	-	-	-	-	-
Special Assessments	-	-	36,997	36,997	190,177
Gain/Loss on Sale of Assets	-	-	-	-	-
<b>Total Revenues</b>	-	-	<b>36,997</b>	<b>36,997</b>	<b>190,177</b>
<b>Expenditures:</b>					
Wages - Regular	-	-	77,650	77,650	-
Wages - Overtime	-	-	-	-	-
Wages - Standby	-	-	-	-	-
Employee Benefits	-	-	-	-	-
<b>Personnel Costs</b>	-	-	<b>77,650</b>	<b>77,650</b>	-
Professional Services	-	-	1,000	1,000	-
Temporary Labor	-	-	-	-	-
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	-	-	-	-	-
Safety Supplies & Clothing	-	-	-	-	-
Office Expenses	-	-	-	-	-
Bank Service Charges	-	-	-	-	-
Telephone	-	-	1,200	1,200	-
Utilities	-	-	-	-	-
Insurance	-	-	26,397	46,489	-
Equipment Rental & Leases	-	-	-	-	-
MBC Contracted Services	-	-	-	-	246,313
Operating Services	-	-	-	-	-
Operating Materials & Supplies	-	-	8,000	8,000	-
Leachate, Condensate & Sludge Disposal	-	-	6,000	6,000	-
Lab Services & Supplies	-	-	8,000	8,000	-
Fuel, Gasoline & Diesel	-	-	-	-	-
Maintenance	-	-	-	-	-
Permits, Licenses & Fees	-	-	6,550	6,550	-
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-
Tierra Rejada Consortium Expense	-	-	-	-	-
<b>Operating Expenses</b>	-	-	<b>57,147</b>	<b>77,239</b>	<b>246,313</b>
Depreciation & Amortization	-	-	-	-	-
General & Administrative (Overhead) Expense	-	-	-	-	-
Fleet Replacement Set-a-side	-	-	-	-	-
Debt Service - Principal	-	-	-	-	-
Debt Service - Interest	-	-	-	-	-
Financing Cost	-	-	-	-	-
<b>Debt Service</b>	-	-	-	-	-
Capital Improvement Projects	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>Total Expenditures</b>	-	-	<b>134,797</b>	<b>154,889</b>	<b>246,313</b>
Labor Transfers In/(Out)	-	-	-	-	-
<b>Total Transfers In/(Out)</b>	-	-	-	-	-
<b>Net Surplus/(Shortfall)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (97,800)</b>	<b>\$ (117,892)</b>	<b>\$ (56,136)</b>



# VENTURA REGIONAL SANITATION DISTRICT

## *Malibu Bay Club Special Assessment Fund*

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 110,349	\$ 148,715	\$ 199,795	\$ 226,259	\$ 72,322
Net Surplus/(Shortfall)	38,366	77,544	(97,800)	(117,892)	(56,136)
Add Back Non-cash Financing Cost	-	-	-	-	-
Add Back Non-cash Toland CL/PCL Reserve	-	-	-	-	-
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	-
Add Back Non-cash Depreciation	-	-	-	-	-
Accrual Adjustment	-	-	-	(36,046)	-
Other Non-cash adjustments	-	-	-	-	-
<b>Ending Balance June 30</b>	<b>\$ 148,715</b>	<b>\$ 226,259</b>	<b>\$ 101,995</b>	<b>\$ 72,322</b>	<b>\$ 16,186</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	-	-	-	-	-
Coastal Post Closure	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
Closed landfill maintenance/Other reserves	-	-	-	-	-
Malibu Bay Club Unanticipated Costs Reserve	148,715	226,259	50,000	72,322	16,186
<b>Total restricted reserves</b>	<b>\$ 148,715</b>	<b>\$ 226,259</b>	<b>\$ 50,000</b>	<b>\$ 72,322</b>	<b>\$ 16,186</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>1</sup>	-	-	-	-	-
Coastal Post Closure <sup>1</sup>	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
CERCLA	-	-	-	-	-
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Assigned reserves:</b>					
Capital improvement funds <sup>2</sup>	-	-	-	-	-
Designated Carryovers <sup>3</sup>	-	-	-	-	-
Operating funds - 1 yr. debt service obligation	-	-	-	-	-
Operating funds - operating expenses <sup>4,5</sup>	-	-	51,995	-	-
Insurance fund	-	-	-	-	-
<b>Total assigned reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,995</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Available</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Malibu Bay Club Special Assessment Fund Operating and Maintenance Costs FY2021-22 Budget*

<u>Description</u>	<u>Maintenance</u>	<u>Operations</u>	<u>Environmental Monitoring</u>	<u>Total Budget</u>
Labor	43,072	64,478	25,350	132,900
Operating supplies	3,450	5,750	1,725	10,925
Lab testing	-	-	9,200	9,200
Sludge disposal	6,900	-	-	6,900
Utilities	-	2,243	-	2,243
Permits, licenses, fees	-	9,200	-	9,200
ISF equipment and mileage	4,290	14,400	800	19,490
Property insurance	-	55,455	-	55,455
<b>Total Expenses</b>	<b>\$ 57,712</b>	<b>\$ 151,526</b>	<b>\$ 37,075</b>	<b>\$ 246,313</b>
Annual sewer service fee [1]				190,177
Annual surplus/(deficit)				<b>\$ (56,136)</b>

[1] \$22.67 monthly operations and maintenance fee per parcel.

### **NOTE:**

The annual sewer service fees are based on the VRSD Ordinance No.115 - adopted on July 2, 2020, outlining sewer service charges imposed by the District on the residential units served by the Malibu Bay Club Onsite Wastewater Treatment System from July 1, 2020 through June 30, 2025.

<u>Period</u>	<u>Monthly Service Charge per Residential Unit</u>	<u>Assessed Amount</u>	<u>Actual Expenses</u>	<u>Annual Surplus/(Deficit)</u>	<u>Accumulated Surplus/(Deficit)</u>
<i>FY 2016</i>	\$116.30	189,801.00	190,282.11	(481.11)	(481.11)
<i>FY 2017</i>	\$116.96	190,878.56	129,395.88	61,482.68	61,001.57
<i>FY 2018</i>	\$118.62	193,587.68	144,240.09	49,347.59	110,349.16
<i>FY 2019</i>	\$121.66	198,548.96	160,183.25	38,365.71	148,714.87
<i>FY 2020</i>	\$126.17	205,909.28	128,365.30	77,543.98	226,258.85
<i>FY 2021</i>	\$22.67	36,997.44	190,934.66 [2]	(153,937.22)	72,321.63 [3]
<i>FY 2022</i>	\$116.53 [4]	190,176.96	246,312.80	(56,135.84)	16,185.79
<i>FY 2023</i>	\$157.94 [5]	257,750.74	251,239.06	6,511.68	22,697.47
<i>FY 2024</i>	\$161.09	262,905.75	256,263.84	6,641.91	29,339.38
<i>FY 2025</i>	\$164.32	268,163.87	261,389.11	6,774.75	36,114.14
<i>FY 2026</i>	\$167.60	273,527.14	266,616.90	6,910.25	43,024.38
<i>FY 2027</i>	\$170.95	278,997.69	271,949.23	7,048.45	50,072.83

[2] Estimated FY2021 Operating and Maintenance expenses.

[3] Estimated accumulated reserve at end of FY2021.

[4] Based on CPI-W of 1.7%.

[5] Increase to compensate for Property Insurance increase; not available at time of 2021 Prop 218.

# VENTURA REGIONAL SANITATION DISTRICT

## *Tierra Rejada Consortium Fund*

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Revenues:</b>					
Landfill Disposal Fees	-	-	-	-	-
Contracted Services - Labor	-	-	-	-	-
Contracted Services - Materials & Supplies	-	-	-	-	-
Contracted Services - Equipment	-	-	-	-	-
Investment & Interest Earnings	-	-	-	-	-
Other Revenue	-	1,717,033	50,993	26,645	69,512
Special Assessments	-	-	-	-	-
Gain/Loss on Sale of Assets	-	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>1,717,033</b>	<b>50,993</b>	<b>26,645</b>	<b>69,512</b>
<b>Expenditures:</b>					
Wages - Regular	-	-	8,738	-	-
Wages - Overtime	-	-	-	-	-
Wages - Standby	-	-	-	-	-
Employee Benefits	-	-	-	-	-
<b>Personnel Costs</b>	<b>-</b>	<b>-</b>	<b>8,738</b>	<b>-</b>	<b>-</b>
Professional Services	16,638	2,208,234	16,000	18,514	29,860
Temporary Labor	-	-	-	-	-
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	-	-	-	-	-
Safety Supplies & Clothing	-	10	-	-	-
Office Expenses	-	-	100	-	100
Bank Service Charges	-	-	-	-	-
Telephone	-	-	-	320	-
Utilities	1,069	9,435	1,000	6,486	1,000
Insurance	-	-	-	-	-
Equipment Rental & Leases	-	9,892	-	-	-
MBC Contracted Services	-	-	-	-	-
Operating Services	12,400	5,380	15,250	597	15,250
Operating Materials & Supplies	8,832	3,166	15,000	-	15,000
Leachate, Condensate & Sludge Disposal	290	-	250	-	250
Lab Services & Supplies	3,405	3,798	2,500	2,943	2,500
Fuel, Gasoline & Diesel	-	-	-	-	-
Maintenance	-	-	-	-	-
Permits, Licenses & Fees	4,912	4,900	8,350	6,667	4,750
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-
Tierra Rejada Consortium Expense	-	-	-	-	-
<b>Operating Expenses</b>	<b>47,546</b>	<b>2,244,814</b>	<b>58,450</b>	<b>35,526</b>	<b>68,710</b>
Depreciation & Amortization	-	-	-	-	-
General & Administrative (Overhead) Expense	-	-	-	-	-
Fleet Replacement Set-a-side	-	-	802	-	802
Debt Service - Principal	-	-	-	-	-
Debt Service - Interest	-	-	-	-	-
Financing Cost	-	-	-	-	-
<b>Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Capital Improvement Projects	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>Total Expenditures</b>	<b>47,546</b>	<b>2,244,814</b>	<b>67,990</b>	<b>35,526</b>	<b>69,512</b>
Labor Transfers In/(Out)	(7,143)	-	-	-	-
<b>Total Transfers In/(Out)</b>	<b>(7,143)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (54,688)</b>	<b>\$ (527,781)</b>	<b>\$ (16,998)</b>	<b>\$ (8,882)</b>	<b>\$ -</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Tierra Rejada Consortium Fund*

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ -	\$ (54,688)	\$ (0)	\$ (0)	\$ 32,466
Net Surplus/(Shortfall)	(54,688)	(527,781)	(16,998)	(8,882)	-
Add Back Non-cash Financing Cost	-	-	-	-	-
Add Back Non-cash Toland CL/PCL Reserve	-	-	-	-	-
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	-
Add Back Non-cash Depreciation	-	-	-	-	-
Accrual Adjustment	-	582,469	-	-	-
Other Non-cash adjustments	-	-	-	41,347	(32,466)
<b>Ending Balance June 30</b>	<b>\$ (54,688)</b>	<b>\$ (0)</b>	<b>\$ (16,998)</b>	<b>\$ 32,466</b>	<b>\$ (0)</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	-	-	-	-	-
Coastal Post Closure	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
Closed landfill maintenance/Other reserves	-	-	-	32,466	(0)
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,466</b>	<b>\$ (0)</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>2</sup>	-	-	-	-	-
Coastal Post Closure <sup>2</sup>	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
CERCLA	-	-	-	-	-
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Assigned reserves:</b>					
Capital improvement funds <sup>3</sup>	-	-	-	-	-
Designated Carryovers	-	-	-	-	-
Operating funds - 1 yr. debt service obligation	-	-	-	-	-
Operating funds - operating expenses <sup>4</sup>	23,773	1,122,407	16,797	-	-
Insurance fund	-	-	-	-	-
<b>Total assigned reserves</b>	<b>\$ 23,773</b>	<b>\$ 1,122,407</b>	<b>\$ 16,797</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Available</b>	<b>\$ (78,461)</b>	<b>\$ (1,122,407)</b>	<b>\$ (33,795)</b>	<b>\$ -</b>	<b>\$ -</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Tierra Rejada Closed Landfill

### Mitigation & Monitoring Costs FY2021-22 Budget

Description	Maintenance	Environmental Monitoring	Total Budget
Operating supplies	\$ -	\$ 15,100	\$ 15,100
Operating services	-	15,250	15,250
Lab testing	2,500	250	2,750
Environmental Consultants	25,660	4,200	29,860
Utilities	-	1,000	1,000
Permits, licenses, fees	4,750	-	4,750
ISF equipment and mileage	802	-	802
<b>Total Expenses</b>	<b>\$ 33,712</b>	<b>\$ 35,800</b>	<b>\$ 69,512</b>

	Funding [a]	Actual Expenses	Annual Surplus/(Deficit)	Accumulated Surplus/(Deficit)
<b>Beginning balance as of July 1, 2018:</b>	\$ -	\$ -	\$ (5,693)	\$ (5,693)
<i>FY 2019 Actual Activity</i>	-	54,688	(54,688)	(60,381)
<i>Funding of outstanding balance</i>	60,381	-	60,381	-
<i>Funding of FY 2020 Actual Expenses</i>	49,584	49,584	-	-
<i>Funding of Tierra Rejada/Easy Fire</i>	2,195,231	2,195,231	-	-
<i>FY 2021 Budgeted Activity</i>	-	67,990	(67,990)	(67,990)
<i>Funding of FY 2021 Budgeted Expenses</i>	67,990	-	67,990	-
<i>FY 2022 Budgeted Activity</i>	-	69,512	(69,512)	(69,512)
<i>Funding of FY 2022 Budgeted Expenses</i>	69,512	-	69,512	-
<b>Ending balance as of June 30, 2022:</b>	<b>\$ 2,373,186</b>	<b>\$ 2,367,493</b>	<b>\$ -</b>	<b>-</b>

	<sup>[a]</sup> Accumulated Obligation (25%)	
	\$ 120,000	
FY2019 Funding	(15,095)	25% of June 30, 2019 balance
FY2020 Funding	(12,396)	25% of FY 2020 Forecast
FY2021 Funding	(16,998)	25% of FY 2021 budget
FY2022 Funding	(17,378)	25% of FY 2022 budget
Remaining obligation available as of June 30, 2022	<b>\$ 58,133</b>	

[a] Annual funding is equally divided among the following four parties of the Tierra Rejada Consortium:

City of Simi Valley ("City")  
County of Ventura ("County")  
Rancho Simi Recreational and Park District ("Simi Park")  
Ventura Regional Sanitation District ("VRSD")

#### **NOTE:**

Amendment No. 6 to the July 18, 1991 Agreement was agreed to on September 5, 2019, in recognition of the fact that additional funding is needed to continue mitigation and monitoring at the closed Tierra Rejada Landfill and to address issues that may arise in the future.

By October 1st of each year of this Agreement, County, Simi Park and City shall each pay twenty-five percent (25%) of the total funding needed for each fiscal year to cover budgeted expenses, less the existing fund balance, to VRSD pursuant to the provisions of Amendment No.6. Each Party shall be obligated to pay, in addition to amounts previously paid, twenty-five percent (25%) but not to exceed \$120,000 based on the current projections through FY 2024. If monitoring is required beyond FY 2024 or if tasks beyond those currently anticipated are required, the agreement will be amended accordingly.

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**VENTURA REGIONAL SANITATION DISTRICT**

*Solid Waste by Locations*

# VENTURA REGIONAL SANITATION DISTRICT

## *Toland Road Landfill*

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Revenues:</b>					
Landfill Disposal Fees	13,014,985	14,313,053	14,174,211	15,080,919	11,707,641
Contracted Services - Labor	-	-	26,352	20,388	31,028
Contracted Services - Materials & Supplies	76,408	75,803	67,898	57,836	68,531
Contracted Services - Equipment	2,030	2,030	5,565	3,048	5,568
Investment & Interest Earnings	1,080,031	1,093,791	355,665	370,713	355,123
Other Revenue	309,517	473,156	167,379	99,930	93,430
Special Assessments	-	-	-	-	-
Gain/Loss on Sale of Assets	(91,170)	1,110	-	-	-
<b>Total Revenues</b>	<b>14,391,800</b>	<b>15,958,944</b>	<b>14,797,070</b>	<b>15,632,834</b>	<b>12,261,322</b>
<b>Expenditures:</b>					
Wages - Regular	2,016,030	2,341,667	2,413,342	2,297,568	1,996,111
Wages - Overtime	235,048	113,123	94,761	220,849	148,366
Wages - Standby	10,284	15,374	8,146	8,021	8,146
Employee Benefits	1,153,842	1,429,744	1,415,858	1,308,783	1,173,837
<b>Personnel Costs</b>	<b>3,415,203</b>	<b>3,899,908</b>	<b>3,932,107</b>	<b>3,835,221</b>	<b>3,326,460</b>
Professional Services	868,026	890,676	710,179	729,073	711,962
Temporary Labor	258,874	43,464	40,000	223,743	30,000
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	3,159	12,054	2,000	68	2,000
Safety Supplies & Clothing	34,304	31,738	23,000	32,655	40,175
Office Expenses	3,420	20,539	15,948	21,621	52,314
Bank Service Charges	21,488	19,946	15,240	15,525	20,000
Telephone	-	-	25,600	19,514	25,600
Utilities	157,482	172,777	171,240	120,970	171,240
Insurance	98,457	102,560	225,078	334,949	242,887
Equipment Rental & Leases	398,317	205,753	126,130	167,100	126,130
MBC Contracted Services					-
Operating Services	141,470	147,122	117,829	157,542	172,029
Operating Materials & Supplies	442,305	341,524	345,095	331,550	342,595
Leachate, Condensate & Sludge Disposal	26,191	1,027,183	800,000	730,961	220,000
Lab Services & Supplies	57,633	53,331	48,350	46,576	32,550
Fuel, Gasoline & Diesel	361,956	372,893	390,000	390,640	390,000
Maintenance	302,406	328,312	272,000	275,549	229,732
Permits, Licenses & Fees	1,347,998	1,382,101	1,418,073	1,173,120	961,519
Set-a-side for Landfill Closure/Postclosure	626,772	620,780	532,828	665,741	575,826
Tierra Rejada Consortium Expense					17,378
<b>Operating Expenses</b>	<b>5,150,259</b>	<b>5,772,755</b>	<b>5,278,590</b>	<b>5,436,897</b>	<b>4,363,936</b>
Depreciation & Amortization	3,043,789	3,362,175	3,304,177	3,335,906	3,357,073
General & Administrative (Overhead) Expense	1,245,086	1,707,720	2,549,487	2,314,376	917,717
Fleet Replacement Set-a-side	23,137	25,218	5,428	66,268	5,928
Debt Service - Principal	1,684,530	1,728,578	1,773,810	1,773,810	2,846,884
Debt Service - Interest	356,546	312,307	277,582	277,582	294,356
Financing Cost	5,329	5,329	5,329	5,329	14,179
<b>Debt Service</b>	<b>2,046,405</b>	<b>2,046,214</b>	<b>2,056,721</b>	<b>2,056,721</b>	<b>3,155,419</b>
Capital Improvement Projects	948,850	930,188	7,097,670	5,890,632	1,088,262
Capital Outlay	4,262,960	1,839,734	272,268	272,268	892,727
<b>Total Expenditures</b>	<b>20,135,689</b>	<b>19,583,912</b>	<b>24,496,448</b>	<b>23,208,289</b>	<b>17,107,522</b>
Labor Transfers In/(Out)	(25,082)	(572,113)	(201,108)	(385,541)	-
<b>Total Transfers In/(Out)</b>	<b>(25,082)</b>	<b>(572,113)</b>	<b>(201,108)</b>	<b>(385,541)</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (5,768,972)</b>	<b>\$ (4,197,081)</b>	<b>\$ (9,900,486)</b>	<b>\$ (7,960,996)</b>	<b>\$ (4,846,201)</b>



# VENTURA REGIONAL SANITATION DISTRICT

## Toland Road Landfill

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 49,448,040	\$ 48,527,023	\$ 46,291,336	\$ 29,665,177	\$ 24,242,267
Net Surplus/(Shortfall)	(5,768,972)	(4,197,081)	(9,900,486)	(7,960,996)	(4,846,201)
Add Back Non-cash Financing Cost	5,329	5,329	5,329	5,329	14,179
Add Back Non-cash Toland CL/PCL Reserve	626,772	620,780	532,828	665,741	575,826
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	-
Add Back Non-cash Depreciation	3,043,789	3,362,175	3,304,177	3,335,906	3,357,073
Accrual Adjustment	1,188,991	(15,939,991)	(155,739)	(1,409,929)	-
Other Non-cash adjustments	(16,926)	(2,713,058)	(18,786)	(58,961)	12,080
<b>Ending Balance June 30</b>	<b>\$ 48,527,023</b>	<b>\$ 29,665,177</b>	<b>\$ 40,058,659</b>	<b>\$ 24,242,267</b>	<b>\$ 23,355,224</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	-	-	-	-	-
Coastal Post Closure	-	-	-	-	-
Toland Road Closure/Post Closure	9,364,406	9,985,186	9,407,048	10,265,096	10,841,270
Closed landfill maintenance/Other reserves	797,000	797,000	731,000	731,000	731,000
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ 10,161,406</b>	<b>\$ 10,782,186</b>	<b>\$ 10,138,048</b>	<b>\$ 10,996,096</b>	<b>\$ 11,572,270</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>2</sup>	-	-	-	-	-
Coastal Post Closure <sup>2</sup>	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
CERCLA	45,225	45,225	45,225	45,225	45,225
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ 45,225</b>	<b>\$ 45,225</b>	<b>\$ 45,225</b>	<b>\$ 45,225</b>	<b>\$ 45,225</b>
<b>Assigned reserves:</b>					
Capital improvement funds <sup>3</sup>	3,570,789	1,954,290	4,097,510	-	-
Designated Carryovers	-	-	-	-	-
Operating funds - 1 yr. debt service obligation	2,051,395	2,051,395	2,051,392	-	-
Operating funds - operating expenses <sup>4</sup>	1,984,673	2,262,971	2,169,467	2,843,140	2,009,554
Insurance fund	110,558	125,125	198,824	1,000,000	1,000,000
<b>Total assigned reserves</b>	<b>\$ 7,717,415</b>	<b>\$ 6,393,781</b>	<b>\$ 8,517,194</b>	<b>\$ 3,843,140</b>	<b>\$ 3,009,554</b>
<b>Net Available</b>	<b>\$ 30,602,978</b>	<b>\$ 12,443,985</b>	<b>\$ 21,358,193</b>	<b>\$ 9,357,806</b>	<b>\$ 8,728,176</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Bailard Closed Landfill*

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Revenues:</b>					
Landfill Disposal Fees	-	-	-	-	-
Contracted Services - Labor	-	-	-	-	-
Contracted Services - Materials & Supplies	-	-	-	-	-
Contracted Services - Equipment	-	-	-	-	-
Investment & Interest Earnings	277,456	255,050	93,612	80,357	87,401
Other Revenue	-	831,164	-	-	-
Special Assessments	-	-	-	-	-
Gain/Loss on Sale of Assets	-	-	-	-	-
<b>Total Revenues</b>	<b>277,456</b>	<b>1,086,215</b>	<b>93,612</b>	<b>80,357</b>	<b>87,401</b>
<b>Expenditures:</b>					
Wages - Regular	-	-	49,540	18,642	15,184
Wages - Overtime	-	-	-	-	-
Wages - Standby	-	-	-	-	-
Employee Benefits	-	-	-	-	7,474
<b>Personnel Costs</b>	<b>-</b>	<b>-</b>	<b>49,540</b>	<b>18,642</b>	<b>22,658</b>
Professional Services	54,124	842,285	111,433	60,027	165,278
Temporary Labor	21,481	25,593	25,000	34,000	25,000
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	-	-	-	-	-
Safety Supplies & Clothing	-	50	-	66	-
Office Expenses	-	107	454	-	7,954
Bank Service Charges	18,937	12,731	7,200	5,694	6,120
Telephone	-	-	-	486	-
Utilities	7,173	16,987	5,000	9,962	5,000
Insurance	-	-	-	-	-
Equipment Rental & Leases	5,906	63,377	25,000	7,383	25,000
MBC Contracted Services	-	-	-	-	-
Operating Services	14,322	15,725	10,000	1,185	10,000
Operating Materials & Supplies	13,953	229,934	15,000	8,970	15,000
Leachate, Condensate & Sludge Disposal	1,142	-	2,500	-	2,500
Lab Services & Supplies	6,068	18,187	15,000	9,130	15,000
Fuel, Gasoline & Diesel	271	1,102	-	-	-
Maintenance	625	-	10,000	-	10,000
Permits, Licenses & Fees	46,922	34,522	42,500	53,693	38,800
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-
Tierra Rejada Consortium Expense	-	-	-	-	-
<b>Operating Expenses</b>	<b>190,924</b>	<b>1,260,599</b>	<b>269,087</b>	<b>190,597</b>	<b>325,652</b>
Depreciation & Amortization	12,086	10,821	10,821	10,821	10,821
General & Administrative (Overhead) Expense	-	-	-	-	-
Fleet Replacement Set-a-side	2,522	24,414	2,440	16,886	2,440
Debt Service - Principal	-	-	-	-	-
Debt Service - Interest	-	-	-	-	-
Financing Cost	-	-	-	-	-
<b>Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Capital Improvement Projects	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>Total Expenditures</b>	<b>205,532</b>	<b>1,295,834</b>	<b>331,888</b>	<b>236,946</b>	<b>361,571</b>
Labor Transfers In/(Out)	(43,599)	(172,095)	(16,774)	(46,928)	-
<b>Total Transfers In/(Out)</b>	<b>(43,599)</b>	<b>(172,095)</b>	<b>(16,774)</b>	<b>(46,928)</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ 28,325</b>	<b>\$ (381,715)</b>	<b>\$ (255,050)</b>	<b>\$ (203,517)</b>	<b>\$ (274,170)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Bailard Closed Landfill*

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 5,677,397	\$ 6,090,297	\$ 3,508,367	\$ 5,352,671	\$ 5,159,974
Net Surplus/(Shortfall)	28,325	(381,715)	(255,050)	(203,517)	(274,170)
Add Back Non-cash Financing Cost	-	-	-	-	-
Add Back Non-cash Toland CL/PCL Reserve	-	-	-	-	-
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	-
Add Back Non-cash Depreciation	12,086	10,821	10,821	10,821	10,821
Accrual Adjustment	372,489	(366,733)	4,999	-	-
Other Non-cash adjustments	-	-	-	-	-
<b>Ending Balance June 30</b>	<b>\$ 6,090,297</b>	<b>\$ 5,352,671</b>	<b>\$ 3,269,137</b>	<b>\$ 5,159,974</b>	<b>\$ 4,896,625</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	4,366,432	4,445,027	4,540,954	4,498,368	4,552,348
Coastal Post Closure	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
Closed landfill maintenance/Other reserves	-	-	-	-	-
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ 4,366,432</b>	<b>\$ 4,445,027</b>	<b>\$ 4,540,954</b>	<b>\$ 4,498,368</b>	<b>\$ 4,552,348</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>2</sup>	1,723,865	907,644	-	-	-
Coastal Post Closure <sup>2</sup>	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
CERCLA	-	-	-	-	-
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ 1,723,865</b>	<b>\$ 907,644</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Assigned reserves:</b>					
Capital improvement funds <sup>3</sup>	-	-	-	-	-
Designated Carryovers	-	-	-	-	-
Operating funds - 1 yr. debt service obligation	-	-	-	-	-
Operating funds - operating expenses <sup>4</sup>	-	-	-	-	-
Insurance fund	-	-	-	-	-
<b>Total assigned reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Available</b>	<b>\$ 0</b>	<b>\$ (0)</b>	<b>\$ (1,271,817)</b>	<b>\$ 661,606</b>	<b>\$ 344,277</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Coastal Closed Landfill*

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Revenues:</b>					
Landfill Disposal Fees	-	-	-	-	-
Contracted Services - Labor	-	-	-	-	-
Contracted Services - Materials & Supplies	-	-	-	-	-
Contracted Services - Equipment	-	-	-	-	-
Investment & Interest Earnings	201,539	215,865	80,025	51,812	75,982
Other Revenue	-	-	-	-	-
Special Assessments	-	-	-	-	-
Gain/Loss on Sale of Assets	-	-	-	-	-
<b>Total Revenues</b>	<b>201,539</b>	<b>215,865</b>	<b>80,025</b>	<b>51,812</b>	<b>75,982</b>
<b>Expenditures:</b>					
Wages - Regular	-	-	47,860	17,752	7,230
Wages - Overtime	-	-	-	-	-
Wages - Standby	-	-	-	-	-
Employee Benefits	-	-	-	-	3,550
<b>Personnel Costs</b>	<b>-</b>	<b>-</b>	<b>47,860</b>	<b>17,752</b>	<b>10,780</b>
Professional Services	43,387	61,766	69,033	46,979	135,933
Temporary Labor	-	1,080	-	-	-
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	-	-	-	-	-
Safety Supplies & Clothing	-	-	-	-	-
Office Expenses	-	-	500	-	3,000
Bank Service Charges	11,797	11,084	6,060	5,327	5,400
Telephone	-	-	-	320	-
Utilities	8,564	10,146	7,500	8,953	7,500
Insurance	-	-	-	-	-
Equipment Rental & Leases	-	2,186	3,000	-	3,000
MBC Contracted Services	-	-	-	-	-
Operating Services	5,694	11,734	-	9,018	-
Operating Materials & Supplies	7,662	3,175	5,000	2,970	5,000
Leachate, Condensate & Sludge Disposal	852	-	2,500	-	2,500
Lab Services & Supplies	31,078	28,177	20,000	24,460	20,000
Fuel, Gasoline & Diesel	-	-	-	-	-
Maintenance	-	-	40,000	-	40,000
Permits, Licenses & Fees	8,859	3,428	12,500	12,624	9,750
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-
Tierra Rejada Consortium Expense	-	-	-	-	-
<b>Operating Expenses</b>	<b>117,892</b>	<b>132,776</b>	<b>166,093</b>	<b>110,652</b>	<b>232,083</b>
Depreciation & Amortization	2,473	2,473	2,473	2,473	-
General & Administrative (Overhead) Expense	-	-	-	-	-
Fleet Replacement Set-a-side	2,159	2,747	3,400	5,558	3,400
Debt Service - Principal	-	-	-	-	-
Debt Service - Interest	-	-	-	-	-
Financing Cost	-	-	-	-	-
<b>Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Capital Improvement Projects	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>Total Expenditures</b>	<b>122,525</b>	<b>137,996</b>	<b>219,826</b>	<b>136,436</b>	<b>246,263</b>
Labor Transfers In/(Out)	(21,944)	(22,386)	(5,500)	(9,442)	-
<b>Total Transfers In/(Out)</b>	<b>(21,944)</b>	<b>(22,386)</b>	<b>(5,500)</b>	<b>(9,442)</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ 57,070</b>	<b>\$ 55,483</b>	<b>\$ (145,301)</b>	<b>\$ (94,066)</b>	<b>\$ (170,281)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Coastal Closed Landfill*

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 4,377,123	\$ 4,436,666	\$ 4,654,593	\$ 4,654,593	\$ 4,563,000
Net Surplus/(Shortfall)	57,070	55,483	(145,301)	(94,066)	(170,281)
Add Back Non-cash Financing Cost	-	-	-	-	-
Add Back Non-cash Toland CL/PCL Reserve	-	-	-	-	-
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	-
Add Back Non-cash Depreciation	2,473	2,473	2,473	2,473	-
Accrual Adjustment	-	159,971	-	-	-
Other Non-cash adjustments	-	-	-	-	-
<b>Ending Balance June 30</b>	<b>\$ 4,436,666</b>	<b>\$ 4,654,593</b>	<b>\$ 4,511,765</b>	<b>\$ 4,563,000</b>	<b>\$ 4,392,719</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	-	-	-	-	-
Coastal Post Closure	3,785,132	3,853,265	3,936,421	3,899,504	3,946,298
Toland Road Closure/Post Closure	-	-	-	-	-
Closed landfill maintenance/Other reserves	-	-	-	-	-
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ 3,785,132</b>	<b>\$ 3,853,265</b>	<b>\$ 3,936,421</b>	<b>\$ 3,899,504</b>	<b>\$ 3,946,298</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>2</sup>	-	-	-	-	-
Coastal Post Closure <sup>2</sup>	651,534	801,328	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
CERCLA	-	-	-	-	-
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ 651,534</b>	<b>\$ 801,328</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Assigned reserves:</b>					
Capital improvement funds <sup>3</sup>	-	-	-	-	-
Designated Carryovers	-	-	-	-	-
Operating funds - 1 yr. debt service obligation	-	-	-	-	-
Operating funds - operating expenses <sup>4</sup>	-	-	-	-	-
Insurance fund	-	-	-	-	-
<b>Total assigned reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Available</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 575,344</b>	<b>\$ 663,496</b>	<b>\$ 446,421</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Ozena Closed Landfill*

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Revenues:</b>					
Landfill Disposal Fees	-	-	-	-	-
Contracted Services - Labor	-	-	-	-	-
Contracted Services - Materials & Supplies	-	-	-	-	-
Contracted Services - Equipment	-	-	-	-	-
Investment & Interest Earnings	-	-	-	-	-
Other Revenue	-	-	-	-	-
Special Assessments	-	-	-	-	-
Gain/Loss on Sale of Assets	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-
<b>Expenditures:</b>					
Wages - Regular	-	-	3,208	1,632	320
Wages - Overtime	-	-	-	-	-
Wages - Standby	-	-	-	-	-
Employee Benefits	-	-	-	-	168
<b>Personnel Costs</b>	-	-	<b>3,208</b>	<b>1,632</b>	<b>488</b>
Professional Services	4,913	5,294	5,100	3,504	9,420
Temporary Labor	-	-	-	-	-
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	-	-	-	-	-
Safety Supplies & Clothing	-	-	-	-	-
Office Expenses	-	-	-	-	-
Bank Service Charges	-	-	-	-	-
Telephone	-	-	-	-	-
Utilities	-	-	-	-	-
Insurance	-	-	-	-	-
Equipment Rental & Leases	-	-	-	-	-
MBC Contracted Services	-	-	-	-	-
Operating Services	-	-	-	-	-
Operating Materials & Supplies	1,502	-	-	-	-
Leachate, Condensate & Sludge Disposal	-	-	-	-	-
Lab Services & Supplies	179	184	250	199	250
Fuel, Gasoline & Diesel	-	-	-	-	-
Maintenance	-	-	-	-	-
Permits, Licenses & Fees	9,188	9,188	9,500	12,251	9,500
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-
Tierra Rejada Consortium Expense	-	-	-	-	-
<b>Operating Expenses</b>	<b>15,782</b>	<b>14,667</b>	<b>14,850</b>	<b>15,953</b>	<b>19,170</b>
Depreciation & Amortization	-	-	-	-	-
General & Administrative (Overhead) Expense	-	-	-	-	-
Fleet Replacement Set-a-side	167	209	728	-	728
Debt Service - Principal	-	-	-	-	-
Debt Service - Interest	-	-	-	-	-
Financing Cost	-	-	-	-	-
<b>Debt Service</b>	-	-	-	-	-
Capital Improvement Projects	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>Total Expenditures</b>	<b>15,949</b>	<b>14,876</b>	<b>18,786</b>	<b>17,585</b>	<b>20,386</b>
Labor Transfers In/(Out)	(977)	(898)	-	(28)	-
<b>Total Transfers In/(Out)</b>	<b>(977)</b>	<b>(898)</b>	<b>-</b>	<b>(28)</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (16,926)</b>	<b>\$ (15,773)</b>	<b>\$ (18,786)</b>	<b>\$ (17,613)</b>	<b>\$ (20,386)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Ozena Closed Landfill*

	Actual FY2018-19	Actual FY2019-20	Adjusted Budget FY2020-21	Projected FY2020-21	Proposed Budget FY2021-22
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Net Surplus/(Shortfall)	(16,926)	(15,773)	(18,786)	(17,613)	(20,386)
Add Back Non-cash Financing Cost	-	-	-	-	-
Add Back Non-cash Toland CL/PCL Reserve	-	-	-	-	-
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	-
Add Back Non-cash Depreciation	-	-	-	-	-
Accrual Adjustment	-	-	-	-	-
Other Non-cash adjustments	16,926	15,773	18,786	17,613	20,386
<b>Ending Balance June 30</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	-	-	-	-	-
Coastal Post Closure	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
Closed landfill maintenance/Other reserves	-	-	-	-	-
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>2</sup>	-	-	-	-	-
Coastal Post Closure <sup>2</sup>	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
CERCLA	-	-	-	-	-
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Assigned reserves:</b>					
Capital improvement funds <sup>3</sup>	-	-	-	-	-
Designated Carryovers	-	-	-	-	-
Operating funds - 1 yr. debt service obligation	-	-	-	-	-
Operating funds - operating expenses <sup>4</sup>	-	-	-	-	-
Insurance fund	-	-	-	-	-
<b>Total assigned reserves</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Available</b>	\$ -	\$ -	\$ -	\$ -	\$ -

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**VENTURA REGIONAL SANITATION DISTRICT**  
*Segments by Function*

# VENTURA REGIONAL SANITATION DISTRICT

## Central Administration Overhead Functional Units

	Administration	Finance	Human Resources	Information Technology	Risk Management	Vehicle & Equipment Services	Billable	Total
<b>Revenues:</b>								
Landfill Disposal Fees	-	-	-	-	-	-	-	-
Contracted Services - Labor	-	-	-	-	-	-	57,070	57,070
Contracted Services - Materials & Supplies	-	-	-	-	-	-	16,901	16,901
Contracted Services - Equipment	-	-	-	-	-	-	-	-
Investment & Interest Earnings	11,698	-	-	-	-	4	-	11,702
Other Revenue	25,000	-	-	-	-	-	-	25,000
Special Assessments	10,626	-	-	-	-	-	-	10,626
Gain/Loss on Sale of Assets	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>47,324</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>73,971</b>	<b>121,299</b>
<b>Expenditures:</b>								
Wages - Regular	309,447	451,613	212,625	9,600	143,560	-	23,395	1,150,240
Wages - Overtime	-	-	-	-	-	-	-	-
Wages - Standby	-	-	-	-	-	-	-	-
Employee Benefits	110,065	200,659	92,124	3,000	55,044	-	9,836	470,728
<b>Personnel Costs</b>	<b>419,512</b>	<b>652,272</b>	<b>304,749</b>	<b>12,600</b>	<b>198,604</b>	<b>-</b>	<b>33,231</b>	<b>1,620,968</b>
Professional Services	90,900	22,500	54,711	97,031	1,000	-	-	266,142
Temporary Labor	-	-	-	-	-	-	-	-
Board Members Fees & Expenses	53,552	-	-	-	-	-	-	53,552
Travel, Conference, Seminar & Training	2,300	2,000	4,500	-	-	-	-	8,800
Safety Supplies & Clothing	-	-	-	-	2,500	2	-	2,502
Office Expenses	40,338	1,230	14,776	24,413	368	-	132	81,257
Bank Service Charges	46,080	-	-	-	-	-	1,500	47,580
Telephone	1,400	-	-	30,472	-	-	-	31,872
Utilities	-	-	156	240	-	-	-	396
Insurance	-	-	-	-	6,054	402	-	6,456
Equipment Rental & Leases	2,500	-	-	-	-	-	-	2,500
MBC Contracted Services	-	-	-	-	-	-	-	-
Operating Services	-	-	26,524	-	-	-	-	26,524
Operating Materials & Supplies	2,500	-	1,734	32,400	-	-	-	36,634
Leachate, Condensate & Sludge Disposal	-	-	-	-	-	-	-	-
Lab Services & Supplies	-	-	-	-	-	-	-	-
Fuel, Gasoline & Diesel	-	-	-	-	-	600	-	600
Maintenance	95,073	-	-	2,000	-	2,246	-	99,319
Permits, Licenses & Fees	-	-	-	-	-	-	-	-
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-	-	-	-
Tierra Rejada Consortium Expense	-	-	-	-	-	-	-	-
<b>Operating Expenses</b>	<b>334,643</b>	<b>25,730</b>	<b>102,401</b>	<b>186,556</b>	<b>9,922</b>	<b>3,250</b>	<b>1,632</b>	<b>664,134</b>
Depreciation & Amortization	17,366	-	-	-	-	-	-	17,366
General & Administrative (Overhead) Expense	(2,189,600)	-	-	-	-	-	-	(2,189,600)
Fleet Replacement Set-a-side	(5,680)	-	-	-	-	-	-	(5,680)
Debt Service - Principal	-	-	-	-	-	-	-	-
Debt Service - Interest	-	-	-	-	-	-	-	-
Financing Cost	-	-	-	-	-	-	-	-
<b>Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Capital Improvement Projects	-	-	-	-	-	-	-	-
Capital Outlay	31,477	-	-	-	-	-	-	31,477
<b>Total Expenditures</b>	<b>(1,392,282)</b>	<b>678,002</b>	<b>407,150</b>	<b>199,156</b>	<b>208,526</b>	<b>3,250</b>	<b>34,863</b>	<b>138,665</b>
Labor Transfers In/(Out)	-	-	-	-	-	-	-	-
<b>Total Transfers In/(Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ 1,439,606</b>	<b>\$ (678,002)</b>	<b>\$ (407,150)</b>	<b>\$ (199,156)</b>	<b>\$ (208,526)</b>	<b>\$ (3,246)</b>	<b>\$ 39,108</b>	<b>\$ (17,366)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Water Wastewater Functional Units

	Administration *	Vehicle & Equipment Services	Billable	Total
<b>Revenues:</b>				
Landfill Disposal Fees	-	-	-	-
Contracted Services - Labor	-	-	5,800,591	5,800,591
Contracted Services - Materials & Supplies	-	-	1,242,001	1,242,001
Contracted Services - Equipment	-	-	743,761	743,761
Investment & Interest Earnings	66,140	538	-	66,678
Special Assessments	194,689	-	-	194,689
Gain/Loss on Sale of Assets	-	-	-	-
<b>Total Revenues</b>	<b>260,829</b>	<b>538</b>	<b>7,786,353</b>	<b>8,047,720</b>
<b>Expenditures:</b>				
Wages - Regular	708,191	23,598	2,109,806	2,841,595
Wages - Overtime	-	-	20,455	20,455
Wages - Standby	39,186	-	-	39,186
Employee Benefits	398,176	13,862	1,133,865	1,545,903
<b>Personnel Costs</b>	<b>1,145,553</b>	<b>37,460</b>	<b>3,264,126</b>	<b>4,447,139</b>
Professional Services	52,500	-	395,922	448,422
Temporary Labor	-	-	2,000	2,000
Board Members Fees & Expenses	-	-	-	-
Travel, Conference, Seminar & Training	51,000	-	-	51,000
Safety Supplies & Clothing	30,200	1,823	9,240	41,263
Office Expenses	61,118	1,600	85,103	147,821
Bank Service Charges	-	-	-	-
Telephone	29,400	-	1,950	31,350
Utilities	6,500	-	27,340	33,840
Insurance	16,111	38,833	48,222	103,166
Equipment Rental & Leases	2,000	-	5,800	7,800
MBC Contracted Services	-	-	-	-
Operating Services	38,772	1,500	102,600	142,872
Operating Materials & Supplies	78,610	5,500	236,774	320,884
Leachate, Condensate & Sludge Disposal	1,591	-	48,612	50,203
Lab Services & Supplies	-	-	87,185	87,185
Fuel, Gasoline & Diesel	-	105,000	1,250	106,250
Maintenance	-	107,823	-	107,823
Permits, Licenses & Fees	2,000	1,000	33,795	36,795
Set-a-side for Landfill Closure/Postclosure	-	-	-	-
Tierra Rejada Consortium Expense	-	-	-	-
<b>Operating Expenses</b>	<b>369,802</b>	<b>263,079</b>	<b>1,085,793</b>	<b>1,718,674</b>
Depreciation & Amortization	159,671	236,099	-	395,770
General & Administrative (Overhead) Expense	1,271,883	-	-	1,271,883
Fleet Replacement Set-a-side	(7,618)	132,819	-	125,201
Debt Service - Principal	164,328	-	-	164,328
Debt Service - Interest	27,504	-	-	27,504
Financing Cost	1,570	-	-	1,570
<b>Debt Service</b>	<b>193,402</b>	<b>-</b>	<b>-</b>	<b>193,402</b>
Capital Improvement Projects	-	-	-	-
Capital Outlay	23,414	-	-	23,414
<b>Total Expenditures</b>	<b>3,156,107</b>	<b>669,457</b>	<b>4,349,919</b>	<b>8,175,483</b>
Labor Transfers In/(Out)	-	-	-	-
<b>Total Transfers In/(Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (2,895,278)</b>	<b>\$ (668,919)</b>	<b>\$ 3,436,434</b>	<b>\$ (127,763)</b>

\* Administration includes Information Technology and Risk Management functions

# VENTURA REGIONAL SANITATION DISTRICT

## Solid Waste Functional Units

	Administration *	Closed Landfills	Vehicle & Equipment Services	Biosolids	Billable	Operations	Total
<b>Revenues:</b>							
Landfill Disposal Fees	-	-	-	12,500	-	11,695,141	11,707,641
Contracted Services - Labor	-	-	-	-	31,028	-	31,028
Contracted Services - Materials & Supplies	-	-	-	-	68,531	-	68,531
Contracted Services - Equipment	-	-	-	-	5,568	-	5,568
Investment & Interest Earnings	-	163,383	4,458	-	-	350,665	518,506
Special Assessments	-	-	-	-	-	-	-
Gain/Loss on Sale of Assets	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>163,383</b>	<b>4,458</b>	<b>12,500</b>	<b>105,127</b>	<b>12,139,237</b>	<b>12,424,705</b>
<b>Expenditures:</b>							
Wages - Regular	407,399	22,734	168,838	-	7,878	1,411,996	2,018,845
Wages - Overtime	-	-	21,868	-	-	126,498	148,366
Wages - Standby	-	-	-	-	-	8,146	8,146
Employee Benefits	330,910	11,192	82,360	-	3,030	757,537	1,185,029
<b>Personnel Costs</b>	<b>738,309</b>	<b>33,926</b>	<b>273,066</b>	<b>-</b>	<b>10,908</b>	<b>2,304,177</b>	<b>3,360,386</b>
Professional Services	90,008	310,632	-	-	45,339	576,615	1,022,593
Temporary Labor	-	25,000	-	-	-	30,000	55,000
Board Members Fees & Expenses	-	-	-	-	-	-	-
Travel, Conference, Seminar & Training	2,000	-	-	-	-	-	2,000
Safety Supplies & Clothing	32,000	-	8,175	-	-	-	40,175
Office Expenses	23,814	10,954	4,000	-	-	24,500	63,268
Bank Service Charges	20,000	11,520	-	-	-	-	31,520
Telephone	20,100	-	-	5,500	-	-	25,600
Utilities	-	12,500	-	17,900	2,880	150,460	183,740
Insurance	47,112	-	195,775	-	-	-	242,887
Equipment Rental & Leases	-	28,000	-	-	130	126,000	154,130
MBC Contracted Services	-	-	-	-	-	17,378	17,378
Operating Services	15,000	10,000	5,000	-	609	151,420	182,029
Operating Materials & Supplies	17,375	20,000	60,000	-	7,720	257,500	362,595
Leachate, Condensate & Sludge Disposal	-	5,000	-	-	-	220,000	225,000
Lab Services & Supplies	-	35,250	-	-	5,200	27,350	67,800
Fuel, Gasoline & Diesel	-	-	390,000	-	-	-	390,000
Maintenance	-	50,000	219,732	-	(0)	10,000	279,732
Permits, Licenses & Fees	-	58,050	-	655	2,650	958,214	1,019,569
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-	575,826	575,826
Tierra Rejada Consortium Expense	-	-	-	-	-	-	-
<b>Operating Expenses</b>	<b>267,409</b>	<b>576,906</b>	<b>882,682</b>	<b>24,055</b>	<b>64,528</b>	<b>3,125,263</b>	<b>4,940,842</b>
Depreciation & Amortization	-	10,821	713,618	29,995	-	2,613,460	3,367,894
General & Administrative (Overhead) Expense	917,717	-	-	-	-	-	917,717
Fleet Replacement Set-a-side	-	6,568	-	-	-	5,928	12,496
Debt Service - Principal	1,510,145	-	-	1,336,739	-	-	2,846,884
Debt Service - Interest	231,131	-	-	63,225	-	-	294,356
Financing Cost	2,287	-	-	11,892	-	-	14,179
<b>Debt Service</b>	<b>1,743,563</b>	<b>-</b>	<b>-</b>	<b>1,411,856</b>	<b>-</b>	<b>-</b>	<b>3,155,419</b>
Capital Improvement Projects	-	-	-	-	-	1,088,262	1,088,262
Capital Outlay	9,477	-	883,250	-	-	-	892,727
<b>Total Expenditures</b>	<b>3,676,475</b>	<b>628,221</b>	<b>2,752,616</b>	<b>1,465,906</b>	<b>75,436</b>	<b>9,137,089</b>	<b>17,735,743</b>
Labor Transfers In/(Out)	-	-	-	(980)	-	980	-
<b>Total Transfers In/(Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(980)</b>	<b>-</b>	<b>980</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (3,676,475)</b>	<b>\$ (464,838)</b>	<b>\$ (2,748,158)</b>	<b>\$ (1,454,386)</b>	<b>\$ 29,691</b>	<b>\$ 3,003,127</b>	<b>\$ (5,311,038)</b>

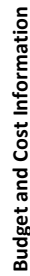
\* Administration includes Information Technology and Risk Management functions

**VENTURA REGIONAL SANITATION DISTRICT**  
*Capital Improvement Projects*

Project Number: 499921  
Department: Solid Waste  
Estimated Percent Complete at Beginning of FY 2021-22: 35%  
Estimated Completion Date: June 30, 2037

This project provides for development of engineering plans, permitting, construction quality assurance, and construction of vertical/horizontal gas collection wells and the collection header system. Costs include consultant time, construction, equipment, materials, and services during the project.

This is ongoing construction activity and it will continue over many years. FY2021-22 work will include continued building out of the perimeter header system and installation of new vertical and horizontal gas wells.



\*Unexpended balances may be carried over to the next fiscal year.

Project Number: 499931  
Department: Solid Waste  
Estimated Percent Complete at Beginning of FY 2021-22: 22%  
Estimated Completion Date: June 30, 2023

This project includes development of engineering plans, permitting, bidding, and construction work to lay back oversteepened native slopes on the perimeter of the landfill footprint. Material excavated from slopes will be used for closing portions of the site that are filled to maximum allowable grades.

Repair work is in planning stages and set to begin during the Spring of 2019. This work is phased over a 3-year period.

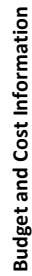
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Project Number: 499936  
Department: Solid Waste  
Estimated Percent Complete at Beginning of FY 2021-22: 24%  
Estimated Completion Date: June 30, 2029

This project provides for development of engineering plans, permitting, construction quality assurance, and construction of future Phase 4 lined cells (Phase 4B, 4C, and 4D).

This is ongoing construction activity to continue over 3 additional phases. Phase 4A was completed in FY2016-17. Future subphases (B through D) will take place in FY2020-22, FY2023-24, FY2024-25 and FY2028-29.



\*Unexpended balances may be carried over to the next fiscal year.



**VENTURA REGIONAL SANITATION DISTRICT**  
*Supplemental Information*

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# VENTURA REGIONAL SANITATION DISTRICT

## FISCAL YEAR 2022 BUDGET: FIVE-YEAR FORECAST

### CONSOLIDATED - RESERVE ANALYSIS

	Projected FY 2022	Forecast FY 2023	Forecast FY 2024	Forecast FY 2025	Forecast FY 2026
<b><u>RESERVE LEVEL BALANCE:</u></b>					
<b>Beginning Balance July 1</b>	<b>\$ 35,309,946</b>	<b>\$ 34,303,067</b>	<b>\$ 30,956,719</b>	<b>\$ 28,813,839</b>	<b>\$ 27,618,674</b>
Net Surplus/(Shortfall)	( 5,512,303 )	( 7,812,363 )	( 6,772,561 )	( 6,002,108 )	( 3,677,115 )
Add Back Non-cash Financing Cost	15,749	15,749	15,749	15,749	15,749
Add Back Non-cash Toland CL/PCL Reserve	575,826	596,072	616,829	638,206	660,220
Add Back Non-cash Fleet Replacement Set-a-side	132,819	271	548	11,653	11,944
Add Back Non-cash Depreciation	3,781,030	3,853,924	3,996,556	4,141,334	4,294,011
<b>Ending Balance June 30</b>	<b>\$ 34,303,067</b>	<b>\$ 30,956,719</b>	<b>\$ 28,813,839</b>	<b>\$ 27,618,674</b>	<b>\$ 28,923,483</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	4,552,348	4,600,000	4,699,360	4,800,866	4,904,565
Coastal Post Closure	3,946,298	4,000,000	4,086,400	4,174,666	4,264,839
Toland Road Closure/Post Closure	10,841,270	11,437,085	12,053,914	12,692,120	13,352,340
Closed landfill maintenance/Other reserves	731,000	731,000	731,000	731,000	731,000
Malibu Bay Club Unanticipated Costs Reserve	16,186	22,416	28,802	35,348	42,058
<b>Total restricted reserves</b>	<b>20,087,101</b>	<b>20,790,501</b>	<b>21,599,476</b>	<b>22,434,000</b>	<b>23,294,802</b>
<b>Committed reserves:</b>					
CERCLA	45,225	45,225	45,225	45,225	45,225
<b>Total committed reserves</b>	<b>45,225</b>	<b>45,225</b>	<b>45,225</b>	<b>45,225</b>	<b>45,225</b>
<b>Assigned reserves:</b>					
Fleet Replacement Set-a-side <sup>5</sup>	1,642,313	1,617,313	1,591,313	1,510,085	1,380,252
Operating funds - operating expenses <sup>3</sup>	2,009,554	2,131,705	2,259,072	2,305,595	2,353,281
Insurance fund <sup>4</sup>	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>Total assigned reserves</b>	<b>4,651,867</b>	<b>4,749,018</b>	<b>4,850,385</b>	<b>4,815,680</b>	<b>4,733,533</b>
<b>Total reserve level</b>	<b>24,784,193</b>	<b>25,584,744</b>	<b>26,495,086</b>	<b>27,294,905</b>	<b>28,073,559</b>
<b>Ending cash, cash equiv. &amp; investments</b>	<b>\$ 34,303,067</b>	<b>\$ 30,956,719</b>	<b>\$ 28,813,839</b>	<b>\$ 27,618,674</b>	<b>\$ 28,923,483</b>
<b>Balance over/(under) minimum requirements</b>	<b>\$ 9,518,874</b>	<b>\$ 5,371,974</b>	<b>\$ 2,318,753</b>	<b>\$ 323,769</b>	<b>\$ 849,923</b>

#### **NOTES:**

[1] Ending Balance June 30 reflects adjustments made to exclude non-cash items, such as depreciation & amortization expense, as well as Set-a-side funds for closure/post-closure reserves.

[2] Committed reserves represent Board approved levels in order to maintain the CERCLA fund.

[3] Operating fund represents three months of annual operating expenses for Solid Waste operations, excluding depreciation expense.

[4] Insurance fund represents reserve for claims deductibles, self-insurance retentions and claims not covered by insurance.

[5] Fleet replacement set-a-side for Water Wastewater operations.

# VENTURA REGIONAL SANITATION DISTRICT

## Water Wastewater - Contracted Services

### Revenue by Customer

	Actual FY 2018-19	Actual FY 2019-20	Adjusted Budget FY 2020-21	Projected [a] FY 2020-21	Proposed Budget FY 2021-22
Anticipated Reimbursable	-	-	102,825	-	-
Cabrillo Economic Development Corporation	8,200	30,736	6,797	12,227	7,169
Camarillo Sanitary District	94,680	4,331	-	-	-
Camrosa Water District	70,795	136,345	181,527	122,686	194,127
Cate School	204,395	177,381	213,533	173,018	228,994
Channel Islands Beach CSD	708	972	-	9,420	-
City of Santa Paula	106,598	394,788	404,844	395,110	1,393,704
City of Thousand Oaks	5,909	3,684	7,061	3,771	7,610
City of Ventura	8,487	-	-	-	-
County of Ventura					
<i>Moorpark</i>	203,125	52,154	214,984	193,845	235,315
<i>NorthCoast</i>	598,892	648,057	509,975	571,612	-
<i>Piru</i>	36,551	28,728	46,818	43,745	51,093
<i>County of Ventura - Special Projects</i>	35,121	152,713	-	-	-
County of Ventura Total	873,689	881,652	771,776	809,202	286,407
CSU, Channel Islands	22,291	21,367	19,157	-	20,183
Malibu Bay Club	245,691	255,914	36,997	190,935	246,313
Ojai Valley Sanitary	14,438	60,519	102,317	29,043	102,859
Ojai Valley School	50,787	43,818	68,600	41,482	73,247
Saticoy Sanitary District					
<i>Saticoy Sanitary District</i>	361,200	293,175	341,700	289,416	368,933
<i>Saticoy Sanitary District - Central Administration</i>	111,596	62,929	56,973	56,973	63,358
Saticoy Sanitary District Total	472,796	356,104	398,673	346,389	432,292
Thacher School	198,167	184,484	156,930	286,409	178,786
Thomas Aquinas College	305,597	326,240	284,342	253,810	305,749
Top O'Topanga Community Association	203,417	160,992	205,867	174,343	217,580
Triunfo Water & Sanitation District					
<i>Triunfo Water &amp; Sanitation District</i>	3,714,169	3,313,813	3,938,600	3,757,049	4,110,883
<i>Triunfo Water &amp; Sanitation District - Central Admin</i>	1,551,352	1,317,519	1,124,830	1,124,830	-
Triunfo Water & Sanitation District Total	5,265,521	4,631,332	5,063,430	4,881,879	4,110,883
Ventura County Regional Energy Alliance	5,494	7,691	10,062	10,216	10,613
Miscellaneous Customers	27,854	37,361	40,248	57,104	43,810
<b>Customer Total</b>	<b>8,185,514</b>	<b>7,715,711</b>	<b>8,074,984</b>	<b>7,797,044</b>	<b>7,860,324</b>
Excluding Central Administration Revenue Sales	(1,668,442)	(1,388,139)	(1,191,864)	(1,192,019)	(73,971)
<b>Total Water Wastewater Revenue Sales</b>	<b>\$ 6,517,072</b>	<b>\$ 6,327,572</b>	<b>\$ 6,883,120</b>	<b>\$ 6,605,025</b>	<b>\$ 7,786,353</b>

[a] Estimate through June 30th; based on preliminary March year-to-date actuals.

# VENTURA REGIONAL SANITATION DISTRICT

## *Toland Road Landfill Revenue Sources*

Customer	FY2021-22 Budget		
	Rate per Ton	Amount of Tons	Total
Commercial	\$40.39	8,864	358,017
Gold Coast	\$33.37	306,000	10,211,220
Santa Paula & Fillmore	\$36.00	23,636	850,896
Cash Customers	\$40.39	4,432	179,008
Hard-to-Handle Waste	\$120.00	800	96,000
Sludge	\$50.00	250	12,500
		343,982	\$ 11,707,641

Pyramid Flowers 93,430

Total Other Operating Revenue \$ 93,430

Contracted Services: City of Oxnard 105,199

Total Solid Waste Landfill Revenue \$ 11,906,271

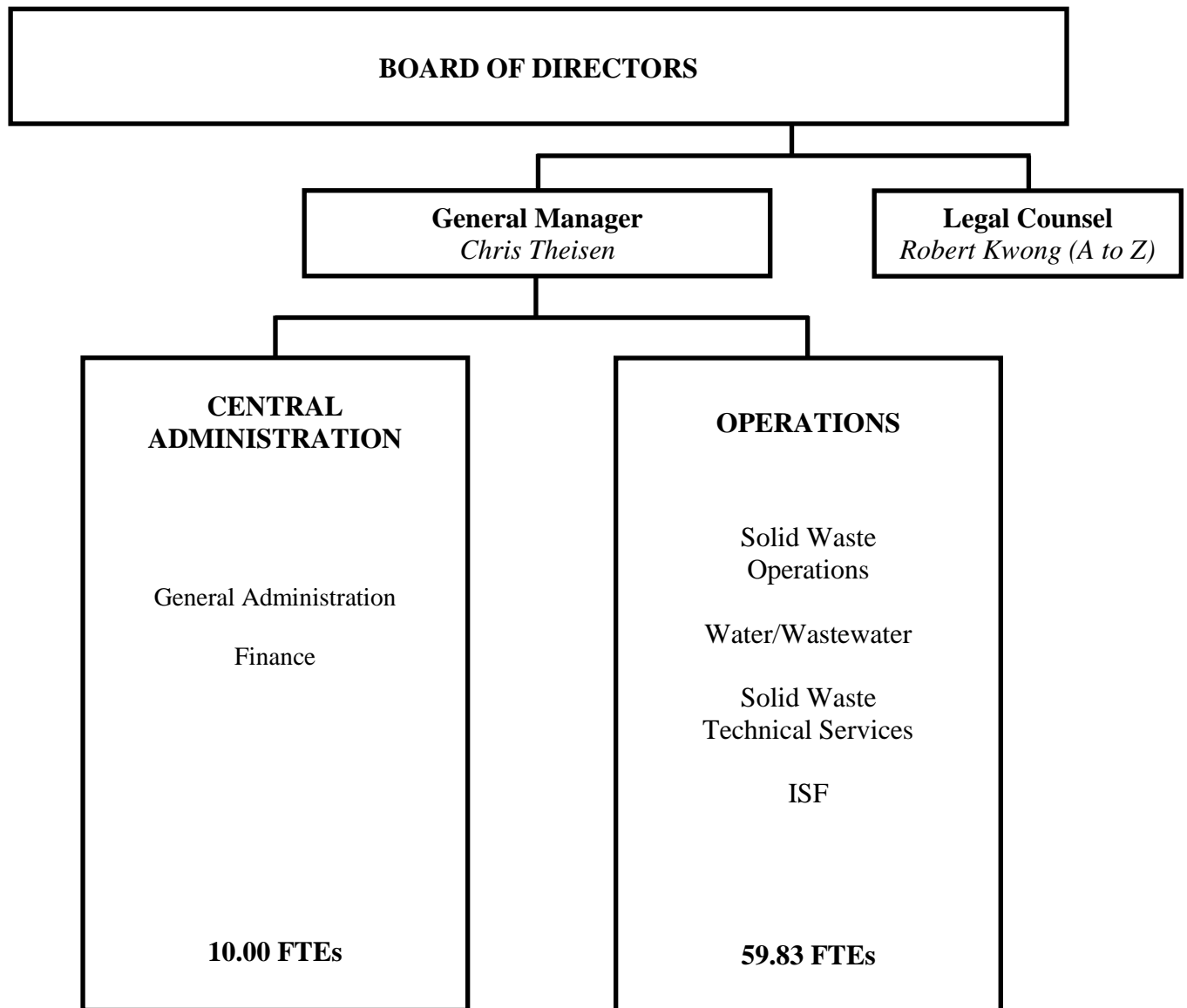
# VENTURA REGIONAL SANITATION DISTRICT

## *Salary & Employee Benefit Schedule - FY2021-22*

Description	Central Admin OH Fund	Water Wastewater Fund	Solid Waste Fund	District Total
Wages - Regular	\$ 1,003,142	\$ 2,474,063	\$ 1,764,815	\$ 5,242,020
Wages - Holiday Leave	59,724	149,226	103,140	312,090
Wages - CAL	87,374	218,306	150,890	456,570
Wages - Overtime	-	20,455	148,366	168,821
Wages - Standby	-	39,186	8,146	47,332
Allowance/Incentives	5,625	-	108,000	113,625
	<b>1,155,865</b>	<b>2,901,236</b>	<b>2,283,357</b>	<b>6,340,458</b>
FICA/Medicare	81,058	214,830	148,592	444,479
Unemployment Insurance	2,496	8,311	6,622	17,428
Worker's Comp Expense	6,843	165,150	212,503	384,496
	<b>90,397</b>	<b>388,291</b>	<b>367,716</b>	<b>846,403</b>
Medical Insurance	68,432	229,053	192,899	490,384
Life Insurance	208	710	552	1,470
Employee Assistance Program	208	710	552	1,470
CalPers Mandated Medical	17,472	58,467	46,351	122,290
	<b>86,320</b>	<b>288,940</b>	<b>240,354</b>	<b>615,613</b>
Net Unfunded Pension Liability	69,264	229,613	5,874	304,751
VCERA	175,490	371,756	298,981	846,227
PARS	11,586	171,233	87,956	270,774
OPEB	28,704	96,071	76,148	200,923
	<b>285,043</b>	<b>868,673</b>	<b>468,959</b>	<b>1,622,675</b>
Workers' Comp Dividend	(17,750)	-	-	(17,750)
Workers' Comp Retro Adjustment	21,093	-	-	21,093
	<b>3,343</b>	<b>-</b>	<b>-</b>	<b>3,343</b>
<b>Total Salaries &amp; Employee Benefits</b>	<b>\$ 1,620,968</b>	<b>\$ 4,447,139</b>	<b>\$ 3,360,386</b>	<b>\$ 9,428,493</b>

# VENTURA REGIONAL SANITATION DISTRICT

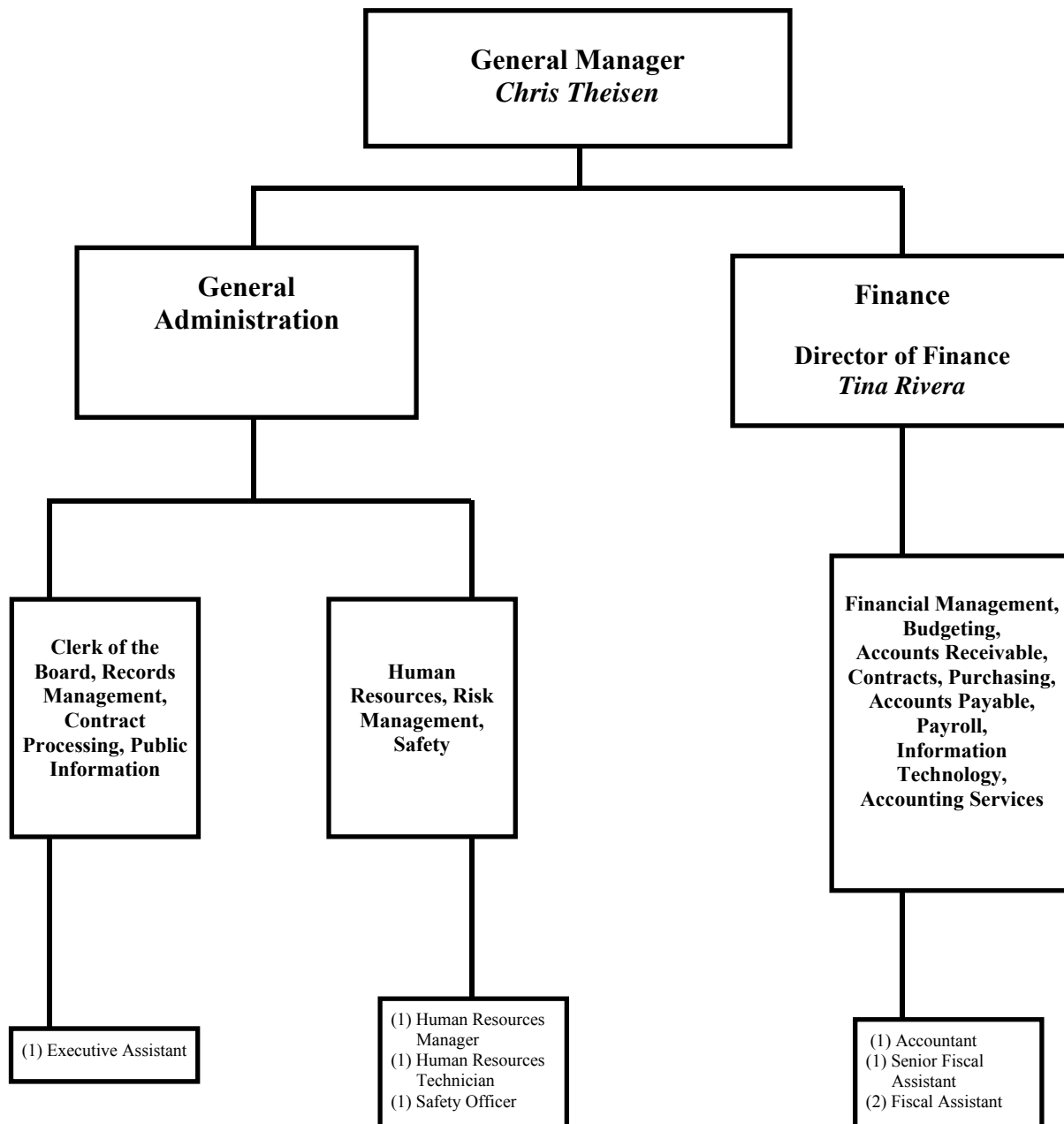
## Organization Chart





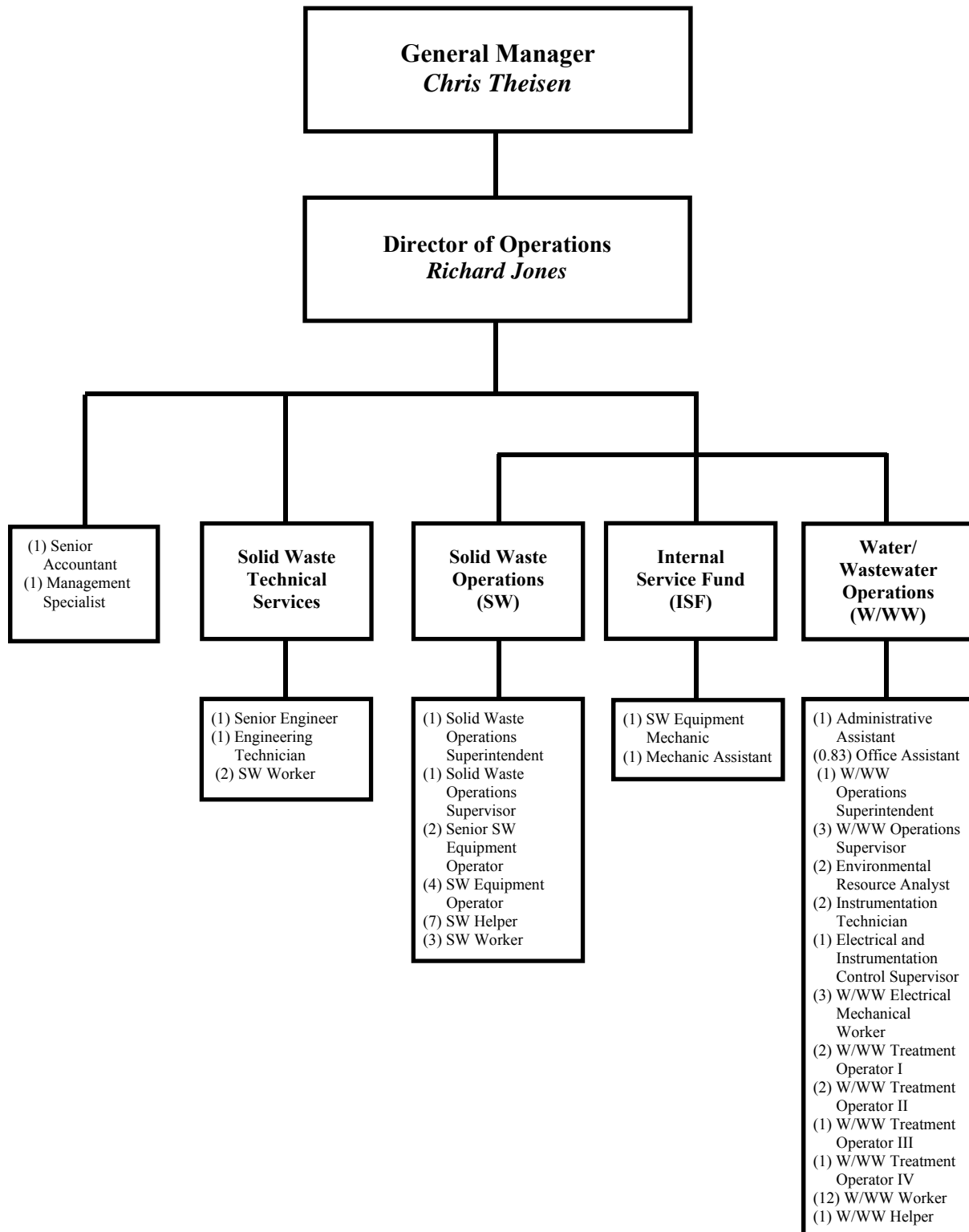
# VENTURA REGIONAL SANITATION DISTRICT

## *Central Administration Organization Chart*



# VENTURA REGIONAL SANITATION DISTRICT

## *Operations Organization Chart*



# VENTURA REGIONAL SANITATION DISTRICT

## CLASSIFICATION PLAN

*Salary ranges are subject to change due to negotiations.*

Position	FY 2020-2021				FY 2021-2022		
	Allocations	Mid Year		Additions/ Deletions	Allocations	Approximate	
		Adjustments	Amended			Annual Salary	
Accountant	2	0	2	-1	1	\$77,319.20	- \$94,351.30
Administrative Assistant	2	0	2	-1	1	\$47,090.00	- \$57,437.70
Assistant Accountant	0	0	0	0	0	\$70,292.10	- \$85,781.70
Assistant Engineer	0	0	0	0	0	\$78,090.50	- \$95,272.50
Assistant Engineering Technician	0	0	0	0	0	\$55,595.30	- \$67,828.40
Assistant Environmental Resource Analyst	0	0	0	0	0	\$70,292.10	- \$85,781.70
Assistant Fiscal Assistant	0	0	0	0	0	\$42,836.10	- \$52,210.30
Assistant Management Analyst	0	0	0	0	0	\$70,292.10	- \$85,781.70
Biosolids Wastewater Treatment Facility Operator	0	0	0	0	0	\$49,639.40	- \$82,525.20
Director of Finance	1	0	1	0	1	\$156,480.90	- \$190,930.70
Director of Operations	1	0	1	0	1	\$135,806.70	- \$165,736.10
Electrical and Instrumentation Control Supervisor	1	0	1	0	1	\$85,353.20	- \$104,184.90
Engineer	1	0	1	-1	0	\$85,888.80	- \$104,784.80
Engineering Manager	0	0	0	0	0	\$108,662.50	- \$132,571.70
Engineering Technician	2	0	2	-1	1	\$61,144.10	- \$74,598.40
Environmental Resource Analyst	2	0	2	0	2	\$77,319.20	- \$94,351.30
Executive Assistant	1	0	1	0	1	\$70,956.30	- \$86,595.80
Fiscal Assistant <sup>a</sup>	5	0	5	-3	2	\$47,090.00	- \$57,437.70
Fleet Mechanic and Maintenance Supervisor	1	0	1	-1	0	\$85,353.20	- \$104,184.90
General Manager	1	0	1	0	1	\$182,618.20	- \$222,841.50
Human Resources Analyst	0	0	0	0	0	\$77,319.20	- \$94,351.30
Human Resources Manager	1	0	1	0	1	\$103,092.30	- \$125,780.30
Human Resources Technician	1	0	1	0	1	\$53,410.00	- \$65,171.80
Instrumentation Technician	2	0	2	0	2	\$71,556.20	- \$90,580.70
Management Analyst	1	0	1	-1	0	\$77,319.20	- \$94,351.30
Management Specialist	1	0	1	0	1	\$54,417.00	- \$66,414.40
Mechanic Assistant	0	0	0	1	1	\$49,146.70	- \$62,879.40
Office Assistant	0.825	0	0.825	0	0.825	\$42,805.20	- \$52,210.30
Operations Manager	1	0	1	-1	0	\$108,662.50	- \$132,571.70
Safety Officer	1	0	1	0	1	\$93,365.80	- \$113,932.80
Senior Accountant	0.8	0	0.8	0.2	1	\$88,931.00	- \$108,491.10
Senior Engineer	1	0	1	0	1	\$94,479.80	- \$115,282.50
Senior Engineering Technician	0	0	0	0	0	\$67,271.40	- \$82,096.80
Senior Environmental Resource Analyst	0	0	0	0	0	\$85,053.30	- \$103,777.90
Senior Fiscal Assistant	1	0	1	0	1	\$51,781.80	- \$63,179.40
Senior Grounds Maintenance Worker	0	0	0	0	0	\$54,995.40	- \$70,442.10
Senior Instrumentation Technician	0	0	0	0	0	\$75,433.90	- \$94,886.90
Senior Management Analyst	1	0	1	-1	0	\$93,365.80	- \$113,932.80
Senior Solid Waste Equipment Operator	2	0	2	0	2	\$63,179.40	- \$80,832.80
Senior Solid Waste Worker	0	0	0	0	0	\$50,196.40	- \$64,293.40
Senior Water/Wastewater Worker	0	0	0	0	0	\$59,601.60	- \$74,127.00
Solid Waste Equipment Mechanic	1	0	1	0	1	\$63,179.40	- \$80,832.80
Solid Waste Equipment Operator	7	0	7	-3	4	\$57,802.00	- \$73,998.50
Solid Waste Helper	7	0	7	0	7	\$34,342.70	- \$41,905.30
Solid Waste Operations Superintendent	1	0	1	0	1	\$98,164.80	- \$119,781.60
Solid Waste Operations Supervisor	1	0	1	0	1	\$85,353.20	- \$104,184.90
Solid Waste Worker	6	0	6	-1	5	\$44,604.80	- \$57,073.50
Water/Wastewater Electrical Mechanical Worker	2	0	2	1	3	\$61,979.60	- \$78,754.60
Water/Wastewater Helper	1	0	1	0	1	\$34,449.80	- \$45,097.50
Water/Wastewater Mechanic	0	0	0	0	0	\$60,629.90	- \$76,762.20
Water/Wastewater Operations Superintendent	1	0	1	0	1	\$98,164.80	- \$119,781.60
Water/Wastewater Operations Supervisor <sup>b</sup>	3	0	3	0	3	\$85,353.20	- \$104,184.90
Water/Wastewater Treatment Operator-in-Training	0	0	0	0	0	\$53,431.50	- \$68,471.10
Water/Wastewater Treatment Operator I	1	1	2	0	2	\$56,088.00	- \$71,898.90
Water/Wastewater Treatment Operator II	2	0	2	0	2	\$62,193.90	- \$79,097.40
Water/Wastewater Treatment Operator III	0	1	1	0	1	\$68,642.50	- \$87,002.90
Water/Wastewater Treatment Operator IV	0	1	1	0	1	\$75,648.10	- \$95,701.00
Water/Wastewater Treatment Operator V	0	0	0	0	0	\$77,597.70	- \$98,079.10
Water/Wastewater Worker	13	0	13	-1	12	\$49,639.40	- \$66,071.60
<b>TOTAL ALLOCATIONS</b>	<b>80.63</b>	<b>3.00</b>	<b>83.63</b>	<b>-13.80</b>	<b>69.83</b>		

<sup>a</sup> Does not include one additional unfunded Fiscal Assistant during FY2020-2021.

<sup>b</sup> Does not include one additional unfunded Water/Wastewater Operations Supervisor during FY2020-2021 and FY2021-2022.

# VENTURA REGIONAL SANITATION DISTRICT

## STAFFING SUMMARY

(Full-Time Equivalent Positions)

Central Administration	FY 2020-2021			FY 2021-2022	
	Allocations	Mid Year Adjustments	Amended	Additions/ Deletions	Allocations
Accountant	2.00	0.00	2.00	-1.00	1.00
Administrative Assistant	1.00	0.00	1.00	-1.00	0.00
Director of Finance	1.00	0.00	1.00	0.00	1.00
Executive Assistant	1.00	0.00	1.00	0.00	1.00
Fiscal Assistant <sup>a</sup>	5.00	0.00	5.00	-3.00	2.00
General Manager	1.00	0.00	1.00	0.00	1.00
Human Resources Manager	1.00	0.00	1.00	0.00	1.00
Human Resources Technician	1.00	0.00	1.00	0.00	1.00
Management Analyst	1.00	0.00	1.00	-1.00	0.00
Safety Officer	1.00	0.00	1.00	0.00	1.00
Senior Accountant	0.80	0.00	0.80	-0.80	0.00
Senior Fiscal Assistant	1.00	0.00	1.00	0.00	1.00
Senior Management Analyst	1.00	0.00	1.00	-1.00	0.00
SUBTOTAL	17.80	0.00	17.80	-7.80	10.00

# VENTURA REGIONAL SANITATION DISTRICT

## STAFFING SUMMARY

(Full-Time Equivalent Positions)

Operations	FY 2020-2021			FY 2021-2022	
	Allocations	Mid Year Adjustments	Amended	Additions/ Deletions	Allocations
Administrative Assistant	1.00	0.00	1.00	0.00	1.00
Director of Operations	1.00	0.00	1.00	0.00	1.00
Electrical and Instrumentation Control Supervisor	1.00	0.00	1.00	0.00	1.00
Engineer	1.00	0.00	1.00	-1.00	0.00
Engineering Technician	2.00	0.00	2.00	-1.00	1.00
Environmental Resource Analyst	2.00	0.00	2.00	0.00	2.00
Fleet Mechanic and Maintenance Supervisor	1.00	0.00	1.00	-1.00	0.00
Instrumentation Technician	2.00	0.00	2.00	0.00	2.00
Management Specialist	1.00	0.00	1.00	0.00	1.00
Mechanic Assistant	0.00	0.00	0.00	1.00	1.00
Office Assistant	0.83	0.00	0.83	0.00	0.83
Operations Manager	1.00	0.00	1.00	-1.00	0.00
Senior Accountant	0.00	0.00	0.00	1.00	1.00
Senior Engineer	1.00	0.00	1.00	0.00	1.00
Senior Engineering Technician	0.00	0.00	0.00	0.00	0.00
Senior Solid Waste Equipment Operator	2.00	0.00	2.00	0.00	2.00
Solid Waste Equipment Mechanic	1.00	0.00	1.00	0.00	1.00
Solid Waste Equipment Operator	7.00	0.00	7.00	-3.00	4.00
Solid Waste Helper	7.00	0.00	7.00	0.00	7.00
Solid Waste Operations Superintendent	1.00	0.00	1.00	0.00	1.00
Solid Waste Operations Supervisor	1.00	0.00	1.00	0.00	1.00
Solid Waste Worker	6.00	0.00	6.00	-1.00	5.00
Water/Wastewater Electrical Mechanical Worker	2.00	0.00	2.00	1.00	3.00
Water/Wastewater Helper	1.00	0.00	1.00	0.00	1.00
Water/Wastewater Operations Superintendent	1.00	0.00	1.00	0.00	1.00
Water/Wastewater Operations Supervisor <sup>b</sup>	3.00	0.00	3.00	0.00	3.00
Water/Wastewater Treatment Operator I	1.00	1.00	2.00	0.00	2.00
Water/Wastewater Treatment Operator II	2.00	0.00	2.00	0.00	2.00
Water/Wastewater Treatment Operator III	0.00	1.00	1.00	0.00	1.00
Water/Wastewater Treatment Operator IV	0.00	1.00	1.00	0.00	1.00
Water/Wastewater Worker	13.00	0.00	13.00	-1.00	12.00
SUBTOTAL	62.83	3.00	65.83	-6.00	59.83

TOTAL	FY 2020-2021			FY 2021-2022	
	Allocations	Mid Year Adjustments	Amended	Additions/ Deletions	Allocations
	80.63	3.00	83.63	-13.80	69.83

<sup>a</sup> Does not include one additional unfunded Fiscal Assistant during FY2020-2021.

<sup>b</sup> Does not include one additional unfunded Water/Wastewater Operations Supervisor during FY2020-2021 and FY2021-2022.

# VENTURA REGIONAL SANITATION DISTRICT

## *Professional Services Included in FY2021-22 Budget*

Expense/Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill	Water Wastewater	Central Admin OH	Tierra Rejada Consortium	Total
<b>Accounting and Auditing Services</b>						<b>22,500</b>		<b>22,500</b>
Annual Audit/CAFR-D. Faar						22,500		22,500
<b>Attorney Services</b>	<b>90,008</b>	<b>5,000</b>	<b>5,000</b>		<b>27,000</b>	<b>105,000</b>		<b>232,008</b>
General Counsel - A to Z	70,008	5,000	5,000		12,000	60,000		152,008
Labor Attorneys (HR)	10,000				10,000	30,000		50,000
Labor Attorneys (IUOE Negotiations)					5,000			5,000
Labor Attorneys (SEIU Negotiations)	10,000							10,000
Misc. investigations						15,000		15,000
<b>Contractor Construction</b>		<b>25,000</b>			<b>158,500</b>			<b>183,500</b>
Contractor For Manhole Replacement					75,000			75,000
Contractor for repairs					60,000			60,000
Landfill Vegetation Maintenance (Quality Ag)		25,000						25,000
O/S Construction Contractor					20,000			20,000
Paving Contractor					3,500			3,500
<b>Engineering Consultants</b>	<b>355,720</b>	<b>88,800</b>	<b>88,600</b>	<b>4,320</b>	<b>13,000</b>		<b>13,560</b>	<b>564,000</b>
Biogas Engineering PCL	35,160	58,800	63,600	4,320			13,560	175,440
Biogas Engineering-Gas Collection System and Flare Operation & Maintenance	2,640							2,640
Biogas Engineering-LFG Perimeter Probe & Structure Monitoring	1,440							1,440
Biogas Engineering-LFG Surface Monitoring & Reporting	480							480
Drafting and Survey Services (RJR Engineering)	15,000							15,000
Drainage/Grading & Fill Engineering Support (Dragomir Design Build)	100,000	25,000						125,000
Engineering Services ,GIS, CIP. SCE efficiency testing, Construction inspection including bid award; Planing,easements and encroachment permits, plan checks.					10,000			10,000
Geological Services (Oakridge Geosciences)	25,000							25,000
LFG Engineering Support (Biogas Engineering)	176,000	5,000	25,000					206,000
NFPA 70 Compliance for electrical loads and labeling at lift stations. This is a OHSA requirement					3,000			3,000

# VENTURA REGIONAL SANITATION DISTRICT

## *Professional Services Included in FY2021-22 Budget*

Expense/Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill	Water Wastewater	Central Admin OH	Tierra Rejada Consortium	Total
<b>Environmental Consultants</b>	<b>264,234</b>	<b>46,478</b>	<b>42,333</b>	<b>5,100</b>			<b>16,300</b>	<b>374,445</b>
Air Quality Monitoring/Reporting (SCS Engineers)	33,000	11,100	11,100					55,200
Flare Emission Testing (Horizon Air Measurement)	30,000	3,333	3,333					36,667
Gas Flare Source Test	3,826							3,826
GW Field Sampling (Chang Environmental)	24,255	11,945	12,800	3,000			5,800	57,800
GW Monitoring/Analysis/Rptg (SCS Engineers)	14,700	12,600	12,600	2,100			10,500	52,500
Landfill Surface Emission Monitoring	6,696							6,696
LFG Monitoring Support (SCS Engineers)	18,300							18,300
McGrath Ditch Maintenance Permitting (Padre Associates)		5,000						5,000
Paleo Monitoring (Trevor Lindsey)	36,000							36,000
Quarterly LFG Sampling	480							480
Safety Audit & Environmental Compliance Training (Rincon Consultants)	25,000							25,000
Semiannual Flare Assessment	1,977							1,977
Semiannual GW Monitoring Events & Reports	15,000							15,000
Stormwater Quality (Dragomir Design Build)	25,000							25,000
Surface Emissions Monitoring (RES Environmental)	30,000	2,500	2,500					35,000
<b>Information Technology Services</b>	<b>2,000</b>				<b>5,000</b>	<b>97,031</b>		<b>104,031</b>
(FTI) Configure & Install Barracuda						1,710		1,710
(FTI) Upgrade WHATSUPGOLDSVR to 2019						1,710		1,710
Annual Acct Tyler SW Maintenance						16,231		16,231
FTI Services - NETCARE						64,440		64,440
GIS Specialist;AutoCAD, Surveying, Engineering Services					5,000			5,000
Ricoh Printers						1,440		1,440
TMC or New VAR Support						10,000		10,000
Underground Inspection Consulting (WinCan) -						1,500		1,500
Wasteworks Support - Carolina SW	2,000							2,000

# VENTURA REGIONAL SANITATION DISTRICT

## *Professional Services Included in FY2021-22 Budget*

Expense/Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill	Water Wastewater	Central Admin OH	Tierra Rejada Consortium	Total
<b>Other Professional Services</b>					<b>244,922</b>	<b>41,611</b>		<b>286,532</b>
Actuarial - OPEB						5,400		5,400
Actuarial - PARS						5,600		5,600
Actuarial - PERS						700		700
Actuarial - VCERA						10,000		10,000
BASIC - Flex spending						1,800		1,800
Chlorine					7,000			7,000
Consuitants					5,000			5,000
Consultant					5,000			5,000
Electrical efficiency study/Testing					5,000			5,000
Engineering					500			500
Ergonomics evaluation						1,000		1,000
GIS - Collection System Mapping					10,000			10,000
GIS Consultant					7,000			7,000
Hopkins Ground Water					1,500			1,500
LCW Consortium						4,571		4,571
MySafetyOfficer.com (After \$2K Credit)						2,740		2,740
New Control Cabinet, Crane Co					20,000			20,000
New Control Panels					30,000			30,000
New Controls and cabinet					15,000			15,000
O/S Professional Services					99,922			99,922
Outside Contracted Services					28,000			28,000
PARS (GASB 67/68)						1,900		1,900
PARS-OPEB (GASB74/75)						1,900		1,900
SBR Inspection and repairs					10,000			10,000
Training					1,000			1,000
VCERA (GASB 67/68)						6,000		6,000
<b>Grand Total</b>	<b>\$711,962</b>	<b>\$165,278</b>	<b>\$135,933</b>	<b>\$9,420</b>	<b>\$448,422</b>	<b>\$266,142</b>	<b>\$29,860</b>	<b>\$1,767,017</b>



# VENTURA REGIONAL SANITATION DISTRICT

## *Board Member Fees & Expenses Included in FY2021-22 Budget*

Department	Project Number	Type of Expense	Description	Total
<b>Administration</b>				
	<b>100100</b>			
		Board Member Expenses		
		2 registration (CASA)		1,450
		2x3 nights lodging (CASA)		1,350
		2x3 per diem for (CASA)		480
		Board refreshments		364
		CASA (1 board member) - Washington DC		2,000
		mileage		5,500
		Board Member Expenses Total		11,144
		Board Member Fees		
		2x3 days of srvc (CASA)		1,116
		4 members x 6 committee meetings		4,464
		9 members 22 regular meetings		36,828
		Board Member Fees Total		42,408
	<b>100100 Total</b>			<b>53,552</b>
<b>Administration Total</b>				<b>53,552</b>
<b>Grand Total</b>				<b>\$ 53,552</b>

**Note:** Current Day of Service is \$186 per day

# VENTURA REGIONAL SANITATION DISTRICT

*Travel, Conference, Seminar & Training Included in FY2021-22 Budget*

Department	Type of Expense				
Project Number	Description	Solid Waste Fund	Water Wastewater Fund	Central Admin OH Fund	Total
<b>Administration</b>					
<b>100100</b>					
	Conference and Seminar Expenses				
	Misc. Conference & Seminar			1,300	1,300
	Conference and Seminar Expenses Total			1,300	1,300
	Personal Vehicle Mileage				
	Personal Vehicle Mileage Reimbursement			1,000	1,000
	Personal Vehicle Mileage Total			1,000	1,000
<b>100100 Total</b>				<b>2,300</b>	<b>2,300</b>
<b>Administration Total</b>				<b>2,300</b>	<b>2,300</b>
<b>Administration - Human Resources</b>					
<b>100104</b>					
	Conference and Seminar Expenses				
	HR Training & Seminars			2,500	2,500
	Textbook & Tuition; Classes/Seminars			2,000	2,000
	Conference and Seminar Expenses Total			4,500	4,500
<b>100104 Total</b>				<b>4,500</b>	<b>4,500</b>
<b>Administration - Human Resources Total</b>				<b>4,500</b>	<b>4,500</b>
<b>Administration - Solid Waste</b>					
<b>400100</b>					
	Education Reimbursements				
	Education Reimbursement	2,000			2,000
	Education Reimbursements Total	2,000			2,000
<b>400100 Total</b>		<b>2,000</b>			<b>2,000</b>
<b>Administration - Solid Waste Total</b>		<b>2,000</b>			<b>2,000</b>
<b>Administration - Water Wastewater</b>					
<b>200100</b>					
	Conference and Seminar Expenses				
	Mileage/Seminar/Travel		8,160		8,160
	Conference and Seminar Expenses Total		8,160		8,160
<b>200100 Total</b>			<b>8,160</b>		<b>8,160</b>
<b>Administration - Water Wastewater Total</b>			<b>8,160</b>		<b>8,160</b>
<b>Administration - WWW Training</b>					
<b>200103</b>					
	Conference and Seminar Expenses				
	Textbook & Tuition; Classes/Seminars; Cert Ed		42,840		42,840
	Conference and Seminar Expenses Total		42,840		42,840
<b>200103 Total</b>			<b>42,840</b>		<b>42,840</b>
<b>Administration - WWW Training Total</b>			<b>42,840</b>		<b>42,840</b>
<b>Administration - Finance</b>					
<b>100110</b>					
	Conference and Seminar Expenses				
	CSMFO Conf/Seminars			2,000	2,000
	Conference and Seminar Expenses Total			2,000	2,000
<b>100110 Total</b>				<b>2,000</b>	<b>2,000</b>
<b>Administration - Finance Total</b>				<b>2,000</b>	<b>2,000</b>
<b>Grand Total</b>		<b>\$ 2,000</b>	<b>\$ 51,000</b>	<b>\$ 8,800</b>	<b>\$ 61,800</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Office Expenses Included in FY2021-22 Budget

Type of Expense	Toland Landfill	Bailard Landfill	Coastal Landfill	Water Wastewater	Central Admin OH	Tierra Rejada Consortium	Total
Description							
<b>General Administrative Expenses</b>	<b>15,480</b>	<b>454</b>	<b>500</b>	<b>8,301</b>	<b>45,573</b>	<b>100</b>	<b>70,408</b>
Administrative supplies				100			100
Books & publications					1,000		1,000
Bottled Water delivery; Printing forms				1,601			1,601
CA City Clerks Assn - Board Clerk					200		200
CAFR stats municipal					275		275
Continuing Education; Recruitments				4,080			4,080
Employment Advertisements				1,020			1,020
General Administrative Expense			250				250
General Administrative Expenses	15,000	250	250		3,060		18,560
J. Hernandez - Cal Pers claim handling & COBRA admin.					6,120		6,120
Misc		204				100	304
miscellaneous public outreach					1,224		1,224
Office supplies					9,500		9,500
Offsite storage-Access	480			480	3,684		4,644
Paper shredding					450		450
Photocopy					500		500
Postage meter					6,000		6,000
Printer Meter Charge - GoodSuite					4,800		4,800
printer toner					500		500
Qtrly Dept BFast mtgs				1,020			1,020
Recruitment					5,100		5,100
Safety meeting					200		200
Shipping					2,000		2,000
Water service - Readrefresh					960		960
<b>Memberships and Dues</b>				<b>8,542</b>	<b>3,935</b>		<b>12,477</b>
AWA dues					500		500
CAFR app fees (GFOA)					560		560
CalPERS Medical Annual Fee					500		500
CASA dues				7,700			7,700
CMTA member dues					155		155
CSDA Dues					1,300		1,300
CSMFO member dues					220		220
CWEA membership				192			192
GFOA member dues					175		175
International Institute of Municipal Clerks - Guzman					255		255
SWRCB WWTP Operator Fee				650			650
VCSDA dues					150		150
VCSTAR Subscription					120		120

# VENTURA REGIONAL SANITATION DISTRICT

## Office Expenses Included in FY2021-22 Budget

Type of Expense	Toland Landfill	Bailard Landfill	Coastal Landfill	Water Wastewater	Central Admin OH	Tierra Rejada Consortium	Total
Description							
<b>IT Software Licenses &amp; Agreements</b>	<b>36,834</b>	<b>7,500</b>	<b>2,500</b>	<b>130,978</b>	<b>31,749</b>		<b>209,561</b>
(FTI) - VMWare VCenter 1 Yr [runs servers/critical]					1,620		1,620
(FTI) Barracuda Email Security Gateway [spam fltr/critical]					2,700		2,700
(FTI) Barracuda Energize Update (Annual)					799		799
(FTI) Barracuda Instant Replacement (Annual)					499		499
(FTI) Datto Backup - Partridge SIRIS 3 PRO [backup svrs/critical]					8,600		8,600
(FTI) Datto Backup - Toland [backup svrs/critical]	5,790						5,790
(FTI) Fortigate 100E -Bailard [Firewalls]				700			700
(FTI) Fortigate 200D Toland [Firewalls]	2,000						2,000
(FTI) Fortigate 200E -DO [Firewalls]					2,340		2,340
(FTI) Fortigate 60E -OPWS - Resume FY2021 [Firewalls]				400			400
(FTI) MS Win Svr 2019 - WhatsUpGold [IT Mgmt SW/switches, printers]					880		880
(FTI) MS Win Svr 2019 User CALs- WhatsUpGold [IT Mgmt SW]					150		150
(FTI) WebRoot SecureAnywhere [anti-virus]					2,400		2,400
Adobe ID Software - AdobeSign					240		240
AdobeSign 5 Users					2,880		2,880
Aqua-Metric Annual Support-TWSD/Fee 2.27%				871			871
Aqua-Metric Annual Support-TWSD/Fee 97.73%				37,494			37,494
Aqua-Metric TWSD Customer Portal 2.27%				1,050			1,050
Aqua-Metric TWSD Customer Portal 97.73%				45,188			45,188
AutoCad - DLT Solutions [used by Engrg, RJ, MP]	6,244						6,244
Autodesk				800			800
Compliance Software/GIS	2,000						2,000
Digium, Inc/Sangoma [phone upgrade needed]					1,625		1,625
DocuSign					240		240
Drone Deploy		5,000					5,000
Drone Deploy annual SW Subscription	10,000						10,000
Dropbox - Cloud Storage [file sharing-HR,Clrk, RJ]					120		120
EcoTech Annual Gas SW Subscription	5,000	2,500	2,500				10,000
FREECONFERENCECALL.COM					48		48
GASBOY (Fuel Use Tracking)	4,000						4,000
GIS software and service maintenance				25,000			25,000
GoDaddy.com [cert/domain mgmt]					560		560
GoTo Mtg					168		168
IP Switch - Whats Up Gold [ITMgmt SW-updates/support]					1,870		1,870
IT Maintenance Agreements	1,500						1,500
IT PIPE SW - CCTV Van				1,600			1,600
Logmein (7 Computers Annual-remote access to SCADA)	300						300
Neo Gov - Insight					3,100		3,100
Network Solutions - Domain Name (Annual)					70		70
OPS Systems - OPS32 Support - Bailard (Annual)				1,000			1,000
Phone/iPad Apple Care [ins]					300		300
SEMS - Cartegraph				11,000			11,000
SEMS License Fee				4,000			4,000
VMWare - Airwatch - iPads [remote mgmt ipads]				1,875			1,875
Zoom.US - District					348		348
Zoom.US - Finance					96		96
Zoom.US - HR					96		96
<b>Grand Total</b>	<b>\$ 52,314</b>	<b>\$ 7,954</b>	<b>\$ 3,000</b>	<b>\$ 147,821</b>	<b>\$ 81,257</b>	<b>\$ 100</b>	<b>\$ 292,446</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Operating Services and Materials & Supplies Included in FY2021-22 Budget*

Type of Expense Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Water Wastewater	Central Admin OH	Tierra Rejada Consortium	Total
<b>Computer Equipment</b>	<b>17,375</b>			<b>11,800</b>	<b>26,450</b>		<b>55,625</b>
(FTI) Desktop Replacements	12,750			6,800	8,400		27,950
(FTI) Desktop Replacements - i7				3,000			3,000
(FTI) Desktop Replacements - Thin Clients	2,625						2,625
(FTI) iPads					2,550		2,550
(FTI) Laptop Replacements - i7				2,000			2,000
(FTI) Monitors					1,250		1,250
(FTI) Server Hard Drives					1,000		1,000
(FTI) UPS - Uninterruptable Power Sources (Workstation)					2,000		2,000
Computer Equipment	2,000						2,000
IT Network Equipment					2,000		2,000
IT Server Equipment					2,000		2,000
IT Shipping Costs					250		250
Keyboards, Mouse, Scanners, etc.					2,000		2,000
Miscellaneous IT Supplies					5,000		5,000
<b>Furniture and Fixtures</b>					<b>2,500</b>		<b>2,500</b>
ergonomic office equipment					2,500		2,500
<b>Operating Supplies</b>	<b>275,220</b>	<b>15,000</b>	<b>5,000</b>	<b>309,084</b>	<b>7,684</b>	<b>15,000</b>	<b>626,988</b>
ADC Tarps	30,000						30,000
BMP supplies	25,000						25,000
Calibration Gas (Oxygen & Methane)	360						360
Calibration Gas (Zero Air & Methane)	360						360
Cellphone Replacements					2,500		2,500
Darco H2S Control Media	40,000						40,000
Electrical Supplies				10,000			10,000
Flare Maintenance & Repair Supplies	7,000						7,000
Hydrants, misc part, paint supplies, etc				10,000			10,000
iPad Cases					150		150
Laptop Cases					100		100
LFG and BMP supplies						15,000	15,000
Mail/GSO					510		510
Misc Operating Materials & Supplies	52,500	15,000	5,000	63,850			136,350
Misc parts, filters, breakers				5,000			5,000
Misc. supplies for leachate system	25,000						25,000
Office Supplies				510			510
Oil, filters, fuse, breakers and Misc PM materials				5,000			5,000
Oils, Filters, and Misc materials				1,000			1,000
Oils, misc repair parts				10,000			10,000
Op Supplies - Activated Charcoal, UV Bulbs				5,000			5,000
Op Supplies - small tools, grinders, air tools, etc.				66,300			66,300
Operating Supplies	60,000			5,600			65,600
Operating Supplies & Materials				600			600
Operating Supplies & Small Tools / Equip				10,000			10,000
Parts & Supplies	-			5,000			5,000
Phone Headsets					500		500
Piping and well upgrades	25,000						25,000
PLC, Pannel, cabinets, computers				5,000			5,000
PM materials				250			250
Polymer, dewatering bag, weed control, suspended solids meter, etc.				8,754			8,754
Polymer, Field Testing Supplies				2,250			2,250
polymer, supplies				1,000			1,000
Polymer, tubing, hoses, Centrifugal pump, sample pump, etc				2,450			2,450
portable generator; office supplies				3,000			3,000

# VENTURA REGIONAL SANITATION DISTRICT

## *Operating Services and Materials & Supplies Included in FY2021-22 Budget*

Type of Expense Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Water Wastewater	Central Admin OH	Tierra Rejada Consortium	Total
Oper Pump, diffusers, Nitrate/Nitrite monitoring supplies				2,000			2,000
Safety Materials					1,224		1,224
Sandbags	10,000						10,000
Sealing Supplies				5,000			5,000
Small tools & equip				500			500
Spill Response supplies				500			500
supplies				4,500			4,500
Supplies - check valves, PSI gauges, and misc.				5,500			5,500
Supplies - Oil, Grease, Belts. etc..				1,000			1,000
Supplies - Primer, Paint, Blast sand				10,000			10,000
Supplies and Lindero pump #1 rebuild				10,000			10,000
Supplies, Materials, Tools				9,400			9,400
Toner, Cartridge Refills (All Locations)					2,500		2,500
Tools				500			500
Valves, couplers, angle stops, valve stacks, etc.				15,000			15,000
Var. meters, angle stops, PRVs, paint for blow-offs, etc				10,000			10,000
Various Meters, Itron parts, etc				2,500			2,500
W2 & 1099 Forms (Payroll & AP)					200		200
weed control supplies				1,000			1,000
Work delayed from FY21				11,120			11,120
<b>Other Operating Services</b>	<b>172,029</b>	<b>10,000</b>		<b>142,872</b>	<b>26,524</b>	<b>15,250</b>	<b>366,675</b>
Alarm Services				1,140			1,140
Audiometric Testing					2,040		2,040
backflow testing	420						420
Backflow testing/repairs; ClaValve rebuild; PRV Maint, etc				12,000			12,000
Bait Stations (Ventura Pest Control)	3,000						3,000
Bio-amp; alarm services				5,160			5,160
Camera Systems (ANS)	5,000						5,000
CPR Training/Certification - FY2020 Biennial					4,080		4,080
Crane services and CAT service				7,500			7,500
DATCO pre-employment background checks.					2,754		2,754
Elec/Inst - flow meter calibration + misc electrical				500			500
Employment Medical					7,650		7,650
Ennix; alarms				5,820			5,820
Facility Maintenance - Cleaning Svc, Pest Control, HVAC, etc				8,568			8,568
Fire System Services (A&S Fire Protection Inc)	5,000						5,000
Flare Maintenance						15,250	15,250
Flare/Blower Service	32,500						32,500
H2S Media Exchange (CNC)	15,000						15,000
leachate expense	50,000						50,000
Liner Repair (FML Linings Inc)	5,000						5,000
Maintain City's Air Compressor (Quarterly)	609						609
Operating Services	5,000	10,000		6,500			21,500
Outside Contracted Services - Alarms, Crane, Communicatios, Etc				6,000			6,000
Physicals				1,530			1,530
Pond Weed clearing				5,000			5,000
Portable Toilets (JW Enterprises)	12,000						12,000
Pump repairs, Leak repairs, valve replacement/raising, ClaValve Maint, etc				15,000			15,000
Repair Equipment	1,000						1,000
Respiratory Fit Testing				2,754			2,754
Roll-off bin rental				200			200

# VENTURA REGIONAL SANITATION DISTRICT

## *Operating Services and Materials & Supplies Included in FY2021-22 Budget*

Type of Expense Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Water Wastewater	Central Admin OH	Tierra Rejada Consortium	Total
Othe Safety Consultant; Traffic Control Training				10,200			10,200
Safety Services & Supplies	15,000			15,000	10,000		40,000
Scale Maint (Fairbanks)	2,500						2,500
Security Systems (Dial, Perimeter Systems)	5,000						5,000
Street Sweeping (Venco)	15,000						15,000
Traffic Control Services				25,000			25,000
Tree trimming; alarms; ltron maint; DigAlerts;Emerg Comm Svcs; pest control; housekeeping;				15,000			15,000
<b>Rock</b>	<b>50,000</b>						<b>50,000</b>
Rock and Sand	50,000						50,000
<b>Grand Total</b>	<b>\$ 514,624</b>	<b>\$ 25,000</b>	<b>\$ 5,000</b>	<b>\$ 463,756</b>	<b>\$ 63,158</b>	<b>\$ 30,250</b>	<b>\$ 1,101,788</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Leachate, Condensate & Sludge Disposal and Lab Services & Supplies Included in FY2021-22 Budget*

Type of Expense Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill	Water Wastewater	Tierra Rejada Consortium	Total
<b>Lab Services and Supplies</b>	<b>32,550</b>	<b>15,000</b>	<b>20,000</b>	<b>250</b>	<b>87,185</b>	<b>2,500</b>	<b>157,485</b>
Gas Analytical (Atmospheric Analysis Consultants)	4,000		2,000				6,000
Lab - effluent & groundwater					7,600		7,600
Lab - IU Inspection / Sampling					2,000		2,000
Lab - Weck					1,500		1,500
Lab Costs					9,600		9,600
Lab fees	600						600
Lab -PatChem					22,630		22,630
Lab Services					2,600		2,600
Lab services - effluent & biosolids					5,000		5,000
Lab Services - FGL & Weck					10,075		10,075
Lab Services and Supplies	250						250
Lab Services and Supplies (Weck Labs)		15,000	18,000			2,500	35,500
Lab testing services	2,500						2,500
Laboratory Services					6,180		6,180
Laboratory Services (Weck Labs)				250			250
Other Water Analytical (FGL)	5,000						5,000
Sampling					5,000		5,000
Semiannual GW Analytical Lab Services	5,200						5,200
Spill Sampling					500		500
SW/GW Sampling (Weck Labs)	15,000						15,000
Weck and FGL					14,500		14,500
<b>Leachate &amp; Condensate</b>	<b>220,000</b>	<b>2,500</b>	<b>2,500</b>		<b>4,000</b>	<b>250</b>	<b>229,250</b>
Biosolids disposal					4,000		4,000
Condensate Hauling (Patriot Environmental)		2,500	2,500				5,000
Off-site hauling (Patriot, WM Enviroserv)	100,000						100,000
Off-site hauling 6 months (Patriot) until approval for on-site disposal	120,000						120,000
Permits, Licenses, and Fees						250	250
<b>Secondary Sludge</b>					<b>46,203</b>		<b>46,203</b>
Septic Tank Pumping and Disposal					1,591		1,591
Sludge Disposal					27,112		27,112
Sludge hauling					11,500		11,500
Sludge Hauling and Disposal Tank Cleaning					6,000		6,000
<b>Grand Total</b>	<b>\$ 252,550</b>	<b>\$ 17,500</b>	<b>\$ 22,500</b>	<b>\$ 250</b>	<b>\$ 137,388</b>	<b>\$ 2,750</b>	<b>\$ 432,938</b>



# VENTURA REGIONAL SANITATION DISTRICT

## *Maintenance Expenses Included in FY2021-22 Budget*

Project	Type of Expense Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Water Wastewater	Central Admin OH	Total
<b>Project #100100 - Administration</b>						<b>95,073</b>	<b>95,073</b>
	<b>Building Rent/Lease</b>					<b>95,073</b>	<b>95,073</b>
	Omninet - CAM					7,761	7,761
	Omninet - Electricity					2,400	2,400
	Omninet - Office Lease					179,986	179,986
	TWSD 50% Sharing Agreement					(95,074)	(95,074)
<b>Project #100103 - Administration - Information Technology</b>						<b>2,000</b>	<b>2,000</b>
	<b>Other Equipment Maintenance</b>					<b>2,000</b>	<b>2,000</b>
	Equipment Maintenance					2,000	2,000
<b>Project #400300 - Operations - Toland Landfill</b>		<b>10,000</b>					<b>10,000</b>
	<b>Other Equipment Maintenance</b>	<b>10,000</b>					<b>10,000</b>
	Equipment Maintenance	10,000					10,000
<b>Project #400800 - PCL - Coastal Landfill Maintenance</b>				<b>40,000</b>			<b>40,000</b>
	<b>Other Equipment Maintenance</b>			<b>40,000</b>			<b>40,000</b>
	Flare Maintenance			40,000			40,000
<b>Project #400802 - PCL - Bailard Landfill Maintenance</b>			<b>10,000</b>				<b>10,000</b>
	<b>Other Equipment Maintenance</b>		<b>10,000</b>				<b>10,000</b>
	1/3 share of Flare Maintenance		10,000				10,000
<b>Project #500200 - Maintenance - ISF WWW</b>					<b>107,823</b>		<b>107,823</b>
	<b>Automotive Equipment Maintenance</b>				<b>107,823</b>		<b>107,823</b>
	Misc				74,400		74,400
	Misc based on historical				33,423		33,423
<b>Project #500201 - Maintenance - ISF SW</b>		<b>219,732</b>					<b>219,732</b>
	<b>Automotive Equipment Maintenance</b>	<b>119,732</b>					<b>119,732</b>
	Automotive Equipment Maintenance	119,732					119,732
	<b>Heavy Equipment Maintenance</b>	<b>100,000</b>					<b>100,000</b>
	Undercarriages	100,000					100,000
<b>Project #500203 - Maintenance - ISF Central Admin</b>						<b>2,246</b>	<b>2,246</b>
	<b>Automotive Equipment Maintenance</b>					<b>2,246</b>	<b>2,246</b>
	Maint/materials					2,246	2,246
<b>Grand Total</b>		<b>\$ 229,732</b>	<b>\$ 10,000</b>	<b>\$ 40,000</b>	<b>\$ 107,823</b>	<b>\$ 99,319</b>	<b>\$ 486,874</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Permits and Fees Included in FY2021-22 Budget*

Expense/Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill	Water Wastewater	Tierra Rejada Consortium	Total
<b>Permits, Licenses and Fees</b>	<b>78,270</b>	<b>38,800</b>	<b>9,750</b>	<b>9,500</b>	<b>36,795</b>	<b>4,750</b>	<b>177,865</b>
Ag Commissioner (Billed Quarterly)	30,000						30,000
Dumping fees					200		200
Groundwater Extraction Fees (Semi-Annual)		5,100					5,100
Misc County Staff Fees	2,000						2,000
Misc Permits	1,620	1,000					2,620
Permits, Licenses & Fees					1,000		1,000
Permits, Licenses, and Fees		2,000		300			2,300
Sanitas Statistical Software License renewal					295		295
VCAPCD	11,900	1,950	1,200			650	15,700
WDR, EHD, Co Tax Collection					1,000		1,000
SWRCB WDID 4SSO10487					3,100		3,100
SWRCB WDID 4A560109001					22,200		22,200
SWRCB WDID 4B561004001					7,000		7,000
City of TO Encroachment Permit					2,000		2,000
SWRQCB Permit	27,750	27,050	550	9,200		4,100	68,650
VC Notice of Violation	5,000	1,700	1,700				8,400
SRWCB-City of Oxnard 25%			6,300				6,300
<b>Tonnage Based Fees</b>	<b>883,249</b>						<b>883,249</b>
CIWMB Waste Management Fees - Tonnage Driven (Paid quarterly)	480,525						480,525
EHD control fees - Tonnage Driven (ongoing)	401,581						401,581
CIWMP fees - Tonnage Driven	488						488
EHD Control Fees - Sludge	293						293
CIWMB Waste Mgmt Fees - Sludge	350						350
CIWMP Fees - Sludge	13						13
<b>Grand Total</b>	<b>\$961,519</b>	<b>\$38,800</b>	<b>\$9,750</b>	<b>\$9,500</b>	<b>\$36,795</b>	<b>\$4,750</b>	<b>\$1,061,114</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Outstanding Debt Service Summary Fiscal Year 2021-22

	<b>Biosolids - 1</b> <i>Loan #07-031</i>	<b>Biosolids - 2</b> <i>Loan #08-077</i>	<b>Solid Waste</b> <i>Loan #06-080</i>	<b>Water/Wastewater</b> <i>Loan #07-007</i>	<b>Solid Waste</b> <i>Loan #10-017</i>	<b>Solid Waste</b> <i>Loan #16-01</i>	<b>Combined Loan</b> <b>Amount</b>
Original Loan Amount	\$3,980,887	\$6,037,415	\$3,491,504	\$1,825,000	\$3,709,711	\$10,068,000	\$29,112,517
Interest Rate	2.12%	2.27%	1.99%	2.71%	2.87%	2.94%	n/a
Due Dates	Jun and Dec	May and Nov	Jun and Dec	Oct and Apr	Jun and Dec	Jul and Jan	n/a
Lender	[1]	[1]	[1]	[2]	[1]	[1]	
Balance Due as of June 30, 2021	\$903,197	\$2,264,273	\$307,063	\$1,055,713	\$1,800,590	\$6,296,309	\$12,627,145
Principal Payment through June 30, 2022	598,952	737,787	307,063	164,328	380,419	822,663	\$3,011,212
Interest Payment through June 30, 2022	15,990	47,235	3,055	27,504	48,967	179,109	\$321,860
Balance Due as of June 30, 2022	\$304,245	\$1,526,486	\$0	\$891,385	\$1,420,171	\$5,473,646	\$9,615,933

### Notes:

[1] Lender: Banc of America Public Capital Corporation

[2] Lender: BBVA Compass Bank

<b>Additional Information</b>	
<b><u>Loan #07-031</u></b>	Description: Acquire and construct the Biosolids drying facility Term: January 2016 - December 2022
<b><u>Loan #08-077</u></b>	Description: Purchase and construction of microturbines and Biosolids drying facility Term: January 2016 - December 2024
<b><u>Loan #06-080</u></b>	Description: Construction of Toland Road Landfill liner Term: January 2016 - December 2021
<b><u>Loan #07-007</u></b>	Description: Malibu Bay Club Onsite Wastewater Treatment System Source of Funding: Assessment District Term: June 2016 - April 2027
<b><u>Loan #10-017</u></b>	Description: Construction of Toland Road Landfill liner Phase 3B Term: January 2016 - December 2025
<b><u>Loan #16-01</u></b>	Description: Implementation/Construction of Toland Road Landfill liner Phase 4 Term: January 2016 - January 2028

# VENTURA REGIONAL SANITATION DISTRICT

## *Capital Outlays Included in FY2021-22 Budget*

Division	Project Name	Description	Total
<b>Central Administration</b>			<b>31,477</b>
	<b>Project #199909 - Servers</b>		<b>9,477</b>
	52360		9,477
		Server - 1 of 3 replacement DO	9,477
	<b>Project #199920 - TSOPS Upgrade to Windows Server 2019</b>		<b>22,000</b>
	52073		22,000
		MS Office Upgrade and/or Other Projects	22,000
<b>Solid Waste</b>			<b>9,477</b>
	<b>Project #499902 - Toland Miscellaneous Capital Projects</b>		<b>9,477</b>
	52360		9,477
		Server - Toland	9,477
<b>Water Wastewater</b>			<b>7,500</b>
	<b>Project #299904 - W/WW Miscellaneous</b>		<b>7,500</b>
	52340		7,500
		Miscellaneous	7,500
<b>Vehicle &amp; Equip Services</b>			<b>899,164</b>
	<b>Project #599900 - Vehicle &amp; Equip - WWW Capital</b>		<b>15,914</b>
	52340		15,914
		Misc.[generators, pumps, CCTV cameras	15,914
	<b>Project #599901 - Vehicle &amp; Equip - SW Capital</b>		<b>883,250</b>
	52320		206,000
		Mechanic Truck	154,500
		Pick-up Trucks (auction)	51,500
	52330		422,750
		Road Grader	437,750
		Salvage on #6899-Water Truck & #7323-Grader	(15,000)
	52340		254,500
		Misc [lights plants, pumps, generators/compressors, lightweight equipment, mowers, tool attachments]	100,000
		Water Truck	154,500
<b>Grand Total</b>			<b>\$ 947,618</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Capital Improvement Projects Included in FY2021-22 Budget*

Project Name	Description	Total
<b>Project #499921 - Gas Collection</b>		<b>500,000</b>
<b>52074</b>		<b>500,000</b>
	Gas Collection	500,000
<b>Project #499931 - West Perimeter Slope Repair - Partial Site Closure</b>		<b>300,000</b>
<b>52074</b>		<b>300,000</b>
	Conceptual Design for Leachate Treatment (Geosyntec Consultants)	300,000
<b>Project #499936 - Toland Phase 4B Liner</b>		<b>288,262</b>
<b>52074</b>		<b>288,262</b>
	Additional Construction Costs (Pride Construction)	108,131
	Additional potholing and investigation	39,416
	Increased liner costs	140,715
<b>Grand Total</b>		<b>\$ 1,088,262</b>

# VENTURA REGIONAL SANITATION DISTRICT

## ADOPTED HOURLY RATES

### JULY 1, 2021 THROUGH JUNE 30, 2022

			FY 2021		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>
CA	110	Human Resources Technician	\$84	\$126	\$85	\$128
CA	207	Administrative Assistant	\$84	\$126	NA	NA
CA	209	Office Assistant	NA	NA	NA	NA
CA	601	Fiscal Assistant	\$86	\$129	\$82	\$123
CA	605	Senior Fiscal Assistant	\$86	\$129	\$82	\$123
CA	208	Executive Assistant/Clerk of the Board	\$103	\$155	\$107	\$161
CA	103	Management Analyst	\$114	NA	NA	NA
CA	109	Senior Management Analyst	\$114	NA	NA	NA
CA	112	Safety Officer	\$121	NA	\$135	NA
CA	607	Accountant	\$114	NA	\$130	NA
CA	608	Senior Accountant	\$114	NA	\$130	NA
CA	111	Human Resources Manager	\$131	NA	\$146	NA
CA	502	Director of Finance	\$175	NA	\$209	NA
CA	501	General Manager	\$197	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>
WWW	209	Office Assistant	\$84	\$126	\$84	\$126
WWW	207	Administrative Assistant	\$84	\$126	\$84	\$126
WWW	608	Senior Accountant	NA	NA	\$130	NA
WWW	909	W/WW Helper	\$66	\$103	\$82	\$123
WWW	908	W/WW Worker	\$90	\$135	\$101	\$152
WWW	911	Electrical/Mechanical Worker	\$104	\$156	\$110	\$165
WWW	916	W/WW Operator in Training	\$104	\$156	\$110	\$165
WWW	905	W/WW Treatment Operator I	\$104	\$156	\$110	\$165
WWW	906	W/WW Treatment Operator II	\$104	\$156	\$110	\$165
WWW	910	W/WW Treatment Operator III	\$104	\$156	\$110	\$165
WWW	913	W/WW Treatment Operator IV	\$104	\$156	\$110	\$165
WWW	914	W/WW Treatment Operator V	\$104	\$156	\$110	\$165
WWW	450	Environmental Resource Analyst	\$110	\$165	\$127	\$191
WWW	901	Instrumentation Technician	\$107	\$161	\$128	\$192
WWW	915	Electrical & Instrumentation Control Supervisor	\$131	NA	\$128	NA
WWW	720	W/WW Operations Supervisor	\$131	NA	\$139	NA
WWW	723	W/WW Operations Superintendent	\$141	NA	\$156	NA
WWW	950	Operations Manager	\$172	NA	\$156	NA
SW	820	Solid Waste Equipment Operator	\$104	\$156	\$110	\$165
SW	314	Engineering Technician	\$107	\$161	\$128	\$192
SW	320	Engineer	\$131	NA	\$139	NA
SW	315	Senior Engineer	\$131	NA	\$139	NA
SW	319	Senior Engineering Technician	\$131	\$197	\$139	\$209
SW	506	Director of Operations	\$175	NA	\$166	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%

**VENTURA REGIONAL SANITATION DISTRICT  
EQUIPMENT & SUPPLY (CONSUMABLE) RATES  
JULY 1, 2021 THROUGH JUNE 30, 2022**

EQUIPMENT	CHARGE					
	Mile	Use	Hour	Day	Week	Month
Air Compressor				\$150		
Airless Sprayer Epic 660E				\$52.50		
Bulldog Nozzle		\$37.50				
Chlorine Residuals, Field Tests		\$6				
Coatings & Linings - Hand Tools				\$30		
Coatings & Linings - Power Tools (includes Hand Tools rate)				\$75		
Compressor, Air				\$150		
Computer, Laptop				\$75		
Concrete Mixer				\$75		
Confined Space Tripod/Harness System w/air blower				\$75		
Debris Catcher				\$37.50		
Digital Manometer		\$1.50				
Epoxy Injection Machine				\$465		
Fleet Vehicle Use (mileage)	\$1.50					
Fuel Filtering System				\$82.50		
Gas Analyzer (GEM)						\$342
Gas Scope (meter)		\$30				
Generator - 2kw				\$37.50		
Generator - 5kw				\$37.50		
Generator - 70kw				\$150		
Grunfos Control Box		\$22.50				
Laptop computer				\$75		
Laser Alignment Equipment				\$112.50		
Lateral Camera (use = each lateral)		\$150				
Load Bank				\$67.50		
Locator (or metal detector)				\$37.50		
Manhole Rehab Equipment = \$97.50/vertical foot		\$97.50/vft				
Metal Detector (Locator)				\$37.50		
Meter - Electrical Conductivity		\$7.50				
Meter - QED Flow Cell Meter		\$30				
Mule (ATV)						\$420
Oil System				\$60		
Peristolic Pump		\$30				
pH, Field Tests		\$7.50				
Polymixer						\$195
Portable Hydorrodder				\$562.50		
Portable Welder				\$30		
Pressure Washer			\$7.50	\$60		
Pressure Washer - High Pressure/Hot Water				\$82.50		

**VENTURA REGIONAL SANITATION DISTRICT  
EQUIPMENT & SUPPLY (CONSUMABLE) RATES (continued)  
JULY 1, 2021 THROUGH JUNE 30, 2022**

EQUIPMENT	CHARGE					
	Mile	Use	Hour	Day	Week	Month
Pulse Air System				\$82.50		
Pump - 3" Pump				\$60		
Pump - 4" Godwin				\$150	\$840	\$3,375
Pump - 4" Trailer-Mounted Pump				\$90	\$504	\$2,025
Pump - Dewatering Pump (Potable)				\$75	\$225	\$600
Pump - Diaphragm Pump				\$150	\$840	\$3,375
Pump - King Pump				\$150	\$840	\$3,375
Pump - Trash Pump, 6"				\$150	\$840	\$3,375
Pumper Trailer				\$75		
Push Camera				\$112.50		
Root Saw or Chain Scraper				\$37.50		
Sampler - Automatic (ISCO)		\$45				
Sandblaster				\$67.50		
Spec. Small Tools & Equip (includes Gas Tech, Fluke meter, etc)				\$45-\$195		
Sprayer, Airless and Manhole				\$150		
Sprayer, Extreme Airless				\$375		
Test Bench, Water (Ford)						\$375
Traffic Control Items (cones/signs)				\$45		
Vactor with Chase Truck (for traffic control) *			\$112.50	\$866.25		
Vactor without Chase Truck *			\$93	\$825.00		
Vacuum Truck *				\$472.50		
Vehicle - MULE (all terrain vehicle)						\$420
Vehicle - Standby Truck w/crane, pump, & tank		\$37.50				
Vehicle or Forklift				\$37.50		
Vehicle #2148 (Assigned to TWSD)						\$815
Vehicle #2149 (Assigned to TWSD)						\$1,550
Vehicle #2131 (Assigned to TWSD)						\$620
Video Inspection Vehicle (TV Van) *				\$472.50		
Water line depth sounder		\$3				
Water Trailer (250 Tank)				\$90		
Well Control Box (pump controller-QED)		\$15				

\* Hourly/Daily rate does not include fuel surcharge.

SUPPLY (CONSUMABLE)	CHARGE					
	Mile	Use	Hour	Day	Week	Month
Bailers & Disposable supplies (filters)		\$22.50				
Consumables				\$4.50		
Float Switch		\$79.50				
Float Weight		\$15				



# Addenda

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## **2.1.09 Debt Management Policy**

Date Adopted: 03/16/17

## **2.1.09 Debt Management Policy**

### **INTRODUCTION**

The purpose of this Debt Management Policy ("Debt Policy") is to organize and formalize debt issuance and management related policies and procedures for the Ventura Regional Sanitation District (District). The debt policies of the District are subject to and limited by applicable provisions of state and federal law and to prudent debt management principles.

When used in this Policy, "debt" refers to all indebtedness and financing lease and installment purchase obligations.

### **DEBT POLICY OBJECTIVE**

The primary objectives of the District's debt and financing related activities are to

- Maintain cost-effective access to the capital markets through prudent fiscal management policies and practices;
- Minimize debt service commitments through effective planning and cash management;
- Ensure the District is in compliance with all applicable federal and state securities laws; and
- Achieve the highest practical credit ratings.

This Debt Policy is intended to comply with SB 1029, specifically Government Code Section 8855(i), and is applicable to the Ventura Regional Sanitation District for which the District Board of Directors acts as legislative body.

### **BACKGROUND/DISCUSSION**

Government Code section 8855(i) requires any issuer of public debt to provide the California Debt and Investment Advisory Commission (CDIAC) no later than 30 days prior to the sale of any debt issue a report of the proposed issuance. Effective January 1, 2017, issuers must certify on the Report of Proposed Debt Issuance that they have adopted local debt policies concerning the use of debt and that the proposed issuance is consistent with those policies. The issuer's local debt policies must include the following:

## **A. Purposes for Which Debt May Be Used**

Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District.

- a) Long-term debt financings are appropriate when the following conditions exist:
  - When the project to be financed is necessary to provide basic services.
  - When the project to be financed will provide benefit to constituents over multiple years.
  - When total debt does not constitute an unreasonable burden to the District's investment policies as they relate to the investment of bond proceeds and its taxpayers and ratepayers.
  - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
- b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.
- c) The District may use long-term debt financings subject to the following conditions:
  - The project to be financed must be approved by the District Board.
  - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
  - The District estimates that sufficient revenues will be available to service the debt through its maturity.
  - The District determines that the issuance of the debt will comply with the applicable state and federal law.

Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment.

Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of the District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

## **B. Types of Debt Issued**

The following types of debt are allowable under this Debt Policy:

- general obligation and revenue bonds
- lease revenue bonds and lease-purchase transactions
- certificates of participation
- bank and direct private placement loans
- Commercial paper
- bond or grant anticipation notes
- tax and revenue anticipation notes

The District may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

## **C. Relationship of Debt to Capital Improvement Program and Budget**

The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Management Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan.

The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its reserves.

## **D. Policy Goals Related to District's Planning Goals and Objectives**

The District is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the District's annual operations budget.

It is a policy goal of the District to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the District is to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

#### **E. Internal Control Procedures That the District Has Implemented or Will**

When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The District will periodically review the requirements of and will remain in compliance with the following:

- any continuing disclosure undertakings under SEC Rule 15c2-12;
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues; and
- the District's investment policies as they relate to the investment of bond proceeds.

Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the District will submit written requisitions for such proceeds. The District will submit a requisition only after obtaining the signature of the Finance Director/Treasurer or General Manager of the District. In those cases, where it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the Finance Director/Treasurer of the District shall retain records of all expenditures of proceeds through the final payment date for the debt.



## **2.1.08 Fraud Reporting Policy**

Date Adopted: 03/16/17

## **2.1.08 Fraud Reporting Policy**

### **POLICY**

The Ventura Regional Sanitation District (District) will investigate possible fraudulent activity or dishonest use of District resources by its employees. Anyone found to have engaged in fraudulent activity is subject to disciplinary action, including dismissal and civil or criminal prosecution when warranted.

### **Confidentiality and Discretion**

Great care will be taken in dealing with suspected fraudulent activity to avoid:

- violating a person's rights to due process,
- making statements that could lead to claims of false accusations or other civil rights violations,
- alerting suspected individuals that an investigation is underway.

The investigation may be discussed only with those individuals who have a legitimate need-to-know. The employee is considered innocent of all allegations unless and until the facts prove otherwise.

### **Reporting Suspected Fraud**

District employees are expected to report good faith concerns about suspected fraud.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Protection from Retaliation**

Retaliation against employees for making good faith reports is prohibited. Employees making good faith reports of suspected misconduct should feel safe and protected from retaliation. The District will provide appropriate support to reporting employees to protect against retaliation and respond to concerns of retaliation or unfair treatment linked to the employee's reporting.

## **BACKGROUND**

The District is committed to the highest standards of moral, legal, and ethical behavior. All District management and staff members have a responsibility for the stewardship of the District's resources. Internal controls are intended to protect the District's assets and interests by detecting or preventing improper activities, however, there are no absolute safeguards against willful violations of laws, regulations, policies, or procedures.

The District is required to report any suspected theft, loss, misuse, or inappropriate action involving District funds, equipment, supplies, or other assets to the Chairperson of the Board.

## **APPLICABILITY**

This Policy applies to all District Staff members and Managers.

## **DEFINITIONS**

**Fraud** - Fraud encompasses an array of irregularities and illegal acts characterized by intentional deception or theft which produces a loss or misuse of resources or property. It can be perpetrated for the benefit of individuals or the agency, or may be detrimental to the agency. Fraud may be committed by persons outside as well as inside the agency. Actions constituting fraud include but are not limited to:

- forgery or alteration of a check, bank draft, account, or any Authority document
- misappropriation of funds, supplies, or other assets
- impropriety in the handling or reporting of money or financial transactions
- disclosing confidential and proprietary information to outside parties
- accepting or seeking bribes or items for personal gain from contractors, vendors, or persons seeking to provide services/material to the District
- destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment
- falsification of research results.

## **RESPONSIBILITY**

### **All Employees**

Report good faith concerns about fraudulent activity. Be truthful and cooperative in investigations of alleged wrongdoing.

### **Managers**

Maintain confidentiality, notify the General Manager and Director of Finance and other appropriate individuals, support reporting employees and protect them against retaliation.

### **General Manager**

Gather information and determine if a formal investigation is required.



## **PROCEDURE**

### **Reporting Fraud**

Employees are encouraged to attempt to resolve their concern at the most local level, by communicating their concerns to their supervisor or other appropriate contact person. If an employee feels uncomfortable addressing their concerns at the local level, they may make their report directly to any of the following:

- Chairperson of the Board
- General Manager
- Director of Finance
- Legal Counsel

When reporting fraudulent activity, provide as much detail as possible. The report may be submitted anonymously, however providing your contact information may be helpful if questions arise. All information will be treated as confidential to the extent permitted by law.

### **Initial Investigation**

Anyone receiving a report of fraudulent activity should notify the General Manager and/or the Chairperson of the Board. The General Manager or appropriate District Officer will consider the allegations and gather additional information to determine, in consultation with another appropriate District Officer, whether a formal inquiry is warranted.

If the reported concern is minor and the solution is straightforward without the need for substantial investigation, the General Manager or appropriate District Officer will work with appropriate supervisor or another District Officer to develop and implement a solution, protect the rights of the parties involved, and maintain documentation.

### **Formal Inquiry**

When a formal inquiry is warranted, a Fraud Investigation Team will be formed and may include the Chairperson of the Board, General Manager, Director of Finance, Legal Counsel and/or Human Resources Administrator.

Depending on the nature and severity of the allegation, the General Manager or appropriate District Officer will review the matter with the Chairperson of the Board and keep him/her apprised of the investigation as necessary.

The Fraud Investigation Team will determine:

- when notification is given to the employee against whom the allegation has been made. In most cases, the notice will be given to that employee and his/her supervisor by the General Manager or appropriate District Officer. Upon being advised, the suspected employee shall be encouraged to provide documentation or other evidence to support his/her views
- if a suspected employee should be suspended with or without pay or temporarily reassigned in accordance with law and/or the appropriate employment agreement
- in conjunction with the supervisor, if it is necessary to safeguard all records relating to the alleged activity by removing them from the employee's custody

- in consultation with the General Manager or appropriate District Officer, the final course of action. This decision will be reviewed and communicated by the General Manager or appropriate District Officer to the supervisor and the employee after it has been reviewed by the Chairperson of the Board.

The General Manager or appropriate District Officer, in consultation with Legal Counsel, will determine and coordinate any legal arrangements between the District and the employee or his/her attorney.

The General Manager or appropriate District Officer will also ensure that appropriate reports are completed and distributed as required.

## **2.1.02 Investment Policy**

Last revised: 12/17/20

### **2.1.02 Investment Policy**

#### **Policy**

It shall be the policy of the Ventura Regional Sanitation District to invest funds in accordance with all statutes governing the investment of the District's funds, and to do so in a manner which provides the maximum security, solvency and creditworthiness while meeting the daily cash flow demands of the District and providing a return in line with the performance benchmark.

#### **Background**

The Ventura Regional Sanitation District Bylaws authorize the Finance Officer (current title Director of Finance) to act as the Treasurer of the District and direct the collection and disbursement of all monies into and out of the District treasury, and make investments as necessary to conduct the business of the District. Opening & closing bank accounts requires prior approval of the Board.

Undesignated funds of the Ventura Regional Sanitation District shall be invested using sound treasury management principles and practices in accordance with provisions of California Government Code ("Gov. Code") Sections 53600 et seq. and this Investment Policy.

An independent auditor annually reviews internal controls as related to the duties of the Treasurer in accordance with adopted investment policy and reports any conflict or exceptions to the Board of Directors.

The Treasurer of the Ventura Regional Sanitation District shall annually prepare and submit a statement of the District's investment policy, along with any recommended changes to that policy, to the Board of Directors for review and approval at a public meeting.

### **Guidelines**

This policy covers all funds and investment activities under the direct authority and control of the District, including moneys resulting from debt issuance. In cases where the legal documents governing the investment of debt proceeds conflict with the District's investment policy, the legal documents shall govern. The specific language recommended to govern the investment of debt proceeds shall be submitted to the District's Personnel and Finance Committee and then to the Board of Directors for explicit approval. Funds held in trusts, if any, for retiree pension and medical benefits will be governed by the investment policies of the respective trusts.

### **Prudence**

The Treasurer of the Ventura Regional Sanitation District manages pooled cash under the prudent investor standard. This standard states, "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the [agency]." Gov. Code § 27000.3.

### **Objectives**

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the Ventura Regional Sanitation District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the Ventura Regional Sanitation District to meet all operating requirements, which might be reasonably anticipated.
3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

### **Investment Philosophy**

The investment program of the District shall be managed in a professional manner that is worthy of public trust and consistent with its fiduciary duty. The District's investment philosophy prohibits speculation, and leveraging or borrowing money for the purpose of investment. The District may contract for professional investment management services. When such services are acquired, periodic evaluations of performance measured against established benchmarks shall be conducted. There are times when it is necessary to sell a security and realize a loss, which includes, but is not limited

to, the following:

1. When interest rates are rising and the funds can be invested shorter term at higher rates.
2. When swapping opportunities arise that will result in an increase in safety of principal for the District's portfolio.
3. When swapping opportunities arise that will result in an increase in overall interest income to the District.
4. When the District's cash needs are greater than expected.

When any of the above instances occur, an explanation for such investment decision or action shall be included in the next investment report.

### **Delegation of Authority**

Management responsibility for the investment program is hereby delegated to the Treasurer for a one-year period. In accordance with Gov. Code § 53607, subject to review, the Board of Directors may renew the delegation of authority pursuant each year. The Treasurer shall make a monthly report of transactions to the Board of Directors.

The Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to certain employees and investment managers approved by the Board, and consultants and banks responsible for investment transactions. No persons or organization may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff and organizations. The Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

The Treasurer may retain, with the approval of the Board, the services of an outside investment advisor or manager to assist with the District's investment program. Qualified outside managers will be either SEC Registered Investment Advisors or Bank Money Managers. The investment advisor shall make all investment decisions and transactions in strict accordance with State and Federal law, this Policy and such other written instructions as are provided. The investment advisor or manager may not take possession of the District's cash or securities.

### **Ethics and Conflicts of Interest**

Officers, employees, consultants, investment managers and banks involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions on behalf of the District.

### **Authorized Investments**

Where this section specifies a percentage limitation for a particular security type, that percentage is applied on the date of purchase. Credit criteria listed in this section refers to the credit rating at the time the security is purchased. If an investment's credit rating falls below the minimum rating required at the time of purchase, the Treasurer will perform a timely review and decide whether to sell or hold the investment.

No more than 5 percent of the District's portfolio may be invested in any single issuer regardless of security type excluding U.S. Treasuries, Federal Agencies, Supranationals, and pooled investments such as Local Agency Investment Fund, Ventura County Pool, money market funds, and shares of beneficial interest issued by Joint Powers Authorities.

From the eligible securities permitted by Gov. Code Section 53600 et seq., the Treasurer is authorized to use the following:

- U.S. Government — United States Treasury bills, notes, & bonds, or certificates of indebtedness, or those for which the full faith and credit of the United States Government are pledged for the payment of principal and interest.
- U.S. Agencies — Federal agency or United States government senior debt-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- State Municipal Securities — Registered treasury notes or bonds issued by any of the 50 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any state. Securities eligible for investment under this paragraph shall be rated in the rating category of at least "AA" or "A-1" (for short-term securities), their respective equivalents, or higher by a nationally recognized statistical-rating organization (NRSRO).
- California Local Agency Municipal Securities — Bonds, notes, warrants or other evidence of debt issued by a local agency or municipality located within the State of California, including debt securities issued by the District. Securities eligible for investment under this paragraph shall be rated in a rating categories at least "AA" or "A-1", their respective equivalents, or higher by a NRSRO.
- Non-Negotiable Certificates of Deposit (CDs) — Non-negotiable deposits in a state or national bank, savings association or federal association, federal or state credit union in the State of California. In accordance with CGC Section 53635.2, to be eligible to receive District deposits, a financial institution shall have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities. CDs are required to be collateralized as specified under Gov. Code Section 53630 et seq. The Treasurer, at his/her discretion, may

waive the collateralization requirements for any portion that is covered by federal deposit insurance. The District shall have a signed agreement with any depository accepting District funds per Gov. Code Section 53649. No deposits shall be made at any time in CDs issued by a financial institution if a member of the Board of Directors or the General Manager or Treasurer serves on the board of directors of any committee appointed by the board of directors of the financial institution. In accordance with CGC Section 53638, any deposit shall not exceed that total shareholder's equity of any depository bank, nor shall the deposit exceed the total net worth of any institution. The maturity of CDs may not exceed one year in maturity. A maximum of 20 percent of the portfolio may be invested in CDs.

- **Placement Service Deposits** — The District may deposit a portion of its funds with commercial bank, savings bank, savings and loan association, or credit union that uses a private sector entity that assists in the placement federally insured deposits. Purchases of placement service deposits may not exceed 30 percent (in combination with negotiable CDs) of the District's funds. The selected depository for placement services must be: a nationally or state chartered, commercial bank, savings bank, savings and loan association, or credit union in California. Further, the selected depository institution may submit the funds to a private sector entity that assists in the placement of certificates of deposit with one or more commercial banks, savings banks, savings and loan associations, or credit unions that are located in the United States, for the District's account. The full amount of the principal and the interest that may be accrued during the maximum term of each certificate of deposit shall at all times be insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration. The selected depository institution shall serve as a custodian for each certificate of deposit that is issued with the placement service for the District's account. The maturity of placement service certificates of deposit may not exceed one year in maturity.
- **State Investment Pool** — California State Treasurer's Local Agency Investment Fund (LAIF) as authorized by Gov. Code Section 16429.1(b).
- **Ventura County Investment Pool** — Ventura County Treasurer's Investment Pool as authorized by Gov. Code Section 53684.
- **Other Pools** — Shares of beneficial interest issued by a joint powers authority organized in the State of California pursuant to Gov. Code Section 6509.7 that invests in the securities and obligations authorized in Gov. Code Section 53601 subdivisions (a) to (q), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. Purchases are limited to those pools that seek to maintain a constant net asset value and are rated in the highest category by a NRSRO. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:(1) The adviser is registered or exempt from registration with the Securities and Exchange Commission; (2) the adviser has not less than five years of experience investing in the securities and

obligations authorized in subdivisions (a) to (q), inclusive, of [Gov. Code] section 53601; and (3) the adviser has assets under management in excess of five hundred million dollars (\$500,000,000). Gov. Code § 6509.7(a).

- **Money Market Funds** — Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.). Such funds must carry the highest rating of at least two of the three largest national rating agencies or have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). Not more than 20 percent of funds shall be invested in Money Market Funds. All such investments shall be placed only in money market funds intended to maintain constant net asset value and that invest solely in U.S. Treasuries and Federal Agency obligations and repurchase agreements invested in such obligations.
- **Bankers' Acceptances** — Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances. Purchases of bankers' acceptances may not exceed 180 days' maturity, or 40 percent of the District's portfolio. Eligible bankers' acceptances are restricted to issuing financial institutions with short-term paper rated in the highest category by one NRSRO.
- **Commercial Paper** — Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2) below:
  1. The entity meets the following criteria: (A) is organized and operating in the United States as a general corporation. (B) has total assets in excess of five hundred million dollars (\$500,000,000). (C) has debt other than commercial paper, if any, that is rated in a rating category of "A", the equivalent or higher by a NRSRO.
  2. The entity meets the following criteria: (a) is organized within the United States as a special purpose corporation, trust, or limited liability company. (b) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond. (c) Has commercial paper that is rated in a rating category of "A-1" or the equivalent or higher by a NRSRO.

Eligible commercial paper shall have a maximum maturity of 270 days or less. No more than 25 percent of the District's portfolio may be invested in eligible commercial paper.

- **Medium-Term Corporate Notes** — Medium term notes with a maximum maturity of



five years issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States that are rated in a rating category of “A”, the equivalent or higher by a NRSRO. Purchases of medium term notes may not exceed 30 percent of the District's portfolio.

- Negotiable Certificates of Deposit – Negotiable CDs issued by a nationally or state-chartered bank or a state or federal savings and loan association, a state or federal credit union, or by a federally- or state-licensed branch of a foreign bank. Purchases of negotiable CDs may not exceed 30 percent (in combination with CDs purchased through a deposit placement service) of the District's portfolio. Negotiable CDs issued with maturities in excess of one year must be rated in a rating category of “A”, the equivalent or higher by a NRSRO. Negotiable CDs with maturities under one year must be rated in a rating category of “A-1,” the equivalent, or higher by a NRSRO.
- Asset-Backed Security – Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-back certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years maturity. Eligible securities must be rated in a rating category, by a nationally recognized rating service, of “AA”, the equivalent or higher. No more than 20 percent of the District's portfolio may be invested in this type of security.
- Supranational – United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of “AA”, the equivalent or higher by a NRSRO.

Purchases of these securities shall not exceed 30 percent of the District's portfolio.

Only the Board of Directors may authorize other types of investments permitted by the Government Code.

### **Prohibited Investments**

Under the provisions of Gov. Code Section 53601.6, the Ventura Regional Sanitation District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips that are derived from a pool of mortgages, repurchase & reverse repurchase agreements and stocks. The use of derivatives, options, futures or buying on margin is also specifically prohibited.

### **Maximum Maturities**

To the extent possible, the Treasurer will attempt to match investments with anticipated

cash flow requirements. Unless matched to a specific cash flow and explicitly authorized by the Board of Directors no less than three months prior to the investment, investments shall have a maturity no more than five (5) years from the date of purchase.

### **Safekeeping and Custody**

All security transactions entered into by the Ventura Regional Sanitation District shall be conducted on delivery-versus-payment basis. All securities purchased or acquired shall be in the name of the District and be held in safekeeping by a bank or trust company. The only exception to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit, and, (iii) money market mutual funds, since the purchased securities are not deliverable. Evidence of each of these investments will be held by the District.

### **Distribution of Investment Earnings**

Whenever practical, District cash shall be consolidated and invested on a pooled concept basis. Interest earnings shall be allocated according to average monthly balances on a calendar month basis.

### **Reporting**

The Treasurer shall submit to each member of the Board and the General Manager a monthly investment report of all funds held at the end of each month which are directly controlled and managed by the Treasurer including a detailed listing of all investment transactions during the month or, if none, a statement to that effect. As recommended by Gov. Code Section 53646(b)(1), this report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values, dollar amount invested and the current market values of each component of the portfolio, including funds managed for Ventura Regional Sanitation District by third party contracted managers. This report shall also include the source of the portfolio valuation and an explanation when it is necessary to sell a security and realize a loss. However, for funds invested in the County of Ventura Pool or in the State of California Local Agency Investment Fund, market values need not be reported.

Each investment report shall be submitted within 30 days following the end of the period covered by the report, but may be extended to 60 days following the end of the period covered by the report to allow for variances in Board meeting dates. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy or state areas of non-compliance and (2) the Ventura Regional Sanitation District will meet its expenditure obligations for the next six months or state why sufficient money shall, or may, not be available.

### **Investment Policy Review**

The Treasurer shall annually render to the Board a Statement of Investment Policy, which the Board shall consider at a public meeting.

## Glossary

**Asset-Backed Securities (ABS)** - Securities whose income payments and hence value is derived from and collateralized (or "backed") by a specified pool of underlying assets which are receivables. Pooling the assets into financial instruments allows them to be sold to general investors, a process called securitization, and allows the risk of investing in the underlying assets to be diversified because each security will represent a fraction of the total value of the diverse pool of underlying assets. The pools of underlying assets can comprise common payments credit cards, auto loans, mortgage loans, and other types of assets. Interest and principal is paid to investors from borrowers who are paying down their debt.

**Broker-Dealer** – a person or a firm who can act as a broker or a dealer depending on the transaction. A broker brings buyers and sellers together for a commission. They do not take a position. A dealer acts as a principal in all transactions, buying and selling for his own account.

**Certificate of Deposit (CD)** – A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CDs are typically negotiable.

**Collateral** – Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**Custody** – Safekeeping services offered by a bank, financial institution or trust company, referred to as the "custodian." Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement and market values.

**Delivery Versus Payment** –A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or custodian. It ensures that securities are deposited in an eligible financial institution prior to the release of funds. Securities should be held by a third-party custodian as evidenced by safekeeping receipts.

**Diversification** – Dividing investment funds among a variety of securities offering independent returns.

**Federal Agency Obligation** – A debt instrument issued by one of the federal agencies. Federal agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

**Liquidity** – An investment that can be converted easily and rapidly into cash without a substantial loss of value.

**Local Agency Investment Fund (LAIF)** – The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**Market Value** – The price at which a security is trading and could presumably be purchased or sold on a specific date.

**Maturity** – The date upon which the principal or stated value of an investment becomes due and payable.

**Money Market Fund** – a type of safe investment comprising a variety of short-term securities with high quality and high liquidity. The fund provides interest to shareholders and must maintain a stable net asset value (NAV) of \$1 per share.

**Portfolio** – Collection of securities held by an investor,

**Principal** – the original cost of a security. It represents the amount of capital or money that the investor pays for the investment.

**Prudent Investor Standard** – An investment standard that all investments should be made with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

**Supranationals** – Securities issued or unconditionally guaranteed by multi-lateral international financial institutions whose member nations contribute capital and participate in management.

**U.S. Treasury** – Government debt issued by the United States Department of the Treasury through the Bureau of the Public Debt. Treasury securities are the debt financing instruments of the United States federal government, and they are often referred to simply as Treasuries. There are four types of marketable treasury securities: Treasury bills, Treasury notes, Treasury bonds, and Treasury Inflation Protected Securities (TIPS). All of the marketable Treasury securities are very liquid and are heavily traded on the secondary market.

**VENTURA REGIONAL SANITATION DISTRICT  
RESOLUTION NO. 89-13**

**PERTAINING TO PURCHASE OF SUPPLIES, EQUIPMENT & SERVICES;  
CONSULTANT CONTRACTING PROCEDURE; AND  
DISPOSITION OF SURPLUS PERSONAL PROPERTY**

**WHEREAS**, the Ventura Regional Sanitation District Board of Directors wishes to establish policy pertaining to the purchase of supplies, equipment & services; contracts for consultants; and disposition of surplus personal property; and

**WHEREAS**, it is necessary for efficiency of critical public health and safety operations to delegate responsibility and authority to the appropriate officials who will carry out these responsibilities on a day-to-day basis;

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** as follows:

**PART I - GENERAL**

Section 100 - Short Title and Purpose of Resolution

This Resolution shall be known as the VRSD Purchasing Resolution, effective November 9, 1989, and may be cited as such. Its purposes are to establish policy for purchase of supplies, equipment & services at the lowest possible cost commensurate with the quality needed; exercise positive financial control over purchases; clearly define authority for the purchasing function; assure the quality of purchases; establish policy for negotiated procurement of consulting services; and establish policy for disposal of surplus personal property.

Section 101 - Definitions

The definitions given in this section shall be used in the interpretation of this Resolution unless another meaning for the word is apparent from the context.

- (a) "Board" means the Ventura Regional Sanitation District Board of Directors.
- (b) "Consultant" means any specially trained and experienced person, firm or corporation, including but not limited to those providing services in the area of accounting, administrative, economic, engineering, environmental, financial, legal or personnel matters.
- (c) "District" means the Ventura Regional Sanitation District.
- (d) "Emergency" means circumstances or conditions that pose an immediate threat to public health, welfare or safety as determined by the General Manager in which no time exists to seek Board action or approval, if otherwise such action or approval were required.

- (e) "General Manager" means the Ventura Regional Sanitation District General Manager or his/her designee.
- (f) "Impossible" means actual impossibility or extremely and unreasonably difficult or expensive.
- (g) "Impractical" means incapable of being performed by the bid procedure.
- (h) "Incongruous" means not suitable or compatible with the bid procedure.
- (i) "Negotiated Procurement" means any contract awarded as a result of negotiations rather than competitive bids.
- (j) "Purchase" includes rental or lease.
- (k) "Purchasing Agent" means the Ventura Regional Sanitation District Finance Officer or his/her designee.
- (l) "Supplies, equipment & services" means all supplies, equipment & services generally referred to as part of the 200, 300 and 400 series in the District object of expense accounts except contracts for consultants, and equipment generally referred to as part of the 700 series in the District object of expense accounts.

#### Section 102 - Public Projects

"Public projects" as defined in the Uniform Public Construction Cost Accounting Act, Public Contract Code, Section 22000, et. seq. shall be administered by the General Manager in conformance with said code. This Resolution does not apply to such public projects.

#### Section 103 - Administrative Rules & Procedures

The General Manager and/or Purchasing Agent shall promulgate and enforce such administrative rules & procedures as required and necessary to carry out the intent and purposes of this Resolution. Among these shall be a prohibition against "splitting" orders to avoid established purchasing or contracting requirements.

#### Section 104 - Purchasing Agent

The Purchasing Agent shall have authority to:

- (a) Purchase or contract for the supplies, equipment & services required by the District in accordance with the purchasing policies set forth in this Resolution and such administrative rules & procedures as shall be issued from time-to-time;
- (b) Negotiate and recommend the execution of contracts for the purchase of supplies, equipment & services;
- (c) Act to procure the needed quality in supplies, equipment & services at the least overall expense to the District;

- (d) Endeavor to obtain as full and open competition as reasonable on purchases;
- (e) Prepare, update, and implement administrative rules & procedures governing the purchasing of supplies, equipment & services for the District;
- (f) Keep informed of current developments in the field of purchasing as well as prices, market conditions, and new products;
- (g) Prescribe and maintain such records as are reasonably necessary to document compliance with the provisions of this Resolution and other administrative rules & regulations;
- (h) Approve the transfer of surplus or unused supplies & equipment between groups as needed, and dispose of all supplies & equipment which cannot be used by any group or which have become unsuitable for District use; and
- (i) Maintain records needed for efficient operation of the purchasing function.

## **PART II - AUTHORIZATION TO PURCHASE**

### **Section 200 - Authorization by Board of Directors**

The Board of Directors must specifically authorize the purchase of any supplies, equipment &/or services having an estimated value greater than \$25,000. Authorization shall be in the form of an adopted District budget which includes such supplies, equipment &/or services or other specific Board action.

### **Section 201 - Specific Authorization for District Employees to Purchase**

Purchase of any supplies, equipment &/or services having an estimated value of \$25,000 or less may be authorized by the Purchasing Agent. The Purchasing Agent shall require that such purchases or contracts be made in conformity with the policies established by this Resolution, and may further require periodic reports from District employees regarding purchases and contracts made under such authorization.

### **Section 202 - Encumbrance of Funds**

Except in cases of emergency, no contract or purchase order shall be issued for supplies, services or equipment unless there exists an unencumbered appropriation against which the current year's portion of such purchase is to be charged.

## **PART III - SUPPLIES, EQUIPMENT & SERVICES PURCHASING PROCEDURE**

### **Section 300 - Formal Bidding Procedures**

Except as otherwise provided in this Resolution, the following formal bidding procedure shall apply to purchases of supplies, equipment & services having an estimated value greater than \$60,000:

- (a) Notice Inviting Bids. Notices inviting bids shall include a general description of the articles &/or services to be purchased, and state where bid blanks & specifications may be secured and the time & place for opening bids.
  - (1) Published Notices. Notices inviting bids shall be published at least ten (10) days before the date of the bid opening.
  - (2) Bidders List. The Purchasing Agent shall solicit sealed bids from all responsible prospective suppliers whose names are on the bidders list which the Purchasing Agent shall maintain, or who have requested their names to be added thereto.
- (b) Bid Opening Procedure. Sealed bids shall be submitted to the Purchasing Agent and be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the public notice. A tabulation of all bids received shall be available for public inspection during regular business hours for a period of not less than fifteen (15) calendar days after the bid opening.
- (c) Rejection of Bids. At its discretion, the Board may reject any and all bids presented and readvertise for bids. The Board may also waive any and all irregularity in any bid.
- (d) Award of Bids. Bids shall be awarded to the lowest responsible bidder provided that the Board may give consideration to factors other than price when such factors are identified in District specifications or are related to availability of merchandise or relevant administrative considerations.
- (e) Tie Bids. If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of readvertising for bids, the Board may accept the bid it chooses or accept the lowest bid by negotiation with the bidders at the time of its next regularly-scheduled meeting.
- (f) No Bids. If no bids are received, the Board may authorize the purchase of goods &/or services in compliance with informal bidding procedures.

#### Section 301 - Informal Bidding Procedures

Except as otherwise provided in this resolution, the following informal bidding procedures shall apply to the purchase of supplies, equipment & services having an estimated value of \$60,000 or less.

- (a) Minimum Number of Bids. Open market purchases shall, wherever possible, be based on at least three (3) bids and shall be awarded to the lowest responsible bidder provided that the Board of Directors (for purchases of more than \$25,000) or the Purchasing Agent (for purchases of \$25,000 or less) may consider factors other than price when such factors are identified in District specifications or are related to availability of merchandise or relevant administrative considerations.
- (b) Notice Inviting Bids. The Purchasing Agent shall solicit bids by written request, telephone or legal advertising.



- (c) Retention of Bids. Informal written bids shall be submitted to the Purchasing Agent who shall keep a record of all open market orders and bids until the affected fiscal year's financial audit is completed. All such records, while so kept, shall be open to public inspection.

#### Section 302 - Negotiated Procurement

Notwithstanding the provisions of Sections 300 and 301 of this Resolution, supplies, equipment or services may be purchased by negotiated procurement: (1) where competitive bidding would be impossible, impractical or incongruous; (2) in an emergency; (3) when the supply, equipment or service can be obtained from only one vendor or the price is controlled by law; (4) when the amount involved is \$25,000 or less; (5) when the purchase is for provision of landfill cover pursuant to VRSD Resolution No. 88-11; or (6) where compelling economic or administrative considerations warrant employment of alternate purchasing procedures. Such considerations may include circumstances where service has been previously rendered by a supplier who has thereby gained and exhibited unique and/or superior experience and/or expertise in relation to District's operational requirements. Purchases made pursuant to Section 302(6) of this Resolution shall be approved by the Board.

#### Section 303 - Cooperative Agreements

No provision of this Resolution shall be interpreted or construed to prohibit or prevent the District from purchasing supplies, equipment or services by contracts or arrangements for cooperative purchasing with the State of California, the County of Ventura, or any other public or municipal agency; provided, however, the contract or arrangement for such purchases shall be approved by the Board if such approval would otherwise be required.

#### Section 304 - Annual Contracts for Supplies, Equipment & Services

No provision of this resolution shall be interpreted or construed to prohibit or prevent the District from contracting with suppliers on an annual basis to provide supplies, equipment or services as needed; provided, however, that normal selection procedures are used in the original supplier selection. A maximum of four annual extensions of such contracts, based on satisfactory performance documented by written evaluation, shall be allowed. Such contracts obligating the District to any payment exceeding \$25,000 per year shall be approved by the Board if such approval would otherwise be required.

### **PART IV - CONSULTANT CONTRACTING PROCEDURE**

#### Section 400 - Authority to Contract

The Board shall have sole authority to approve and enter into consultant contracts, except that the General Manager shall have authority to enter into consultant contracts that meet all of the following criteria:

- a. The contract does not obligate the District to any payment exceeding \$25,000 per year.
- b. The work and cost has the prior approval of the Board in the form of an adopted District Budget which includes such work or other specific Board action;
- c. The contract is not for legal services or legal consultation; and

- d. The District standard consulting agreement form, preapproved as to form by District legal counsel, is used.

#### Section 401 - Formal Consultant Selection Procedure

Contracts with consultants having an estimated value greater than \$75,000 shall be made by written agreement pursuant to the following procedure.

- a. Qualification. The General Manager shall encourage consultants generally qualified to undertake the types of work required by the District to submit statements of qualification and performance data. Such statements shall be kept on file and may be utilized to evaluate consultant qualifications. Other evaluation criteria shall include, but not be limited to, prior experience with, personal interview with, or references of prospective consultants.
- b. Selection Committee. A Selection Committee comprised of knowledgeable District and/or outside representatives shall be appointed by the General Manager to select a consultant for each contract. Depending on the size and importance of the work to be performed, the membership of the Committee may vary.
- c. Interview of Consultants. The Selection Committee shall evaluate consultants' abilities relative to the proposed project based on information gained in accordance with Section 401a of this Resolution. The Committee may make requests for proposals to selected consultants. The Committee shall conduct discussions with no less than three (3) consultants whenever possible regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- d. Selection of Consultant. The Selection Committee shall prepare a list in order of preference of the three (3) consultants deemed to be the most qualified to provide the services required based on established criteria. Price shall not be the only determining factor in the selection of a consultant. Other factors such as related experience, professional skills, approach, professional credentials, availability of personnel, understanding of scope of work, quality of response to request for proposal, references, etc., may be considered. The basis of all selection decisions shall be documented in writing.
- e. Contract Negotiations.
  - (1) The General Manager shall negotiate a contract with the best qualified consultant at compensation which the General Manager determines is fair and reasonable.
  - (2) Should the General Manager be unable to negotiate a satisfactory contract with the consultant considered to be most qualified, at a price he determines to be fair and reasonable, negotiations with that consultant shall be formally terminated. The General Manager shall then undertake negotiations with the second most qualified consultant. Failing accord with the second most qualified consultant, the General Manager shall terminate negotiations. The General Manager shall then undertake negotiations with the third most qualified consultant.
  - (3) Should the General Manager be unable to negotiate a satisfactory contract with any of the selected consultants, he shall select additional consultants in order of their competence & qualification and continue negotiations until agreement is reached.

- (4) The General Manager's recommendation shall be forwarded to the Board for approval.

#### Section 402 - Informal Consultant Selection Procedure

Contracts with consultants having an estimated value of \$75,000 or less shall be made by written agreement pursuant to the following procedure.

- a. Qualification. The General Manager shall encourage firms generally qualified to undertake the types of work required by the District to periodically submit statements of qualifications and performance data. Such statements shall be kept on file and may be utilized to evaluate consultant qualifications. Other evaluation criteria shall include, but not be limited to, prior experience with, personal interview with, or references of prospective consultants.
- b. Selection of Consultant. The General Manager shall determine the most qualified consultant to provide the services required. Price shall not be the only determining factor in the selection of a consultant. Other factors such as related experience, professional skills, approach, professional credentials, availability of personnel, understanding of scope of work, quality of response to request for proposal, references, etc., may be considered. The basis of all selection decisions shall be documented in writing.
- c. Contract Negotiations. The General Manager shall negotiate a contract with the selected consultant at compensation he/she determines is fair and reasonable. His/her recommendation shall be forwarded to the Board for approval if the contract is for more than \$25,000.

#### Section 403 - Negotiated Procurement

Notwithstanding the provisions of Sections 401 and 402 of this Resolution, consultant contracts may be entered into by negotiated procurement: (1) where the use of standard consultant selection procedures would be impossible, impractical or incongruous; (2) in an emergency; (3) when the amount involved is \$25,000 or less; or (4) where compelling economic or administrative considerations warrant employment of alternate consultant selection procedures. Such considerations may include circumstances where a particular consultant has previously rendered work for the District and has consequently acquired unique and/or superior experience and/or expertise in relation to District's requirements. Consultant contracts entered into pursuant to Section 403(4) shall be approved by the Board.

#### Section 404 - Annual Contracts

No provision of this Resolution shall be interpreted or construed to prohibit or prevent the District from contracting with consultants on an annual basis to provide services as needed; provided, however, that normal selection procedures are used in the original consultant selection. A maximum of four annual extensions of such contracts, based on satisfactory performance documented by written evaluation (Section 405), shall be allowed where no significant change in quantity or type of work is involved. Such contracts obligating the District to any payment exceeding \$25,000 per year shall be approved by the Board.

#### Section 405 - Performance Evaluation

The General Manager shall prepare a performance evaluation at the close of each consultant contract, or fiscal year in the case of annual contracts. The evaluation shall address such performance factors as completeness & quality of work product, timeliness, availability of personnel, etc. Such performance evaluation shall be in writing and kept on file with other consultant data for future reference.

### **PART V - CHANGE ORDERS**

#### Section 500 - Purchasing Agent

The Purchasing Agent shall be authorized to approve change orders to purchase orders provided that sufficient funds have been appropriated for such expenditures. Each change order shall not exceed ten percent of the purchase order, and the aggregate total of all change orders shall not exceed \$25,000.

#### Section 501 - General Manager

The General Manager shall be authorized to approve change orders to contracts provided that sufficient funds have been appropriated for such expenditures. Each change order shall not exceed ten percent of the contract, and the aggregate total of all change orders shall not exceed \$25,000.

### **PART VI - DISPOSITION OF SURPLUS PERSONAL PROPERTY**

#### Section 600 - Disposition by Purchasing Agent

Any District-owned personal property, which has a current book value of \$10,000 or less, and (1) which no longer can be used, (2) has not been purchased with grant funds, or (3) which is inoperative, unrepairable, or not economically repairable shall be disposed of by the Purchasing Agent. Reasonable attempts shall be made to maximize the value received from such surplus personal property.

#### Section 601 - Disposition by Board Approval

Prior to disposing of any salvageable personal property which has a current book value of more than \$10,000, the Purchasing Agent shall inform the Board of the condition of the item proposed for disposition and obtain the Board's determination that such item is obsolete or surplus and approval of the means of disposal before proceeding with disposition.

#### Section 602 - Exceptions

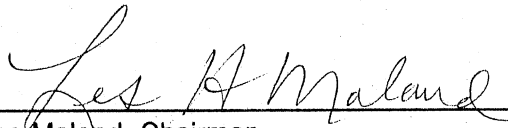
Sections 600 and 601 of this Resolution shall not apply to any items of District-owned personal property used or to be used in trade or exchange for replacement property of a similar nature.

## PART VII - APPLICABILITY


This Resolution supersedes all resolutions and instructions previously adopted or issued concerning the purchase of supplies, equipment & services; consultant contracting procedures; and disposition of surplus personal property. It shall be reviewed for continuing adequacy at least once every three years.

**ADOPTED AND APPROVED** this ninth day of November 1989.

VENTURA REGIONAL SANITATION DISTRICT

  
\_\_\_\_\_  
Les Maland, Chairman  
Board of Directors

ATTEST:

  
\_\_\_\_\_  
Sherrill Smith, CPS  
Clerk of the Board

## **2.1.05 Reserve Level Policy**

Date Last Revised: 04/01/21

## **2.1.05 Reserve Level Policy**

### **PURPOSE**

Ventura Regional Sanitation District (District) is an enterprise-based, municipal solid waste and wastewater management agency that recovers the cost of providing these services to its municipal customers through contract and ordinance-based fees and charges. The District does not receive any property tax monies and solely relies on revenues derived from fees and charges. Consistent with Title 27 of the California Code of Regulations, the District demonstrates financial assurance to the California Department of Resource Recovery and Recycling (CalRecycle), for closure, postclosure, corrective action, and operating liability costs associated with its closed and operating landfills by holding cash reserves or acceptable financial instruments. In addition, the District needs adequate reserves to ensure the District maintains a prudent level of financial resources to offset cyclical variations in revenues and expenses and to protect against reducing service levels or raising fees because of temporary revenue shortfalls or unexpected one-time expenses. Adequate reserves are essential to the District's financial stability to withstand economic downturns, protect against catastrophic events, unforeseen revenue declines, short-term capital improvements, and operating cash flow needs.

In summary, the District's Reserve Level Policy is a fiscal management guideline with goals to be achieved over a period of time. Fiscal reserves are essential to: maintain the District's credit worthiness; offset cyclical variations in revenue and expenses; withstand economic downturns; and provide for operating cash flow needs.

### **POLICY**

It is the policy of the Ventura Regional Sanitation District that all funds held in reserve be designated to specific uses, and to take into consideration the minimum level necessary to maintain the District's credit worthiness and adequately provide for operating reserves, legally-mandated closure and postclosure funding, future debt or capital obligations, cash flow requirements, and legal requirements. This policy is in conformity with Generally Accepted Accounting Practices (GAAP), Government Finance Officers Association (GFOA) and Governmental Accounting Standards Board (GASB) Guidance. Reserve levels will be set as follows:

#### **A. Restricted Reserves**

The District will maintain reserves in an amount equal to funds restricted by statutory and regulatory requirements, contractual agreements, and trustee requirements. The District is limited in the means by which it may use restricted cash reserves for District operations due to legal requirements and contractual agreements.

**1. Closure and Postclosure financial assurance requirements**

Consistent with Title 27 of the California Code of Regulations (CCR) for demonstrating financial assurances to CalRecycle, the District shall hold cash reserves or acceptable financial instruments for closure, postclosure, corrective action, and operating liability at its closed and operating landfills as specified by CalRecycle in conjunction with Title 27 of the CCR.

**2. Conditional Use Permits and other deposits**

The District issued Certificates of Deposit as a requirement from regulatory and/or governmental agencies for conditional land use permits and possible interconnection fees tax liability.

**B. Committed Reserves**

These funds are made available for other uses only by the express authorization of the District Board of Directors.

**1. Comprehensive Environmental Response Compensation & Liability Act (CERCLA)**

The District will set aside funds for possible future legal actions and judgments against closed landfills.

**C. Assigned Reserves**

The District will have available cash reserve to cover operating shortfalls to be used for both short term cash flow and contingency planning for unforeseen situations such as unexpected increases in costs or declines in revenues, legislative or judicial mandates, new or expanded services or programs, natural disaster emergencies, one-time Board approved non-capital expenditures or capital needs, and interruptions in billing process to customers.

**1. Insurance Fund**

The District will maintain funds in the insurance fund to cover deductibles, self-insurance retentions and claims not covered by insurance. The target for this fund is \$1,000,000 (one million dollars).

**2. Operating Fund – Solid Waste**

The District will maintain cash in the Solid Waste operating fund an amount equal to three months of the annual operating expenses for Solid Waste operations,

excluding depreciation. This reserve bridges the gap between the time expenses are paid and the time revenues from the same service are collected from customers. The fund will ensure continuity of service regardless of cash flow.

### **3. Operating Fund – Water/Wastewater**

The District may retain any excess operating revenues from Water/Wastewater operations up to two months of the annual operating expenses for Water/Wastewater operations, excluding depreciation. This reserve bridges the gap between the time expenses are paid and the time revenues from the same service are collected from customers.

## **RESERVE PROCEDURES**

The Finance Department will perform an annual reserve analysis as part of the annual budget to be submitted to the Board of Directors during budget deliberations, midyear budget review, and when a major change in conditions threatens the reserve levels established in the policy.

## **CONCLUSION**

The Reserve Level Policy is intended to serve as a guide to the District Board of Directors, management and staff for decisions and recommendations related to the District's financial profile.



## BUDGET GLOSSARY

**Appropriation** - An authorization made by the Board that permits the District to incur obligations and expend resources.

**Accrual Basis** - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Audit** - Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the District's Financial Statements present fairly the District's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with its performance of an audit, the independent auditor is required to issue a Management Letter stating the adequacy of the District's internal controls as well as recommending improvements to the District's financial management practices.

**Board of Directors** - The District's nine-member governing body (Board), consisting of one council member from each of the eight participating cities and a single elected representative from the participating independent special districts. Each Director has one vote; a majority of the members must be present for action to be taken; and a majority of those present is required to act on any matter (except as otherwise required by law).

**Budget** - A financial plan adopted by the Board of Directors for a specified period of time that establishes management policies, goals, and objectives, for all programs within the District and allocates planned revenues and expenditures to District services.

**Budget Adjustment** - An amendment or supplement to the budget approved by majority Board vote any time after budget adoption. A budget adjustment may increase or decrease the budget.

**Budget Policies** – The general and specific guidelines adopted by the Board that govern financial plan preparation and administration.

**Budget Review Process** - The series of Board meetings and discussions used to provide policy guidance and direction for the program objectives to be accomplished the ensuing year.

**Budget Transfer** - An action transferring appropriations and revenues from one budget location to another without changing overall totals.

**Capital Improvement Plan** - A plan to provide for the major modification or replacement of existing public facilities & assets, and for the construction or acquisition of new ones.

**Capital Improvement Fund** - This fund type is used to accumulate over time financial resources used in the acquisition, construction, development, and long-term modification, of major capital facilities (see Fund).

**Cash Basis** - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**Contract Services Fund** - This fund type is used when the District provides services to another governmental agency by contractual agreement on a cost reimbursement basis.

**Debt Service** - A predetermined schedule of payments on debt principal and interest.

**Debt Service Fund** - A Fund used to account for the accumulation and payment of resources related to general long-term debt principal and interest (see Fund).

**Department** - A major organizational unit of the District, which has been assigned overall management responsibility for an operation or group of related operations.

**Depreciation** - An expense based on the expectation that an asset will gradually decline in value or have to be replaced. The cost of the asset is therefore spread (depreciated) out over its estimated useful life. The intent is to charge the Operation over the real time of its useful life.

**Designated Retained Earnings** - A portion of unreserved retained earnings designated by District policy for a specific future use.

**Direct Expense/Revenue** - Expense or revenue that is directly attributable to the service being provided. Also sometimes called operating expense/revenue.

**District Mission** - The District's statement of purpose, updated April 1999: "The Ventura Regional Sanitation District is a non-tax supported public agency providing sanitation services. We offer the highest quality service at the lowest possible cost for our customers and we will provide solutions by involving our staff, our customers and our community."

**Eastin Trust Fund** - Dedicated funding, required by state law and held by a third party trustee, which provides financial assurance for landfill closure and postclosure maintenance for a 15-year period thereafter. Effective, April 9, 1997, the Eastin requirement for landfill postclosure financial assurance increased to 30 years.

**Encumbrance** - The reservation of funds to be expended (see Expense).

**Enterprise Fund** - A Fund used to account for operations that are financed and operated in a manner similar to private sector enterprises where it is the District's intent that costs (including depreciation) of providing services to the general public be financed or recovered primarily through user charges. All operating programs of the District operate as enterprises.

**Executive Summary** - Included in the opening section of the budget, the Executive Summary provides the Board and public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the District General Manager.

**Expense** - The outflow or using up of assets for capital purchases, goods & services (see Encumbrance).

**Fiscal Year (FY)** - An annual period for recording District financial transactions beginning July 1 and ending June 30. Fiscal Year 2020-2021 is abbreviated "FY2020-2021," "FY20-21," or "FY2021."

**Fixed Assets** - Long-term major assets with a purchase price of \$5,000 or more and a useful life greater than one year, such as land, buildings, machinery, furniture, and other equipment.

**Fund** - The District accounts for all its operations and activities as an enterprise fund. This fund is comprised of various fund types such as operations, capital projects, internal services and contract services.

**GAAP** - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording encompassing the conventions, rules, and procedures that define accepted accounting principles.

**Goal** - A statement of broad direction, purpose, or intent. Program Goals support District Goals that, in turn, support the District Mission.

**Internal Service Fund (ISF)** - This fund is used to account for costs of maintenance & operations and acquisition or replacement of all equipment for which a user is charged a fee. Internal Services Funds have been established for wastewater, solid waste, central administration, and the biosolids/microturbine budget divisions.

**Inventoried Equipment** - Each individual piece of equipment having a purchase price of less than \$5,000 that can be labeled and tracked. This includes equipment such as personal computers, laptop computers, cell phones, pagers, radios, etc.

**Line Item Budget** - A budget that lists detailed expenditure categories (permit fees, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The District uses a program rather than line item budget, although detail line item accounts are maintained and recorded for financial reporting and control purposes.

**Operating Budget** - A financial plan that pertains to daily operations and maintenance of existing facilities providing basic services.

**Other Resources** - Revenues other than those collected directly for a specific program, such as overhead charges, equipment charges and other inter-fund transfers.

**Overhead** - An administrative allocation of indirect costs necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service. Overhead includes charges for District office space, communications, copy equipment, typewriters and computers. These charges are transferred from each department to the Central Administration Facilities Fund (89). The charge also includes a component for insurance, which is transferred from each department to the Risk Management Fund (86).

**Program** - A grouping of specific activities organized to accomplish District goals.

**Program Budget** - The type of budget used by the District, it shows budget amounts by program and category (salaries, supplies, services, etc.) rather than line item. Detail line item accounts are maintained and recorded for financial reporting and control purposes, but are not included in the budget document.

**Reserve** - An account used either to set aside budgeted revenues that are not required for spending in the current year or to earmark revenues for a specific future purpose.

**Retained Earnings** - The accumulated net earnings of an Enterprise entity which have been retained and which are not reserved for any specific purpose.

**Revenues** - Monies received or earned by the District.

**Risk Management** - An organized attempt to protect District assets against accidental loss in the most cost-effective manner.

**Transfers** - Charges against one program that are recorded as revenue to others. The most common are facilities charges (including insurance), overhead charges, ISF equipment charges (including vehicles, heavy power equipment, vacuum trucks and various machinery/tools) and in-house laboratory charges.

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**Adopted Fiscal Year 2021-2022 Budget  
Ventura Regional Sanitation District**

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