

# **Adopted Fiscal Year 2022-2023 Budget**

**July 1, 2022 – June 30, 2023**



**Ventura Regional Sanitation District**

4105 West Gonzales Road

Oxnard, CA 93036-2748

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

**Chris Theisen  
General Manager**

**June 16, 2022**

# Ventura Regional Sanitation District



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Alvertina Rivera – Director of Finance  
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Regina Williams – Senior Accountant

## **Legal Counsel**

Robert N. Kwong (Arnold, LaRochelle, Mathews, VanConas & Zirbel, LLP)

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# **VENTURA REGIONAL SANITATION DISTRICT**

## *Executive Summary*



June 16, 2022

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 2022-23 (FY2022-23) Operating and Capital Improvement Plan Budget. The FY2022-23 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 2022-23 BUDGET HIGHLIGHTS**

- Approximately 340,686 tons of refuse is expected to be placed at the Toland Road Landfill.
- The District's billable hourly rates, effective July 1, 2022, for Central Administration and Operations employees were adjusted to levels necessary to recover costs. The FY 2022-23 billable rates will be adjusted by CPI over the following four years.
- The District's Capital Improvement Projects of \$5,650,000 include only regulatory compliance improvements at the Toland Road Landfill.
- The District's Capital Outlays are budgeted at \$2,252,870. The Capital Outlays include components of \$1,950,000 for the replacement of Solid Waste heavy equipment and fleet, \$55,000 for an automated fleet fuel system and network/technology related items, \$50,000 for shop upgrades and re-paving, as well as \$197,870 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 2022-23 BUDGET OVERVIEW**

### **OPERATING REVENUES**

The revenue is estimated at \$18,002,581. 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 \$12,044,602, with annual tonnage of 340,686. For more information, please see Page 38 of the FY2022-23 Budget.

Miscellaneous: Additional Solid Waste revenues include the Pyramid Flowers lease (\$97,010), mitigation and monitoring costs of the Tierra Rejada Closed Landfill (\$429,855), and monitoring and maintenance services at River Ridge Golf Course for the City of Oxnard (\$126,307).

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

The District's Water & Wastewater Division (W/WW) is currently providing water and wastewater services to eight 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 \$4,406,049, 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 37 of the FY2022-23 Budget.

## **OPERATING EXPENSES**

The total operating expense is estimated at \$19,397,916 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 \$2,744,152. The net decrease is primarily due to a reduction of 21.23 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 39 through 45 of the FY2022-23 Budget.

Other Operating Expenses: Other operating expenses are increasing by \$383,481, or 4.5%. The net increase is primarily attributable to increases in fuel, gasoline and diesel and professional services in the Solid Waste division, offset by decreases throughout all operating expenses in the Water Wastewater division due to the reduction in customers.

## **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 \$2,252,870, is included in Pages 59 of the FY2022-23 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 \$5,650,000, is included in Pages 29 through 35 of the FY2022-23 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 \$2,726,213 is included in Page 57

of the FY2022-23 Budget. While the biosolids facility is no longer operational, \$1,101,653 of the annual debt service is associated with the facility and will continue through December 2024.

## SUMMARY

The District will enter Fiscal Year 2022-23 following multiple years of deliberate belt-tightening in an effort to create a leaner organization, while continuing to invest significant resources in various capital improvement projects. The most significant of these projects being the build-out of the final expansion phase of the Toland Landfill. Over the next few years, the District plans on not only expending the cash reserves built up but also to issue debt to complete its Capital Improvement Plan. While the District expects a few more lean years as it completes the outlined Capital Improvement Plan and finishes paying its existing debt, its long-term financial picture is promising.

The District began FY 2021-22 implementing the necessary expense reductions in Solid Waste and Administration to offset the approximately \$3.6 million annual Solid Waste revenue loss as a result the City of Oxnard's decision to cease disposing of solid waste at the Toland Road Landfill in May 2021. However, almost immediately the District turned its attention to addressing the worsening financial condition and pressures on the Water/Wastewater operation. Tremendous effort was expended in engineering a sustainable operation by engaging the District's clients in an interactive process that lasted most of the fiscal year. Ultimately, sufficient clients placed confidence in VRSD to allow Water/Wastewater services to begin the new fiscal year with eight clients.

Despite the recent challenges, the District staff is able to present a balanced budget for the Board's consideration for Fiscal Year 2022-23.

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, and overall efficiencies in operations has resulted in responsible decision-making throughout the organization.

The future will undoubtedly lead to additional challenges as the District continues its drive toward continual improvement in effectiveness and efficiency for the benefit of the clients and citizens that it serves. Notwithstanding, I believe the District is poised to continue to progress toward becoming the organization that will serve the residents of Ventura County for years into the future.

Respectfully submitted,



Chris Theisen  
General Manager



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

# VENTURA REGIONAL SANITATION DISTRICT

## Consolidated Enterprise

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Revenues:</b>					
Landfill Disposal Fees	14,338,226	15,061,117	11,707,641	11,269,331	12,044,602
Contracted Services - Labor	5,416,195	5,356,758	5,899,064	4,316,163	3,610,850
Contracted Services - Materials & Supplies	1,679,121	1,670,719	1,404,912	1,219,487	984,294
Contracted Services - Equipment	698,228	1,008,658	763,419	756,648	427,054
Investment & Interest Earnings	1,772,374	101,084	596,886	409,859	435,139
Other Revenue	3,077,550	220,126	187,942	136,795	97,010
Special Assessments	-	-	395,492	395,492	403,633
Gain/Loss on Sale of Assets	1,586	-	-	92,410	-
<b>Total Revenues</b>	<b>26,983,280</b>	<b>23,418,463</b>	<b>20,955,357</b>	<b>18,596,186</b>	<b>18,002,581</b>
<b>Expenditures:</b>					
Wages - Regular	6,465,381	6,690,174	6,124,305	4,297,169	4,333,472
Wages - Overtime	218,818	298,871	168,821	244,815	79,333
Wages - Standby	71,889	69,692	47,332	70,709	20,693
Employee Benefits	3,750,177	3,681,068	3,088,035	2,967,165	2,250,842
<b>Personnel Costs</b>	<b>10,506,265</b>	<b>10,739,805</b>	<b>9,428,493</b>	<b>7,579,858</b>	<b>6,684,340</b>
Professional Services	4,683,461	1,268,276	1,767,017	1,061,232	2,058,938
Temporary Labor	93,099	254,312	57,000	35,919	85,000
Board Members Fees & Expenses	33,014	39,618	53,552	30,678	53,552
Travel, Conference, Seminar & Training	38,509	12,791	61,800	3,916	41,800
Safety Supplies & Clothing	71,827	70,535	55,700	44,667	54,271
Office Expenses	201,923	146,978	292,446	251,447	162,846
Financial Service Charges	92,130	78,072	79,100	62,410	78,240
Utilities	338,269	314,232	307,798	318,903	303,936
Insurance	194,153	288,013	352,509	382,458	402,572
Equipment Rental & Leases	479,993	408,498	259,504	226,404	188,789
Tierra Rejada Consortium Expense	-	-	86,890	17,378	107,464
Operating Services, Materials & Supplies	1,409,446	914,249	1,130,028	1,008,006	997,576
Leachate, Condensate & Sludge Disposal	1,057,502	782,046	1,021,453	1,008,072	916,571
Lab Services & Supplies	241,623	311,865	157,485	180,116	127,978
Fuel, Gasoline & Diesel	481,759	522,462	496,850	562,287	851,258
Maintenance & Repair	434,263	383,420	405,099	526,577	454,869
Permits, Licenses & Fees	1,695,405	1,507,850	1,061,114	1,042,244	1,054,748
Set-a-side for Landfill Closure/Postclosure	620,780	(906,945)	575,826	460,664	589,387
MBC Contracted Services	-	-	246,313	215,608	321,169
<b>Operating Expenses</b>	<b>12,167,158</b>	<b>6,396,274</b>	<b>8,467,483</b>	<b>7,438,987</b>	<b>8,850,964</b>
Depreciation & Amortization	4,183,681	3,835,175	3,781,030	3,887,070	3,862,612
General & Administrative (Overhead) Expense	(0)	-	-	(0)	-
Fleet Charge between Funds	(0)	(0)	127,139	132,819	-
Debt Service - Principal	3,163,727	3,241,545	3,011,212	3,011,212	2,466,128
Debt Service - Interest	465,735	387,035	321,860	321,860	249,355
Financing Cost	18,791	18,791	15,749	15,749	10,730
<b>Debt Service</b>	<b>3,648,253</b>	<b>3,647,371</b>	<b>3,348,821</b>	<b>3,348,821</b>	<b>2,726,213</b>
Capital Improvement Projects	930,188	2,940,134	4,276,135	4,276,135	5,650,000
Capital Outlay	1,876,364	175,746	1,156,880	1,156,880	2,252,870
<b>Total Expenditures</b>	<b>33,311,909</b>	<b>27,734,505</b>	<b>30,585,981</b>	<b>27,820,570</b>	<b>30,026,999</b>
Labor Transfers In/(Out)	(0)	(0)	-	-	-
<b>Total Transfers In/(Out)</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (6,328,630)</b>	<b>\$ (4,316,042)</b>	<b>\$ (9,630,624)</b>	<b>\$ (9,224,384)</b>	<b>\$ (12,024,419)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Consolidated Enterprise

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 41,758,880	\$ 39,898,698	\$ 35,309,946	\$ 41,457,275	\$ 34,080,160
Net Surplus/(Shortfall)	(6,328,630)	(4,316,042)	(9,630,624)	(9,224,384)	(12,024,419)
Add Back Non-cash Financing Cost	18,791	18,791	15,749	15,749	10,730
Add Back Non-cash Toland CL/PCL Reserve	620,780	(906,945)	575,826	460,664	589,387
Add Back Non-cash Depreciation	4,183,681	3,835,175	3,781,030	3,887,070	3,862,612
Accrual Adjustment	(354,804)	-	-	(2,623,443)	-
Other Non-cash adjustments	-	2,927,598	-	(25,589)	-
<b>Ending Balance June 30</b>	<b>\$ 39,898,698</b>	<b>\$ 41,457,275</b>	<b>\$ 30,051,927</b>	<b>\$ 33,947,342</b>	<b>\$ 26,518,470</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	4,445,027	4,498,368	4,552,348	4,682,802	4,874,797
Coastal Post Closure	3,853,265	3,899,504	3,946,298	4,059,384	4,225,818
Toland Road Closure/Post Closure	9,985,186	10,041,870	10,841,270	10,792,791	11,382,383
Closed landfill maintenance/Other reserves	797,000	756,589	763,466	731,000	731,000
Malibu Bay Club Unanticipated Costs Reserve	226,259	121,232	16,186	95,382	(27,466)
<b>Total restricted reserves</b>	<b>\$ 19,306,737</b>	<b>\$ 19,317,563</b>	<b>\$ 20,119,568</b>	<b>\$ 20,361,359</b>	<b>\$ 21,186,532</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>1</sup>	907,644	-	-	-	-
Coastal Post Closure <sup>1</sup>	801,328	-	-	-	-
CERCLA	45,225	45,225	45,225	45,225	45,225
<b>Total committed reserves</b>	<b>\$ 1,754,197</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>2</sup>	1,954,290	1,954,290	-	-	-
Designated Carryovers <sup>3</sup>	-	-	-	-	-
Operating funds - 1 yr. debt service obligation	2,051,395	2,051,395	-	-	-
Operating funds - operating expenses <sup>4,5</sup>	14,721,523	17,963,677	2,212,829	2,054,990	2,417,810
Insurance fund <sup>5</sup>	110,558	125,125	1,000,000	1,000,000	1,000,000
<b>Total assigned reserves</b>	<b>\$ 18,837,766</b>	<b>\$ 22,094,487</b>	<b>\$ 3,212,829</b>	<b>\$ 3,054,990</b>	<b>\$ 3,417,810</b>
<b>Net Available</b>	<b>\$ (1)</b>	<b>\$ (0)</b>	<b>\$ 6,674,305</b>	<b>\$ 10,485,767</b>	<b>\$ 1,868,903</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 FY2022.

[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**

*Major Segments*

# VENTURA REGIONAL SANITATION DISTRICT

## Central Administration Overhead Fund

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Revenues:</b>					
Contracted Services - Labor	975,380	916,199	57,070	42,505	38,504
Contracted Services - Materials & Supplies	412,430	251,076	16,901	44,992	21,482
Contracted Services - Equipment	329	-	-	-	-
Investment & Interest Earnings	35,661	-	11,702	485	-
Other Revenue	7,254	5,218	25,000	25,347	-
Special Assessments	-	-	10,626	10,626	10,626
Gain/Loss on Sale of Assets	-	-	-	-	-
<b>Total Revenues</b>	<b>1,431,053</b>	<b>1,172,494</b>	<b>121,299</b>	<b>123,955</b>	<b>70,612</b>
<b>Expenditures:</b>					
Wages - Regular	1,828,297	1,914,170	1,155,865	925,988	1,167,712
Wages - Overtime	8,823	13,870	-	2,855	3,696
Wages - Standby	-	-	-	-	-
Employee Benefits	954,595	985,178	465,103	462,147	553,044
<b>Personnel Costs</b>	<b>2,791,714</b>	<b>2,913,218</b>	<b>1,620,968</b>	<b>1,390,989</b>	<b>1,724,452</b>
Professional Services	433,316	329,486	266,142	176,709	272,382
Board Members Fees & Expenses	33,014	39,618	53,552	30,678	53,552
Travel, Conference, Seminar & Training	15,207	8,447	8,800	3,507	8,800
Safety Supplies & Clothing	15,462	13,779	2,502	448	1,000
Office Expenses	158,557	108,355	81,257	90,224	59,832
Financial Service Charges	48,369	50,062	33,900	21,318	33,960
Utilities	25,398	26,399	32,268	26,269	25,866
Insurance	57,181	3,262	6,456	8,340	-
Equipment Rental & Leases	175,887	170,144	97,573	86,588	1,620
Operating Services, Materials & Supplies	34,686	16,918	63,158	17,798	37,501
Fuel, Gasoline & Diesel	543	2,266	600	-	-
Maintenance & Repair	-	-	4,246	-	2,000
Permits, Licenses & Fees	86,569	50,377	-	288	-
<b>Operating Expenses</b>	<b>1,084,188</b>	<b>819,114</b>	<b>650,454</b>	<b>462,166</b>	<b>496,513</b>
Depreciation & Amortization	75,437	59,547	17,366	19,543	15,356
General & Administrative (Overhead) Expense	(1,900,930)	(2,259,329)	(2,198,877)	(1,783,636)	(2,165,353)
Fleet Charge between Funds	(379)	(8)	(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	11,593	160,088	54,434	54,434	15,000
<b>Total Expenditures</b>	<b>2,061,623</b>	<b>1,692,630</b>	<b>138,665</b>	<b>143,497</b>	<b>85,968</b>
Labor Transfers In/(Out)	355,583	240,272	-	-	-
<b>Total Transfers In/(Out)</b>	<b>355,583</b>	<b>240,272</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (274,987)</b>	<b>\$ (279,865)</b>	<b>\$ (17,366)</b>	<b>\$ (19,543)</b>	<b>\$ (15,356)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Central Administration Overhead Fund*

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 2,119,829	\$ 0	\$ -	\$ 0	\$ (0)
Net Surplus/(Shortfall)	(274,987)	(279,865)	(17,366)	(19,543)	(15,356)
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	75,437	59,547	17,366	19,543	15,356
Accrual Adjustment	(1,920,278)	-	-	-	-
Other Non-cash adjustments	-	220,318	-	-	-
<b>Ending Balance June 30</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (0)</u>	<u>\$ (0)</u>	<u>\$ (0)</u>
<b>Net Available</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (0)</u>	<u>\$ (0)</u>	<u>\$ (0)</u>

# VENTURA REGIONAL SANITATION DISTRICT

## Water Wastewater - Segment

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Revenues:</b>					
Contracted Services - Labor	4,440,815	4,421,603	5,810,966	4,244,298	3,532,658
Contracted Services - Materials & Supplies	1,190,887	1,348,961	1,250,770	1,115,137	452,909
Contracted Services - Equipment	695,869	1,005,610	757,049	756,547	420,483
Investment & Interest Earnings	172,007	69,678	-	40	-
Other Revenue	48,949	82,982	-	3,031	-
Special Assessments			194,689	194,689	194,686
Gain/Loss on Sale of Assets	259	-	-	92,410	-
<b>Total Revenues</b>	<b>6,548,786</b>	<b>6,928,833</b>	<b>8,013,474</b>	<b>6,406,153</b>	<b>4,600,735</b>
<b>Expenditures:</b>					
Wages - Regular	2,295,417	2,241,482	2,841,595	1,725,786	1,196,622
Wages - Overtime	96,872	76,624	20,455	102,309	1,989
Wages - Standby	56,515	61,398	39,186	63,540	12,548
Employee Benefits	1,365,839	1,309,587	1,545,903	1,387,799	709,842
<b>Personnel Costs</b>	<b>3,814,643</b>	<b>3,689,091</b>	<b>4,447,139</b>	<b>3,279,434</b>	<b>1,921,001</b>
Professional Services	241,728	510,751	448,422	170,059	116,579
Temporary Labor	22,962	37,107	2,000	-	-
Travel, Conference, Seminar & Training	11,248	4,194	51,000	409	31,000
Safety Supplies & Clothing	24,568	23,990	30,523	19,323	29,325
Office Expenses	22,520	25,644	147,821	122,786	38,053
Utilities	79,121	81,872	65,190	86,184	67,010
Insurance	24,475	88,629	103,166	109,604	150,934
Equipment Rental & Leases	22,899	30,938	7,800	37,401	2,824
Operating Services, Materials & Supplies	617,015	423,269	474,496	408,739	213,748
Leachate, Condensate & Sludge Disposal	30,319	40,663	50,203	35,296	26,661
Lab Services & Supplies	137,946	221,727	87,185	118,318	53,413
Fuel, Gasoline & Diesel	107,220	97,816	106,250	105,862	151,258
Maintenance & Repair	105,951	91,700	107,823	56,598	110,069
Permits, Licenses & Fees	130,094	144,395	36,795	54,377	37,265
<b>Operating Expenses</b>	<b>1,578,067</b>	<b>1,822,696</b>	<b>1,718,674</b>	<b>1,324,954</b>	<b>1,028,139</b>
Depreciation & Amortization	424,056	450,261	395,770	301,873	433,240
General & Administrative (Overhead) Expense	147,230	322,256	1,277,252	1,034,509	988,638
Fleet Charge between Funds	(52,209)	(84,424)	132,819	132,819	(8,618)
Debt Service - Principal	155,714	159,963	164,328	164,328	168,810
Debt Service - Interest	35,255	30,716	27,504	27,504	23,021
Financing Cost	1,570	1,570	1,570	1,570	1,570
<b>Debt Service</b>	<b>192,539</b>	<b>192,249</b>	<b>193,402</b>	<b>193,402</b>	<b>193,401</b>
Capital Improvement Projects	-	-	-	-	-
Capital Outlay	25,037	-	23,414	23,414	68,911
<b>Total Expenditures</b>	<b>6,129,363</b>	<b>6,392,130</b>	<b>8,188,470</b>	<b>6,290,406</b>	<b>4,624,711</b>
Labor Transfers In/(Out)	412,586	169,491	-	-	-
<b>Total Transfers In/(Out)</b>	<b>412,586</b>	<b>169,491</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ 832,009</b>	<b>\$ 706,195</b>	<b>\$ (174,996)</b>	<b>\$ 115,748</b>	<b>\$ (23,976)</b>



# VENTURA REGIONAL SANITATION DISTRICT

## Water Wastewater - Segment

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ (3,877,376)	\$ (0)	\$ 1,239,917	\$ (1,834,373)	\$ (1,282,363)
Net Surplus/(Shortfall)	754,465	811,222	(174,996)	115,748	(23,976)
Add Back Non-cash Financing Cost	1,570	1,570	1,570	1,570	1,570
Add Back Non-cash Fleet Replacement Set-a-side	-	-	132,819	132,819	-
Add Back Non-cash Depreciation	424,056	450,261	395,770	301,873	433,240
Accrual Adjustment	-	-	-	-	-
Other Non-cash adjustments	2,697,285	(3,097,425)	-	-	-
<b>Ending Balance June 30</b>	<b>\$ (0)</b>	<b>\$ (1,834,373)</b>	<b>\$ 1,595,080</b>	<b>\$ (1,282,363)</b>	<b>\$ (871,529)</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	-	-	-	-	-
Pension Liability Funding	-	-	-	-	-
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>	-	0	0	0.00	(0.00)
Insurance fund	-	-	-	-	-
<b>Total assigned reserves</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (0)</b>
<b>Net Available</b>	<b>\$ (0)</b>	<b>\$ (1,834,373)</b>	<b>\$ 1,595,080</b>	<b>\$ (1,282,363)</b>	<b>\$ (871,529)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Solid Waste - Segment

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Revenues:</b>					
Landfill Disposal Fees	14,338,226	15,061,117	11,707,641	11,269,331	12,044,602
Contracted Services - Labor	-	18,956	31,028	29,359	39,688
Contracted Services - Materials & Supplies	75,803	70,682	137,241	59,358	509,903
Contracted Services - Equipment	2,030	3,048	6,370	101	6,571
Investment & Interest Earnings	1,564,707	31,406	585,184	409,328	435,139
Other Revenue	1,304,314	97,049	93,430	108,367	97,010
Gain/Loss on Sale of Assets	1,328	-	-	-	-
<b>Total Revenues</b>	<b>17,286,407</b>	<b>15,282,258</b>	<b>12,560,895</b>	<b>11,875,844</b>	<b>13,132,913</b>
<b>Expenditures:</b>					
Wages - Regular	2,341,667	2,532,815	2,126,845	1,645,395	1,969,138
Wages - Overtime	113,123	208,377	148,366	139,652	73,648
Wages - Standby	15,374	8,294	8,146	7,169	8,146
Employee Benefits	1,429,744	1,386,303	1,077,029	1,117,218	987,956
<b>Personnel Costs</b>	<b>3,899,908</b>	<b>4,135,789</b>	<b>3,360,386</b>	<b>2,909,434</b>	<b>3,038,888</b>
Professional Services	1,800,183	414,196	1,052,453	714,464	1,669,978
Temporary Labor	70,137	217,205	55,000	35,919	85,000
Travel, Conference, Seminar & Training	12,054	150	2,000	-	2,000
Safety Supplies & Clothing	31,788	32,767	22,675	24,897	23,946
Office Expenses	20,846	12,979	63,368	38,437	64,961
Financial Service Charges	43,761	28,010	45,200	41,092	44,280
Utilities	224,315	202,456	210,340	206,450	211,060
Insurance	112,497	196,122	242,887	264,514	251,637
Equipment Rental & Leases	271,316	207,417	154,130	102,416	184,345
Tierra Rejada Consortium Expense	-	-	17,378	17,378	107,464
Operating Services, Materials & Supplies	749,198	473,615	592,374	581,470	746,327
Leachate, Condensate & Sludge Disposal	1,027,183	741,382	971,250	972,776	889,910
Lab Services & Supplies	99,879	87,931	70,300	61,798	74,565
Fuel, Gasoline & Diesel	373,996	422,380	390,000	456,424	700,000
Maintenance & Repair	328,312	291,719	293,030	469,979	342,800
Permits, Licenses & Fees	1,473,842	1,308,078	1,024,319	987,103	1,017,483
Set-a-side for Landfill Closure/Postclosure	620,780	(906,945)	575,826	460,664	589,387
<b>Operating Expenses</b>	<b>7,260,088</b>	<b>3,729,462</b>	<b>5,782,530</b>	<b>5,435,783</b>	<b>7,005,143</b>
Depreciation & Amortization	3,684,188	3,325,367	3,367,894	3,565,653	3,414,016
General & Administrative (Overhead) Expense	1,753,700	1,937,073	921,625	749,127	1,176,715
Fleet Charge between Funds	52,589	84,432	-	-	8,618
Debt Service - Principal	3,008,013	3,081,582	2,846,884	2,846,884	2,297,318
Debt Service - Interest	430,481	356,319	294,356	294,356	226,334
Financing Cost	17,221	17,221	14,179	14,179	9,160
<b>Debt Service</b>	<b>3,455,715</b>	<b>3,455,122</b>	<b>3,155,419</b>	<b>3,155,419</b>	<b>2,532,812</b>
Capital Improvement Projects	930,188	2,940,134	4,276,135	4,276,135	5,650,000
Capital Outlay	1,839,734	15,658	1,079,032	1,079,032	2,168,959
<b>Total Expenditures</b>	<b>22,876,109</b>	<b>19,623,037</b>	<b>21,943,021</b>	<b>21,170,584</b>	<b>24,995,151</b>
Labor Transfers In/(Out)	(768,168)	(401,593)	-	-	-
<b>Total Transfers In/(Out)</b>	<b>(768,168)</b>	<b>(401,593)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (6,357,870)</b>	<b>\$ (4,742,372)</b>	<b>\$ (9,382,126)</b>	<b>\$ (9,294,739)</b>	<b>\$ (11,862,238)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Solid Waste - Segment

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 43,422,401	\$ 39,672,440	\$ 33,965,241	\$ 43,144,826	35,267,141
Net Surplus/(Shortfall)	(6,357,870)	(4,742,372)	(9,382,126)	(9,294,739)	(11,862,238)
Add Back Non-cash Financing Cost	17,221	17,221	14,179	14,179	9,160
Add Back Non-cash Toland CL/PCL Reserve	620,780	(906,945)	575,826	460,664	589,387
Loan Proceeds	-	-	-	-	-
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	-
Add Back Non-cash Depreciation	3,684,188	3,325,367	3,367,894	3,565,653	3,414,016
Accrual Adjustment	983,005	-	-	(2,623,443)	-
Other Non-cash adjustments	(2,697,285)	5,779,116	-	(0)	-
<b>Ending Balance June 30</b>	<b>\$ 39,672,440</b>	<b>\$ 43,144,826</b>	<b>\$ 28,541,014</b>	<b>\$ 35,267,141</b>	<b>\$ 27,417,466</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	4,445,027	4,498,368	4,552,348	4,682,802	4,874,797
Coastal Post Closure	3,853,265	3,899,504	3,946,298	4,059,384	4,225,818
Toland Road Closure/Post Closure	9,985,186	10,041,870	10,841,270	10,792,791	11,382,383
Closed landfill maintenance/Other reserves	797,000	731,000	731,000	731,000	731,000
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ 19,080,478</b>	<b>\$ 19,170,742</b>	<b>\$ 20,070,916</b>	<b>\$ 20,265,977</b>	<b>\$ 21,213,998</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>1</sup>	907,644	-	-	-	-
Coastal Post Closure <sup>1</sup>	801,328	-	-	-	-
CERCLA	45,225	45,225	45,225	45,225	45,225
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ 1,754,197</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>2</sup>	1,954,290	1,954,290	-	-	-
Designated Carryovers <sup>3</sup>	-	-	-	-	-
Operating funds - 1 yr. debt service obligation	2,051,395	2,051,395	-	-	-
Operating funds - operating expenses <sup>4,5</sup>	14,721,523	17,963,677	2,212,829	2,054,990	2,417,810
Insurance fund <sup>5</sup>	110,558	125,125	1,000,000	1,000,000	1,000,000
<b>Total assigned reserves</b>	<b>\$ 18,837,766</b>	<b>\$ 22,094,487</b>	<b>\$ 3,212,829</b>	<b>\$ 3,054,990</b>	<b>\$ 3,417,810</b>
<b>Net Available</b>	<b>\$ (1)</b>	<b>\$ 1,834,372</b>	<b>\$ 5,212,044</b>	<b>\$ 11,900,948</b>	<b>\$ 2,740,433</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 FY2022.

[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 FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Revenues:</b>					
Landfill Disposal Fees	-	-	-	-	-
Contracted Services - Labor	-	-	-	-	-
Contracted Services - Materials & Supplies	-	-	-	-	-
Contracted Services - Equipment	-	-	-	-	-
Investment & Interest Earnings	-	-	-	6	-
Other Revenue	-	-	-	51	-
Special Assessments	-	-	190,177	190,177	198,321
Gain/Loss on Sale of Assets	-	-	-	-	-
<b>Total Revenues</b>	-	-	<b>190,177</b>	<b>190,234</b>	<b>198,321</b>
<b>Expenditures:</b>					
Wages - Regular	-	-	-	-	-
Wages - Overtime	-	-	-	-	-
Wages - Standby	-	-	-	-	-
Employee Benefits	-	-	-	-	-
<b>Personnel Costs</b>	-	-	-	-	-
Professional Services	-	-	-	-	-
Temporary Labor	-	-	-	-	-
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	-	-	-	-	-
Safety Supplies & Clothing	-	-	-	-	-
Office Expenses	-	-	-	-	-
Financial Service Charges	-	-	-	-	-
Utilities	-	-	-	-	-
Insurance	-	-	-	-	-
Equipment Rental & Leases	-	-	-	-	-
Tierra Rejada Consortium Expense	-	-	-	-	-
Operating Services, Materials & Supplies	-	-	-	-	-
Leachate, Condensate & Sludge Disposal	-	-	-	-	-
Lab Services & Supplies	-	-	-	-	-
Fuel, Gasoline & Diesel	-	-	-	-	-
Maintenance & Repair	-	-	-	-	-
Permits, Licenses & Fees	-	-	-	476	-
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-
MBC Contracted Services	-	-	246,313	215,608	321,169
<b>Operating Expenses</b>	-	-	<b>246,313</b>	<b>216,084</b>	<b>321,169</b>
Depreciation & Amortization	-	-	-	-	-
General & Administrative (Overhead) Expense	-	-	-	-	-
Fleet Charge between Funds	-	-	-	-	-
Debt Service - Principal	-	-	-	-	-
Debt Service - Interest	-	-	-	-	-
Financing Cost	-	-	-	-	-
<b>Debt Service</b>	-	-	-	-	-
Capital Improvement Projects	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>Total Expenditures</b>	-	-	<b>246,313</b>	<b>216,084</b>	<b>321,169</b>
Labor Transfers In/(Out)	-	-	-	-	-
<b>Total Transfers In/(Out)</b>	-	-	-	-	-
<b>Net Surplus/(Shortfall)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (56,136)</b>	<b>\$ (25,850)</b>	<b>\$ (122,849)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Malibu Bay Club Special Assessment Fund*

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 148,715	\$ 226,259	\$ 72,322	\$ 121,232	\$ 95,382
Net Surplus/(Shortfall)	77,544	(105,027)	(56,136)	(25,850)	(122,849)
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	-	-	-	-	-
<b>Ending Balance June 30</b>	<b>\$ 226,259</b>	<b>\$ 121,232</b>	<b>\$ 16,186</b>	<b>\$ 95,382</b>	<b>\$ (27,466)</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	226,259	121,232	16,186	95,382	(27,466)
<b>Total restricted reserves</b>	<b>\$ 226,259</b>	<b>\$ 121,232</b>	<b>\$ 16,186</b>	<b>\$ 95,382</b>	<b>\$ (27,466)</b>
<b>Net Available</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Malibu Bay Club Special Assessment Fund Operating and Maintenance Costs FY2022-23 Budget*

<u>Description</u>	<u>Maintenance</u>	<u>Operations</u>	<u>Environmental Monitoring</u>	<u>Total Budget</u>
Labor	57,504	90,204	40,296	188,004
Operating supplies	3,450	8,625	1,725	13,800
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	4,910	14,880	910	20,700
Property insurance	-	71,123	-	71,123
Legal	-	-	-	-
<b>Total Expenses</b>	<b>\$ 72,764</b>	<b>\$ 196,274</b>	<b>\$ 52,131</b>	<b>\$ 321,169</b>
Annual sewer service fee [1]				198,321
Annual surplus/(deficit)				<b>\$ (122,849)</b>

[1] \$121.52 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/Projected 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	142,024.06	(105,026.62)	121,232.23
<i>FY 2022</i>	\$116.53	190,176.96	215,607.78 [2]	(25,430.82)	95,801.41 [3]
<i>FY 2023</i>	\$121.52 [4]	198,320.64	321,169.45	(122,848.81)	(27,047.40) [5]

[2] Estimated FY2022 Operating and Maintenance expenses.

[3] Estimated accumulated reserve at end of FY2022.

[4] Based on CPI-W of 4.3%.

[5] Estimated accumulated deficit reserve at end of FY2023.



# VENTURA REGIONAL SANITATION DISTRICT

## *Tierra Rejada Consortium Fund*

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Revenues:</b>					
Landfill Disposal Fees	-	-	-	-	-
Contracted Services - Labor	-	-	-	-	-
Contracted Services - Materials & Supplies	-	-	-	-	-
Contracted Services - Equipment	-	-	-	-	-
Investment & Interest Earnings	-	-	-	-	-
Other Revenue	1,717,033	34,877	69,512	69,512	429,855
Special Assessments	-	-	-	-	-
Gain/Loss on Sale of Assets	-	-	-	-	-
<b>Total Revenues</b>	<b>1,717,033</b>	<b>34,877</b>	<b>69,512</b>	<b>69,512</b>	<b>429,855</b>
<b>Expenditures:</b>					
Wages - Regular	-	1,707	-	-	-
Wages - Overtime	-	-	-	-	-
Wages - Standby	-	-	-	-	-
Employee Benefits	-	-	-	-	-
<b>Personnel Costs</b>	<b>-</b>	<b>1,707</b>	<b>-</b>	<b>-</b>	<b>-</b>
Professional Services	2,208,234	13,843	-	-	-
Temporary Labor	-	-	-	-	-
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	-	-	-	-	-
Safety Supplies & Clothing	10	-	-	-	-
Office Expenses	-	-	-	-	-
Financial Service Charges	-	-	-	-	-
Utilities	9,435	3,504	-	-	-
Insurance	-	-	-	-	-
Equipment Rental & Leases	9,892	-	-	-	-
Tierra Rejada Consortium Expense	-	-	69,512	69,512	429,855
Operating Services, Materials & Supplies	8,546	447	-	-	-
Leachate, Condensate & Sludge Disposal	-	-	-	-	-
Lab Services & Supplies	3,798	2,207	-	-	-
Fuel, Gasoline & Diesel	-	-	-	-	-
Maintenance & Repair	-	-	-	-	-
Permits, Licenses & Fees	4,900	5,000	-	-	-
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-
MBC Contracted Services	-	-	-	-	-
<b>Operating Expenses</b>	<b>2,244,814</b>	<b>25,001</b>	<b>69,512</b>	<b>69,512</b>	<b>429,855</b>
Depreciation & Amortization	-	-	-	-	-
General & Administrative (Overhead) Expense	-	-	-	-	-
Fleet Charge between Funds	-	-	-	-	-
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>2,244,814</b>	<b>26,707</b>	<b>69,512</b>	<b>69,512</b>	<b>429,855</b>
Labor Transfers In/(Out)	-	(8,170)	-	-	-
<b>Total Transfers In/(Out)</b>	<b>-</b>	<b>(8,170)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (527,781)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Tierra Rejada Consortium Fund*

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ (54,688)	\$ (0)	\$ 32,466	\$ 25,589	\$ (0)
Net Surplus/(Shortfall)	(527,781)	-	-	-	-
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	-	25,589	-	(25,589)	-
<b>Ending Balance June 30</b>	<b>\$ (0)</b>	<b>\$ 25,589</b>	<b>\$ 32,466</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	-	25,589	32,466	(0)	(0)
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ -</b>	<b>\$ 25,589</b>	<b>\$ 32,466</b>	<b>\$ (0)</b>	<b>\$ (0)</b>
<b>Net Available</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Tierra Rejada Closed Landfill Mitigation & Monitoring Costs FY2022-23 Budget*

Description	Maintenance	Environmental Monitoring	Total Budget
Labor	\$ -	\$ 6,560	\$ 6,560
Operating supplies	-	17,750	17,750
Operating services	-	17,538	17,538
Lab testing	2,875	288	3,163
Environmental Consultants	28,750	348,450	377,200
Utilities	-	1,150	1,150
Permits, licenses, fees	5,693	-	5,693
ISF equipment and mileage	802	-	802
<b>Total Expenses</b>	<b>\$ 38,120</b>	<b>\$ 391,735</b>	<b>\$ 429,855</b>

	Funding [a]	Actual Expenses	Annual Surplus/(Deficit)	Accumulated Surplus/(Deficit)
<b>Beginning balance as of July 1, 2018:</b>	\$ -	\$ 5,693	\$ (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 Activity</i>	49,584	49,584	-	-
<i>Funding of Tierra Rejada/Easy Fire</i>	2,195,231	2,195,231	-	-
<i>Funding of FY 2021 Actual Activity</i>	33,873	33,873	-	-
<i>FY 2022 Budgeted Activity</i>	-	69,512	(69,512)	(69,512)
<i>Funding of FY 2022 Forecasted Expenses</i>	69,512	-	69,512	-
<i>FY 2023 Budgeted Activity</i>	-	429,855	(429,855)	(429,855)
<i>Funding of FY 2023 Budgeted Expenses</i>	429,855	-	429,855	-
<b>Ending balance as of June 30, 2023:</b>	<b>\$ 2,838,436</b>	<b>\$ 2,838,436</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 actuals
FY2021 Funding	(8,468)	25% of FY 2021 actuals
FY2022 Funding	(17,378)	25% of FY 2022 forecast
FY2023 Supplemental Obligation	86,250	25% of FY 2023 Hydroseeding budget
FY2023 Funding	(107,464)	25% of FY 2023 budget
Remaining obligation available as of June 30, 2023	<u>\$ 45,449</u>	

[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 FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Revenues:</b>					
Landfill Disposal Fees	14,313,053	15,054,209	11,707,641	11,269,331	12,044,602
Contracted Services - Labor	-	18,956	31,028	29,359	39,688
Contracted Services - Materials & Supplies	75,803	70,682	137,241	59,358	509,903
Contracted Services - Equipment	2,030	3,048	6,370	101	6,571
Investment & Interest Earnings	1,093,791	4,783	421,801	311,215	308,965
Other Revenue	473,156	97,049	93,430	108,367	97,010
Gain/Loss on Sale of Assets	1,110	-	-	-	-
<b>Total Revenues</b>	<b>15,958,944</b>	<b>15,248,727</b>	<b>12,397,512</b>	<b>11,777,731</b>	<b>13,006,739</b>
<b>Expenditures:</b>					
Wages - Regular	2,341,667	2,494,971	2,104,111	1,617,600	1,937,739
Wages - Overtime	113,123	208,377	148,366	135,644	70,480
Wages - Standby	15,374	8,294	8,146	7,169	8,146
Employee Benefits	1,429,744	1,386,184	1,065,837	1,106,621	974,129
<b>Personnel Costs</b>	<b>3,899,908</b>	<b>4,097,826</b>	<b>3,326,460</b>	<b>2,867,034</b>	<b>2,990,494</b>
Professional Services	890,676	302,226	741,822	579,536	1,064,177
Temporary Labor	43,464	183,743	30,000	10,919	31,000
Travel, Conference, Seminar & Training	12,054	150	2,000	-	2,000
Safety Supplies & Clothing	31,738	32,767	22,675	24,897	23,946
Office Expenses	20,539	13,200	52,414	32,087	53,187
Financial Service Charges	19,946	16,826	33,680	29,124	32,280
Utilities	172,777	166,852	197,840	189,662	198,560
Insurance	102,560	196,122	242,887	264,514	251,637
Equipment Rental & Leases	205,753	198,779	126,130	96,860	156,345
Tierra Rejada Consortium Expense			17,378	17,378	107,464
Operating Services, Materials & Supplies	488,647	447,719	562,374	534,182	716,327
Leachate, Condensate & Sludge Disposal	1,027,183	741,382	946,250	947,776	873,910
Lab Services & Supplies	53,331	44,849	35,050	25,952	39,315
Fuel, Gasoline & Diesel	372,893	422,380	390,000	456,424	700,000
Maintenance & Repair	328,312	291,719	236,462	455,332	292,800
Permits, Licenses & Fees	1,382,101	1,248,454	966,269	939,157	959,033
Set-a-side for Landfill Closure/Postclosure	620,780	56,684	575,826	460,664	589,387
<b>Operating Expenses</b>	<b>5,772,755</b>	<b>4,363,853</b>	<b>5,179,056</b>	<b>5,064,465</b>	<b>6,091,368</b>
Depreciation & Amortization	3,362,175	3,282,078	3,357,073	3,554,523	3,402,886
General & Administrative (Overhead) Expense	1,707,720	1,937,073	921,625	749,127	1,176,715
Fleet Charge between Funds	25,218	59,394	-	-	2,050
Debt Service - Principal	1,728,578	1,773,810	2,846,884	2,846,884	2,297,318
Debt Service - Interest	312,307	266,569	294,356	294,356	226,334
Financing Cost	5,329	5,329	14,179	14,179	9,160
<b>Debt Service</b>	<b>2,046,214</b>	<b>2,045,708</b>	<b>3,155,419</b>	<b>3,155,419</b>	<b>2,532,812</b>
Capital Improvement Projects	930,188	2,940,134	4,276,135	4,276,135	5,650,000
Capital Outlay	1,839,734	15,658	1,079,032	1,079,032	2,168,959
<b>Total Expenditures</b>	<b>19,583,912</b>	<b>18,741,725</b>	<b>21,294,800</b>	<b>20,745,735</b>	<b>24,015,284</b>
Labor Transfers In/(Out)	(572,113)	(346,855)	-	-	-
<b>Total Transfers In/(Out)</b>	<b>(572,113)</b>	<b>(346,855)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (4,197,081)</b>	<b>\$ (3,839,853)</b>	<b>\$ (8,897,289)</b>	<b>\$ (8,968,004)</b>	<b>\$ (11,008,545)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Toland Road Landfill

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 48,527,023	\$ 29,665,177	\$ 24,242,267	\$ 34,746,954	\$ 26,524,954
Net Surplus/(Shortfall)	(4,197,081)	(3,839,853)	(8,897,289)	(8,968,004)	(11,008,545)
Add Back Non-cash Financing Cost	5,329	5,329	14,179	14,179	9,160
Add Back Non-cash Toland CL/PCL Reserve	620,780	56,684	575,826	460,664	589,387
Add Back Non-cash Depreciation	3,362,175	3,282,078	3,357,073	3,554,523	3,402,886
Accrual Adjustment	(15,939,991)	-	-	(2,623,443)	-
Transfer between Landfills	(2,713,058)	5,577,539	750,312	(659,920)	(1,200,991)
<b>Ending Balance June 30</b>	<b>\$ 29,665,177</b>	<b>\$ 34,746,954</b>	<b>\$ 20,042,368</b>	<b>\$ 26,524,954</b>	<b>\$ 18,316,850</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	-	-	-	-	-
Coastal Post Closure	-	-	-	-	-
Toland Road Closure/Post Closure	9,985,186	10,041,870	10,841,270	10,792,791	11,382,383
Closed landfill maintenance/Other reserves	797,000	731,000	731,000	731,000	731,000
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ 10,782,186</b>	<b>\$ 10,772,870</b>	<b>\$ 11,572,270</b>	<b>\$ 11,523,791</b>	<b>\$ 12,113,383</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>	1,954,290	1,954,290	-	-	-
Designated Carryovers	-	-	-	-	-
Operating funds - 1 yr. debt service obligation	2,051,395	2,051,395	-	-	-
Operating funds - operating expenses <sup>4</sup>	14,721,523	17,963,677	2,212,829	2,054,990	2,417,810
Insurance fund	110,558	125,125	1,000,000	1,000,000	1,000,000
<b>Total assigned reserves</b>	<b>\$ 18,837,766</b>	<b>\$ 22,094,487</b>	<b>\$ 3,212,829</b>	<b>\$ 3,054,990</b>	<b>\$ 3,417,810</b>
<b>Net Available</b>	<b>\$ 0</b>	<b>\$ 1,834,372</b>	<b>\$ 5,212,045</b>	<b>\$ 11,900,947</b>	<b>\$ 2,740,432</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Bailard Closed Landfill*

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Revenues:</b>					
Landfill Disposal Fees	-	-	-	-	-
Contracted Services - Labor	-	-	-	-	-
Contracted Services - Materials & Supplies	-	-	-	-	-
Contracted Services - Equipment	-	-	-	-	-
Investment & Interest Earnings	255,050	14,878	87,401	48,289	63,638
Other Revenue	831,164	-	-	-	-
Gain/Loss on Sale of Assets	-	-	-	-	-
<b>Total Revenues</b>	<b>1,086,215</b>	<b>14,878</b>	<b>87,401</b>	<b>48,289</b>	<b>63,638</b>
<b>Expenditures:</b>					
Wages - Regular	-	19,272	15,184	19,064	20,443
Wages - Overtime	-	-	-	1,879	1,584
Wages - Standby	-	-	-	-	-
Employee Benefits	-	105	7,474	6,597	9,287
<b>Personnel Costs</b>	<b>-</b>	<b>19,376</b>	<b>22,658</b>	<b>27,540</b>	<b>31,314</b>
Professional Services	842,285	56,581	165,278	82,317	315,100
Temporary Labor	25,593	33,462	25,000	25,000	54,000
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	-	-	-	-	-
Safety Supplies & Clothing	50	-	-	-	-
Office Expenses	107	-	7,954	5,996	8,364
Financial Service Charges	12,731	5,806	6,120	6,331	6,360
Utilities	16,987	9,437	5,000	8,052	5,000
Insurance	-	-	-	-	-
Equipment Rental & Leases	63,377	7,967	25,000	5,556	25,000
Tierra Rejada Consortium Expense	-	-	-	-	-
Operating Services, Materials & Supplies	245,659	7,908	25,000	42,656	25,000
Leachate, Condensate & Sludge Disposal	-	-	17,500	17,500	8,000
Lab Services & Supplies	18,187	12,245	15,000	15,000	15,000
Fuel, Gasoline & Diesel	1,102	-	-	-	-
Maintenance & Repair	-	-	12,440	4,351	10,000
Permits, Licenses & Fees	34,522	40,692	38,800	34,163	38,800
Set-a-side for Landfill Closure/Postclosure	-	(391,611)	-	-	-
<b>Operating Expenses</b>	<b>1,260,599</b>	<b>(217,513)</b>	<b>343,092</b>	<b>246,922</b>	<b>510,624</b>
Depreciation & Amortization	10,821	10,821	10,821	11,130	11,130
General & Administrative (Overhead) Expense	-	-	-	-	-
Fleet Charge between Funds	24,414	19,965	-	-	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>1,295,834</b>	<b>(167,351)</b>	<b>376,571</b>	<b>285,592</b>	<b>555,508</b>
Labor Transfers In/(Out)	(172,095)	(43,774)	-	-	-
<b>Total Transfers In/(Out)</b>	<b>(172,095)</b>	<b>(43,774)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (381,715)</b>	<b>\$ 138,455</b>	<b>\$ (289,170)</b>	<b>\$ (237,303)</b>	<b>\$ (491,870)</b>



# VENTURA REGIONAL SANITATION DISTRICT

## *Bailard Closed Landfill*

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 6,090,297	\$ 5,352,670	\$ 5,159,974	\$ 4,498,368	\$ 4,682,802
Net Surplus/(Shortfall)	(381,715)	138,455	(289,170)	(237,303)	(491,870)
Add Back Non-cash Financing Cost	-	-	-	-	-
Add Back Non-cash Toland CL/PCL Reserve	-	(391,611)	-	-	-
Add Back Non-cash Depreciation	10,821	10,821	10,821	11,130	11,130
Accrual Adjustment	(366,733)	-	-	-	-
Transfer between Landfills	-	(611,967)	(329,277)	410,607	672,735
<b>Ending Balance June 30</b>	<b>\$ 5,352,670</b>	<b>\$ 4,498,368</b>	<b>\$ 4,552,348</b>	<b>\$ 4,682,802</b>	<b>\$ 4,874,797</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	4,445,027	4,498,368	4,552,348	4,682,802	4,874,797
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>\$ 4,445,027</b>	<b>\$ 4,498,368</b>	<b>\$ 4,552,348</b>	<b>\$ 4,682,802</b>	<b>\$ 4,874,797</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>2</sup>	907,644	-	-	-	-
Coastal Post Closure <sup>2</sup>	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
CERCLA	-	-	-	-	-
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ 907,644</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>	-	-	-	-	-
Insurance fund	-	-	-	-	-
<b>Total assigned reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Available</b>	<b>\$ (1)</b>	<b>\$ 0</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ 0</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Coastal Closed Landfill*

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Revenues:</b>					
Landfill Disposal Fees	-	-	-	-	-
Contracted Services - Labor	-	-	-	-	-
Contracted Services - Materials & Supplies	-	-	-	-	-
Contracted Services - Equipment	-	-	-	-	-
Investment & Interest Earnings	215,865	11,744	75,982	49,824	62,536
Other Revenue	-	-	-	-	-
Special Assessments	-	-	-	-	-
Gain/Loss on Sale of Assets	-	-	-	-	-
<b>Total Revenues</b>	<b>215,865</b>	<b>11,744</b>	<b>75,982</b>	<b>49,824</b>	<b>62,536</b>
<b>Expenditures:</b>					
Wages - Regular	-	17,349	7,230	8,050	10,620
Wages - Overtime	-	-	-	2,129	1,584
Wages - Standby	-	-	-	-	-
Employee Benefits	-	14.05	3,550	3,741	4,380
<b>Personnel Costs</b>	<b>-</b>	<b>17,363</b>	<b>10,780</b>	<b>13,920</b>	<b>16,584</b>
Professional Services	61,766	50,662	135,933	43,191	282,600
Temporary Labor	1,080	-	-	-	-
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	-	-	-	-	-
Safety Supplies & Clothing	-	-	-	-	-
Office Expenses	-	-	3,000	354	3,410
Financial Service Charges	11,084	5,378	5,400	5,637	5,640
Utilities	10,146	9,529	7,500	8,736	7,500
Insurance	-	-	-	-	-
Equipment Rental & Leases	2,186	670	3,000	-	3,000
Tierra Rejada Consortium Expense	-	-	-	-	-
Operating Services, Materials & Supplies	14,909	17,988	5,000	4,631	5,000
Leachate, Condensate & Sludge Disposal	-	-	7,500	7,500	8,000
Lab Services & Supplies	28,177	30,688	20,000	20,668	20,000
Fuel, Gasoline & Diesel	-	-	-	-	-
Maintenance & Repair	-	-	43,400	9,478	40,000
Permits, Licenses & Fees	3,428	9,468	9,750	2,273	9,750
Set-a-side for Landfill Closure/Postclosure	-	(572,018)	-	-	-
<b>Operating Expenses</b>	<b>132,776</b>	<b>(447,635)</b>	<b>240,483</b>	<b>102,470</b>	<b>384,900</b>
Depreciation & Amortization	2,473	2,473	-	-	-
General & Administrative (Overhead) Expense	-	-	-	-	-
Fleet Charge between Funds	2,747	5,073	-	-	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>137,996</b>	<b>(422,726)</b>	<b>251,263</b>	<b>116,389</b>	<b>404,884</b>
Labor Transfers In/(Out)	(22,386)	(10,762)	-	-	-
<b>Total Transfers In/(Out)</b>	<b>(22,386)</b>	<b>(10,762)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ 55,483</b>	<b>\$ 423,709</b>	<b>\$ (175,281)</b>	<b>\$ (66,565)</b>	<b>\$ (342,348)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Coastal Closed Landfill*

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ 4,436,666	\$ 4,654,593	\$ 4,563,000	\$ 3,899,504	\$ 4,059,384
Net Surplus/(Shortfall)	55,483	423,709	(175,281)	(66,565)	(342,348)
Add Back Non-cash Financing Cost	-	-	-	-	-
Add Back Non-cash Toland CL/PCL Reserve	-	(572,018)	-	-	-
Add Back Non-cash Depreciation	2,473	2,473	-	-	-
Accrual Adjustment	159,971	-	-	-	-
Transfer between Landfills	-	(609,253)	(441,421)	226,446	508,782
<b>Ending Balance June 30</b>	<b>\$ 4,654,593</b>	<b>\$ 3,899,504</b>	<b>\$ 3,946,298</b>	<b>\$ 4,059,384</b>	<b>\$ 4,225,818</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	-	-	-	-	-
Coastal Post Closure	3,853,265	3,899,504	3,946,298	4,059,384	4,225,818
Toland Road Closure/Post Closure	-	-	-	-	-
Closed landfill maintenance/Other reserves	-	-	-	-	-
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ 3,853,265</b>	<b>\$ 3,899,504</b>	<b>\$ 3,946,298</b>	<b>\$ 4,059,384</b>	<b>\$ 4,225,818</b>
<b>Committed reserves:</b>					
Closure and Postclosure Funds					
Bailard Post Closure <sup>2</sup>	-	-	-	-	-
Coastal Post Closure <sup>2</sup>	801,328	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-
CERCLA	-	-	-	-	-
Accrued Payables	-	-	-	-	-
<b>Total committed reserves</b>	<b>\$ 801,328</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>	-	-	-	-	-
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>\$ (0)</b>	<b>\$ 0</b>	<b>\$ 0</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Ozena Closed Landfill

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<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	-	1,224	320	682	336
Wages - Overtime	-	-	-	-	-
Wages - Standby	-	-	-	-	-
Employee Benefits	-	-	168	259	160
<b>Personnel Costs</b>	-	<b>1,224</b>	<b>488</b>	<b>940</b>	<b>496</b>
Professional Services	5,294	4,728	9,420	9,420	8,100
Temporary Labor	-	-	-	-	-
Board Members Fees & Expenses	-	-	-	-	-
Travel, Conference, Seminar & Training	-	-	-	-	-
Safety Supplies & Clothing	-	-	-	-	-
Office Expenses	-	-	-	-	-
Financial Service Charges	-	-	-	-	-
Utilities	-	-	-	-	-
Insurance	-	-	-	-	-
Equipment Rental & Leases	-	-	-	-	-
Tierra Rejada Consortium Expense	-	-	-	-	-
Operating Services, Materials & Supplies	-	-	-	-	-
Leachate, Condensate & Sludge Disposal	-	-	-	-	-
Lab Services & Supplies	184	149	250	179	250
Fuel, Gasoline & Diesel	-	-	-	-	-
Maintenance & Repair	-	-	728	817	-
Permits, Licenses & Fees	9,188	9,188	9,500	11,510	9,900
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-
<b>Operating Expenses</b>	<b>14,667</b>	<b>14,065</b>	<b>19,898</b>	<b>21,926</b>	<b>18,250</b>
Depreciation & Amortization	-	-	-	-	-
General & Administrative (Overhead) Expense	-	-	-	-	-
Fleet Charge between Funds	209	-	-	-	728
Debt Service - Principal	-	-	-	-	-
Debt Service - Interest	-	-	-	-	-
Financing Cost	-	-	-	-	-
<b>Debt Service</b>	-	-	-	-	-
Capital Improvement Projects	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>Total Expenditures</b>	<b>14,876</b>	<b>15,289</b>	<b>20,386</b>	<b>22,867</b>	<b>19,474</b>
Labor Transfers In/(Out)	(898)	(21)	-	-	-
<b>Total Transfers In/(Out)</b>	<b>(898)</b>	<b>(21)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (15,773)</b>	<b>\$ (15,310)</b>	<b>\$ (20,386)</b>	<b>\$ (22,867)</b>	<b>\$ (19,474)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Ozena Closed Landfill*

	Actual FY2019-20	Actual FY2020-21	Adjusted Budget FY2021-22	Projected FY2021-22	Adopted Budget FY2022-23
<b>Cash Reserves/Working Capital:</b>					
<b>Beginning Balance July 1</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Net Surplus/(Shortfall)	(15,773)	(15,310)	(20,386)	(22,867)	(19,474)
Add Back Non-cash Financing Cost	-	-	-	-	-
Add Back Non-cash Toland CL/PCL Reserve	-	-	-	-	-
Add Back Non-cash Depreciation	-	-	-	-	-
Accrual Adjustment	-	-	-	-	-
Transfer between Landfills	15,773	15,310	20,386	22,867	19,474
<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	Billable	Total
<b>Revenues:</b>							
Contracted Services - Labor	-	-	-	-	-	38,504	38,504
Contracted Services - Materials & Supplies	-	-	-	-	-	21,482	21,482
Contracted Services - Equipment	-	-	-	-	-	-	-
Investment & Interest Earnings	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
Special Assessments	10,626	-	-	-	-	-	10,626
Gain/Loss on Sale of Assets	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>10,626</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>59,986</b>	<b>70,612</b>
<b>Expenditures:</b>							
Wages - Regular	655,500	608,732	111,363	12,600	160,303	23,870	1,167,712
Wages - Overtime	3,696	-	-	-	-	-	3,696
Wages - Standby	-	-	-	-	-	-	-
Employee Benefits	134,331	-	5,625	-	-	8,432	553,044
<b>Personnel Costs</b>	<b>793,527</b>	<b>608,732</b>	<b>116,988</b>	<b>12,600</b>	<b>160,303</b>	<b>32,302</b>	<b>1,724,452</b>
Professional Services	89,580	22,500	49,711	109,591	1,000	-	272,382
Board Members Fees & Expenses	53,552	-	-	-	-	-	53,552
Travel, Conference, Seminar & Training	2,300	2,000	4,500	-	-	-	8,800
Safety Supplies & Clothing	-	-	-	-	1,000	-	1,000
Office Expenses	20,523	1,230	14,776	22,788	368	147	59,832
Financial Service Charges	32,400	-	-	-	-	1,560	33,960
Utilities	8,094	-	-	17,772	-	-	25,866
Insurance	-	-	-	-	-	-	-
Equipment Rental & Leases	1,620	-	-	-	-	-	1,620
Operating Services, Materials & Supplies	2,500	-	14,034	20,967	-	-	37,501
Fuel, Gasoline & Diesel	-	-	-	-	-	-	-
Maintenance & Repair	-	-	-	2,000	-	-	2,000
Permits, Licenses & Fees	-	-	-	-	-	-	-
<b>Operating Expenses</b>	<b>210,569</b>	<b>25,730</b>	<b>83,021</b>	<b>173,118</b>	<b>2,368</b>	<b>1,707</b>	<b>496,513</b>
Depreciation & Amortization	15,356	-	-	-	-	-	15,356
General & Administrative (Overhead) Expense	(2,165,353)	-	-	-	-	-	(2,165,353)
Fleet Charge between Funds	-	-	-	-	-	-	-
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>
Capital Improvement Projects	-	-	-	-	-	-	-
Capital Outlay	15,000	-	-	-	-	-	15,000
<b>Total Expenditures</b>	<b>(1,130,901)</b>	<b>634,462</b>	<b>200,009</b>	<b>185,718</b>	<b>162,671</b>	<b>34,009</b>	<b>85,968</b>
Contra Postclosure Transfer in	-	-	-	-	-	-	-
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>Net Surplus/(Shortfall)</b>	<b>\$ 1,141,527</b>	<b>\$ (634,462)</b>	<b>\$ (200,009)</b>	<b>\$ (185,718)</b>	<b>\$ (162,671)</b>	<b>\$ 25,977</b>	<b>\$ (15,356)</b>



# VENTURA REGIONAL SANITATION DISTRICT

## Water Wastewater Functional Units

	Administration *	Vehicle & Equipment Services	Billable	Total
<b>Revenues:</b>				
Contracted Services - Labor	-	-	3,532,658	3,532,658
Contracted Services - Materials & Supplies	-	-	452,909	452,909
Contracted Services - Equipment	-	-	420,483	420,483
Investment & Interest Earnings	-	-	-	-
Other Revenue	-	-	-	-
Special Assessments	194,686	-	-	194,686
Gain/Loss on Sale of Assets	-	-	-	-
<b>Total Revenues</b>	<b>194,686</b>	<b>-</b>	<b>4,406,049</b>	<b>4,600,735</b>
<b>Expenditures:</b>				
Wages - Regular	200,377	1,938	821,667	1,023,982
Wages - Overtime	-	-	1,989	1,989
Wages - Standby	12,548	-	-	12,548
Employee Benefits	319,702	884	561,896	882,482
<b>Personnel Costs</b>	<b>532,627</b>	<b>2,822</b>	<b>1,385,552</b>	<b>1,921,001</b>
Professional Services	52,500	-	64,079	116,579
Temporary Labor	-	-	-	-
Travel, Conference, Seminar & Training	31,000	-	-	31,000
Safety Supplies & Clothing	29,000	325	-	29,325
Office Expenses	36,118	1,600	335	38,053
Utilities	36,900	-	30,110	67,010
Insurance	15,841	73,247	61,846	150,934
Equipment Rental & Leases	2,000	-	824	2,824
Operating Services, Materials & Supplies	82,614	8,500	122,634	213,748
Leachate, Condensate & Sludge Disposal	1,591	-	25,070	26,661
Lab Services & Supplies	-	-	53,413	53,413
Fuel, Gasoline & Diesel	-	150,000	1,258	151,258
Maintenance & Repair	-	110,069	-	110,069
Permits, Licenses & Fees	2,000	1,000	34,265	37,265
<b>Operating Expenses</b>	<b>289,564</b>	<b>344,741</b>	<b>393,834</b>	<b>1,028,139</b>
Depreciation & Amortization	197,693	235,547	-	433,240
General & Administrative (Overhead) Expense	988,638	-	-	988,638
Fleet Charge between Funds	(8,618)	-	-	(8,618)
Debt Service - Principal	168,810	-	-	168,810
Debt Service - Interest	23,021	-	-	23,021
Financing Cost	1,570	-	-	1,570
<b>Debt Service</b>	<b>193,401</b>	<b>-</b>	<b>-</b>	<b>193,401</b>
Capital Improvement Projects	-	-	-	-
Capital Outlay	-	68,911	-	68,911
<b>Total Expenditures</b>	<b>2,193,304</b>	<b>652,021</b>	<b>1,779,386</b>	<b>4,624,711</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>\$ (1,998,618)</b>	<b>\$ (652,021)</b>	<b>\$ 2,626,664</b>	<b>\$ (23,976)</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	-	-	-	-	-	12,044,602	12,044,602
Contracted Services - Labor	-	-	-	-	39,688	-	39,688
Contracted Services - Materials & Supplies	-	-	-	-	509,903	-	509,903
Contracted Services - Equipment	-	-	-	-	6,571	-	6,571
Investment & Interest Earnings	-	126,174	-	-	-	308,965	435,139
Other Revenue	-	-	-	-	-	97,010	97,010
Gain/Loss on Sale of Assets	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>126,174</b>	<b>-</b>	<b>-</b>	<b>556,162</b>	<b>12,450,577</b>	<b>13,132,913</b>
<b>Expenditures:</b>							
Wages - Regular	280,651	31,399	152,366	-	10,522	1,394,360	1,969,138
Wages - Overtime	-	3,168	10,480	-	-	60,000	73,648
Wages - Standby	-	-	-	-	-	8,146	8,146
Employee Benefits	161,733	13,827	76,183	-	3,668	832,385	987,956
<b>Personnel Costs</b>	<b>442,384</b>	<b>48,394</b>	<b>239,029</b>	<b>-</b>	<b>14,190</b>	<b>2,294,891</b>	<b>3,038,888</b>
Professional Services	90,008	605,801	-	-	383,024	591,145	1,669,978
Temporary Labor	-	54,000	-	-	-	31,000	85,000
Travel, Conference, Seminar & Training	2,000	-	-	-	-	-	2,000
Safety Supplies & Clothing	21,000	-	2,946	-	-	-	23,946
Office Expenses	47,982	11,774	4,000	-	435	24,650	64,961
Financial Service Charges	8,400	12,000	-	-	-	-	44,280
Utilities	7,140	12,500	-	-	4,600	186,820	211,060
Insurance	63,753	-	187,885	-	-	-	251,637
Equipment Rental & Leases	5,200	28,000	-	-	145	151,000	184,345
Tierra Rejada Consortium Expense	107,464	-	-	-	-	-	107,464
Operating Services, Materials & Supplies	44,375	30,000	67,500	-	39,450	565,002	746,327
Leachate, Condensate & Sludge Disposal	-	16,000	-	-	250	873,660	889,910
Lab Services & Supplies	-	35,250	3,000	-	8,140	28,175	74,565
Fuel, Gasoline & Diesel	-	-	700,000	-	-	-	700,000
Maintenance & Repair	-	50,000	282,800	-	-	10,000	342,800
Permits, Licenses & Fees	-	58,450	-	-	7,350	951,683	1,017,483
Set-a-side for Landfill Closure/Postclosure	-	-	-	-	-	589,387	589,387
<b>Operating Expenses</b>	<b>397,321</b>	<b>913,775</b>	<b>1,248,131</b>	<b>-</b>	<b>443,394</b>	<b>4,002,522</b>	<b>7,005,143</b>
Depreciation & Amortization	-	11,130	729,570	-	-	2,673,316	3,414,016
General & Administrative (Overhead) Expense	1,176,715	-	-	-	-	-	1,176,715
Fleet Charge between Funds	-	6,568	-	-	-	2,050	8,618
Debt Service - Principal	1,238,443	-	-	1,058,875	-	-	2,297,318
Debt Service - Interest	192,716	-	-	33,618	-	-	226,334
Financing Cost	-	-	-	9,160	-	-	9,160
<b>Debt Service</b>	<b>1,431,159</b>	<b>-</b>	<b>-</b>	<b>1,101,653</b>	<b>-</b>	<b>-</b>	<b>2,532,812</b>
Capital Improvement Projects	-	-	-	-	-	5,650,000	5,650,000
Capital Outlay	-	-	2,168,959	-	-	-	2,168,959
<b>Total Expenditures</b>	<b>3,447,580</b>	<b>979,867</b>	<b>4,385,689</b>	<b>1,101,653</b>	<b>457,584</b>	<b>14,622,779</b>	<b>24,995,151</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>Net Surplus/(Shortfall)</b>	<b>\$ (3,447,580)</b>	<b>\$ (853,693)</b>	<b>\$ (4,385,689)</b>	<b>\$ (1,101,653)</b>	<b>\$ 98,578</b>	<b>\$ (2,172,202)</b>	<b>\$ (11,862,238)</b>

\* Administration includes Information Technology and Risk Management functions

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

# VENTURA REGIONAL SANITATION DISTRICT

## Toland Access Road Upgrades

Project Number: 499903

Department: Solid Waste

Estimated Percent Complete at Beginning of FY 2023: 0%

Estimated Completion Date: June 30, 2025

### Description:

This project includes development of plans and specifications for chip/slurry seal of the Toland Access Road and parking lot. Construction and material costs are included.

This work will be conducted during the Summer of 2022. The completed road will provide 10 years of service life. The next phase of upgrade will be conducted in FY2032.



### Status:

This project was approved in FY2017-18 and FY2018-10, but was not started due to the Thomas Fire (FY2017-18) and higher priority projects (FY2018-19). The project will not be started until after final phase of cell construction. The road is considered serviceable until summer of 2025.

Budget and Cost Information										
Fund or Account No.	Actual Costs FY 2020-21 and Prior	FY 2021-22			FY 2022-23	Estimated Future Costs				
		Appropriation	Estimated Spent	Remaining*	Appropriation	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27 and beyond	Estimated Total Cost
Consultants										
01-900-52080				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	-	-	-	-	-	-
Construction										
01-900-52082				-	240,000			275,000	200,000	715,000
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	240,000	-	-	275,000	200,000	715,000
Project Totals	-	-	-	-	240,000	-	-	275,000	200,000	715,000

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

Note: these funds can be unencumbered and reappropriated in a couple of years.

# VENTURA REGIONAL SANITATION DISTRICT

## Toland Condensate Treatment System

Project Number: 499904

Department: Solid Waste

Estimated Percent Complete at Beginning of FY 2023: 0%

Estimated Completion Date: June 30, 2023



### Description:

This project includes development of engineering plans, permitting, bidding, and construction work to construct a condensate system to treat the condensate on site to eliminate the off-site hauling and costs associated. New flare will reduce the amount of condensate hauling, significantly. By adding on a condensate system it will process and store condensate so it can be eliminated through the burning of the flare.

### Status:

Project will begin in FY2023.

### Budget and Cost Information

Fund or Account No.	Actual Costs FY 2020-21 and Prior	FY 2021-22			FY 2022-23 Appropriation	Estimated Future Costs				
		Appropriation	Estimated Spent	Remaining*		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27 and beyond	Estimated Total Cost
Consultants										
01-900-52080				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	-	-	-	-	-	-
Construction										
01-900-52082				-	100,000					100,000
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	100,000	-	-	-	-	100,000
Project Totals	-	-	-	-	100,000	-	-	-	-	100,000

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

Note: these funds can be unencumbered and reappropriated in a couple of years.

# VENTURA REGIONAL SANITATION DISTRICT

## *Toland Road Landfill Master Planning/Closure Design*

Project Number: 499914

Department: Solid Waste

Estimated Percent Complete at Beginning of FY 2023: 0%

Estimated Completion Date: upon closure of landfill



### **Description:**

This project will include engineering to develop final closure design and evaluate a new final cover system of Toland Road Landfill.

### **Status:**

Ongoing as conditions and regulations continue to change until the end of the life landfill.

Budget and Cost Information										
Fund or Account No.	Actual Costs FY 2020-21 and Prior	FY 2021-22			FY 2022-23	Estimated Future Costs				
		Appropriation	Estimated Spent	Remaining*	Appropriation	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27 and beyond	Estimated Total Cost
Consultants										
01-900-52080				-	200,000	200,000				400,000
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	200,000	200,000	-	-	-	400,000
Construction										
01-900-52082				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	-	-	-	-	-	-
Project Totals	-	-	-	-	200,000	200,000	-	-	-	400,000

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

Note: these funds can be unencumbered and reappropriated in a couple of years.

# VENTURA REGIONAL SANITATION DISTRICT

## Phase 4 Liner Construction

Project Number: 499920

Department: Solid Waste

Estimated Percent Complete at Beginning of FY 2021-22: 50%

Estimated Completion Date: June 30, 2024

### Description:

This project provides for development of engineering plans, permitting, construction quality assurance, and construction of future Phase 4 lined cells (Phase 4A- 4D). Phase 4A and B are completed. Phase 4C and 4D should be completed by end of fiscal year 2024.



### Status:

This is ongoing construction activity to continue over 3 additional phases. Phase 4A was completed in FY2016-17. Phase 4B was completed in FY2021-22. Future subphases (C and D) will take place in FY2022-23, and FY2023-24.

Budget and Cost Information										
Fund or Account No.	Actual Costs FY 2020-21 and Prior	FY 2021-22			FY 2022-23	Estimated Future Costs				
		Appropriation	Estimated Spent	Remaining*	Appropriation	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27 and beyond	Estimated Total Cost
Consultants										
01-900-52074	275,000			-	200,000	150,000			430,000	1,055,000
01-900-52079	30,000			-						30,000
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	305,000	-	-	-	200,000	150,000	-	-	430,000	1,085,000
Construction										
01-900-52082	4,711,708	2,810,986	2,627,566	183,421	2,800,000	4,350,000			3,870,000	18,542,694
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	4,711,708	2,810,986	2,627,566	183,421	2,800,000	4,350,000	-	-	3,870,000	18,542,694
Project Totals	5,016,708	2,810,986	2,627,566	183,421	3,000,000	4,500,000	-	-	4,300,000	19,627,694

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

Note: these funds can be unencumbered and reappropriated in a couple of years.



# VENTURA REGIONAL SANITATION DISTRICT

## Landfill Gas Collection System

Project Number: 499921

Department: Solid Waste

Estimated Percent Complete at Beginning of FY 2021-22: 35%

Estimated Completion Date: June 30, 2037

### Description:

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.

The majority of work is scheduled to be completed by FY2024-25. When the new flare is installed in FY2022-23, the perimeter gas collection header will be completed. Additional work will be added until the site closes due to modifications to the system, addition of wells, and modification to the header as the site is expanded.



### Status:

This is ongoing construction activity and it will continue over many years. FY2022-23 work will include continued building out of the perimeter header system and installation of new vertical and horizontal gas wells.

Budget and Cost Information										
Fund or Account No.	Actual Costs FY 2020-21 and Prior	FY 2021-22			FY 2022-23	Estimated Future Costs				
		Appropriation	Estimated Spent	Remaining*	Appropriation	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27 and beyond	Estimated Total Cost
Consultants										
01-900-52074	1,119,867	939,011	552,407	386,604	150,000	50,000	50,000	50,000	550,000	2,908,878
01-900-52079				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	1,119,867	939,011	552,407	386,604	150,000	50,000	50,000	50,000	550,000	2,908,878
Construction										
01-900-52082	1,157,262			-	850,000	200,000	300,000	300,000	2,000,000	4,807,262
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	1,157,262	-	-	-	850,000	200,000	300,000	300,000	2,000,000	4,807,262
Project Totals	2,277,129	939,011	552,407	386,604	1,000,000	250,000	350,000	350,000	2,550,000	7,716,140

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

Note: these funds can be unencumbered and reappropriated in a couple of years.



# VENTURA REGIONAL SANITATION DISTRICT

## Leachate Treatment System

Project Number: 499930

Department: Solid Waste

Estimated Percent Complete at Beginning of FY 2022-23: 0%

Estimated Completion Date: June 30, 2023

### Description:

This project includes development of engineering plans, permitting, bidding, and construction work to construct a leachate treatment system to process leachate to be used on site for dust control and eliminate the need for off-site hauling.



### Status:

During FY22 testing has been done to help develop the engineering plans.

Budget and Cost Information										
Fund or Account No.	Actual Costs FY 2020-21 and Prior	FY 2021-22			FY 2022-23 Appropriation	Estimated Future Costs				
		Appropriation	Estimated Spent	Remaining*		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27 and beyond	Estimated Total Cost
Consultants										
01-900-52074	275,000			-	360,000					635,000
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	275,000	-	-	-	360,000	-	-	-	-	635,000
Construction										
01-900-52082				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	-	-	-	-	-	-
Project Totals	275,000	-	-	-	360,000	-	-	-	-	635,000

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

Note: these funds can be unencumbered and reappropriated in a couple of years.

# VENTURA REGIONAL SANITATION DISTRICT

## *West Perimeter Slope Repair and Partial Closure*

Project Number: 499931

Department: Solid Waste

Estimated Percent Complete at Beginning of FY 2021-22: 22%

Estimated Completion Date: June 30, 2025

### Description:

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.

This work will be conducted during the Summer and Fall to address slope failures due to natural gradients of surrounding slopes. Phased work will be completed prior to the start of each rainy season.



### Status:

Repair work did begin in 2019 and continues over the next three year period.

Budget and Cost Information										
Fund or Account No.	Actual Costs FY 2020-21 and Prior	FY 2021-22			FY 2022-23	Estimated Future Costs				
		Appropriation	Estimated Spent	Remaining*	Appropriation	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27 and beyond	Estimated Total Cost
Consultants										
01-900-52074	194,923			-	750,000					944,923
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	194,923	-	-	-	750,000	-	-	-	-	944,923
Construction										
01-900-52082				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	-	-	-	-	-	-
Project Totals	194,923	-	-	-	750,000	-	-	-	-	944,923

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

Note: these funds can be unencumbered and reappropriated in a couple of years.

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

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# VENTURA REGIONAL SANITATION DISTRICT

## FISCAL YEAR 2023 BUDGET: FIVE-YEAR FORECAST

### CONSOLIDATED - RESERVE ANALYSIS

	Projected FY 2023	Forecast FY 2024	Forecast FY 2025	Forecast FY 2026	Forecast FY 2027
<b><u>RESERVE LEVEL BALANCE:</u></b>					
<b>Beginning Balance July 1</b>	<b>\$ 34,080,160</b>	<b>\$ 26,518,470</b>	<b>\$ 26,919,386</b>	<b>\$ 24,839,810</b>	<b>\$ 26,473,629</b>
Net Surplus/(Shortfall)	( 12,024,419 )	( 9,406,180 )	( 7,033,436 )	( 3,589,138 )	( 3,270,953 )
Add Back Non-cash Financing Cost	10,730	10,730	10,730	10,730	10,730
Add Back Non-cash Toland CL/PCL Reserve	589,387	606,455	623,745	641,420	659,489
Loan Proceeds	-	5,000,000	-	-	-
Add Back Non-cash Depreciation	3,862,612	4,035,910	4,189,055	4,436,567	4,455,981
<b>Ending Balance June 30</b>	<b>\$ 26,518,470</b>	<b>\$ 26,919,386</b>	<b>\$ 24,839,810</b>	<b>\$ 26,473,629</b>	<b>\$ 28,467,145</b>
<b>Restricted reserves:</b>					
Closure/Postclosure financial assurance req.					
Bailard Post Closure	4,874,797	4,600,000	4,700,740	4,803,686	4,908,887
Coastal Post Closure	4,225,818	4,000,000	4,087,600	4,177,118	4,268,597
Toland Road Closure/Post Closure	11,382,383	11,986,596	12,610,340	13,251,761	13,911,250
Closed landfill maintenance/Other reserves	731,000	731,000	731,000	731,000	731,000
Malibu Bay Club Unanticipated Costs Reserve	( 27,466 )	0	0	( 0 )	0
<b>Total restricted reserves</b>	<b>21,186,532</b>	<b>21,317,596</b>	<b>22,129,680</b>	<b>22,963,565</b>	<b>23,819,735</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>					
Operating funds - operating expenses <sup>3</sup>	2,417,810	2,148,267	2,178,130	2,234,571	2,292,914
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>3,417,810</b>	<b>3,148,267</b>	<b>3,178,130</b>	<b>3,234,571</b>	<b>3,292,914</b>
<b>Total reserve level</b>	<b>24,649,567</b>	<b>24,511,088</b>	<b>25,353,035</b>	<b>26,243,361</b>	<b>27,157,873</b>
<b>Ending cash, cash equiv. &amp; investments</b>	<b>\$ 26,518,470</b>	<b>\$ 26,919,386</b>	<b>\$ 24,839,810</b>	<b>\$ 26,473,629</b>	<b>\$ 28,467,145</b>
<b>Balance over/(under) minimum requirements</b>	<b>\$ 1,868,903</b>	<b>\$ 2,408,298</b>	<b>\$ ( 513,225 )</b>	<b>\$ 230,269</b>	<b>\$ 1,309,272</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] Balance under minimum requirement due to \$985K Vactor Truck replacement for Water Wastewater Division.

# VENTURA REGIONAL SANITATION DISTRICT

## Water Wastewater - Contracted Services

### Revenue by Customer

	Actual FY 2019-20	Actual FY 2020-21	Adjusted Budget FY 2021-22	Projected [a] FY 2021-22	Adopted Budget FY 2022-23
Cabrillo Economic Development Corporation	30,736	16,252	7,169	20,230	-
Camarillo Sanitary District	4,331	-	-	-	-
Camrosa Water District	136,345	111,361	194,127	113,831	246,017
Cate School	177,381	177,315	228,994	254,781	-
Channel Islands Beach CSD	972	7,924	-	-	-
City of Santa Paula	394,788	603,971	1,393,704	1,301,145	1,742,841
City of Thousand Oaks	3,684	3,580	7,610	4,175	16,408
City of Ventura	-	22,673	-	-	-
County of Ventura					
<i>Moorpark</i>	52,154	405	235,315	-	290,211
<i>NorthCoast</i>	648,057	725,679	-	100,948	-
<i>Piru</i>	28,728	4,746	51,093	-	57,648
<i>County of Ventura - Special Projects</i>	152,713	7,563	-	5,100	55,299
County of Ventura Total	881,652	738,393	286,407	106,048	403,159
CSU, Channel Islands	21,367	-	20,183	-	-
Malibu Bay Club	255,914	142,024	246,313	215,608	317,697
Ojai Valley Sanitary	60,519	24,507	102,859	-	-
Ojai Valley School	43,818	43,618	73,247	51,436	-
Saticoy Sanitary District					
<i>Saticoy Sanitary District</i>	293,175	319,423	368,933	360,428	508,452
<i>Saticoy Sanitary District - Central Administration</i>	62,929	57,817	63,358	71,864	51,708
Saticoy Sanitary District Total	356,104	377,240	432,292	432,292	560,160
Thacher School	184,484	266,464	178,786	169,160	-
Thomas Aquinas College	326,240	247,272	305,749	252,609	-
Top O'Topanga Community Association	160,992	177,829	217,580	143,191	249,162
Triunfo Water & Sanitation District					
<i>Triunfo Water &amp; Sanitation District</i>	3,313,813	3,825,724	4,110,883	3,112,519	922,314
<i>Triunfo Water &amp; Sanitation District - Central Admin</i>	1,317,519	1,092,843	-	9,013	-
Triunfo Water & Sanitation District Total	4,631,332	4,918,568	4,110,883	3,121,532	922,314
Ventura County Regional Energy Alliance	7,691	17,103	10,613	6,620	8,278
Miscellaneous Customers	37,361	47,356	43,810	10,822	-
<b>Customer Total</b>	7,715,711	7,943,450	7,860,324	6,203,480	4,466,035
Excluding Central Administration Revenue Sales	(1,388,139)	(1,167,763)	(73,971)	(87,497)	(59,986)
<b>Total Water Wastewater Revenue Sales</b>	<b>\$ 6,327,572</b>	<b>\$ 6,775,687</b>	<b>\$ 7,786,353</b>	<b>\$ 6,115,983</b>	<b>\$ 4,406,049</b>

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

# VENTURA REGIONAL SANITATION DISTRICT

## *Toland Road Landfill Revenue Sources*

Customer	FY2022-23 Budget		
	Rate per Ton	Amount of Tons	Total
Commercial	\$41.94	8,864	371,756
Gold Coast	\$34.65	302,940	10,496,871
Santa Paula & Fillmore	\$37.38	23,400	874,692
Cash Customers	\$41.94	4,432	185,878
Hard-to-Handle Waste	\$124.60	800	99,680
Sludge	\$62.90	250	15,725
		340,686	\$ 12,044,602

Pyramid Flowers 97,010

Total Other Operating Revenue \$ 97,010

Contracted Services: City of Oxnard 126,307

Tierra Rejada Consortium 429,855

Total Solid Waste Landfill Revenue \$ 12,697,774



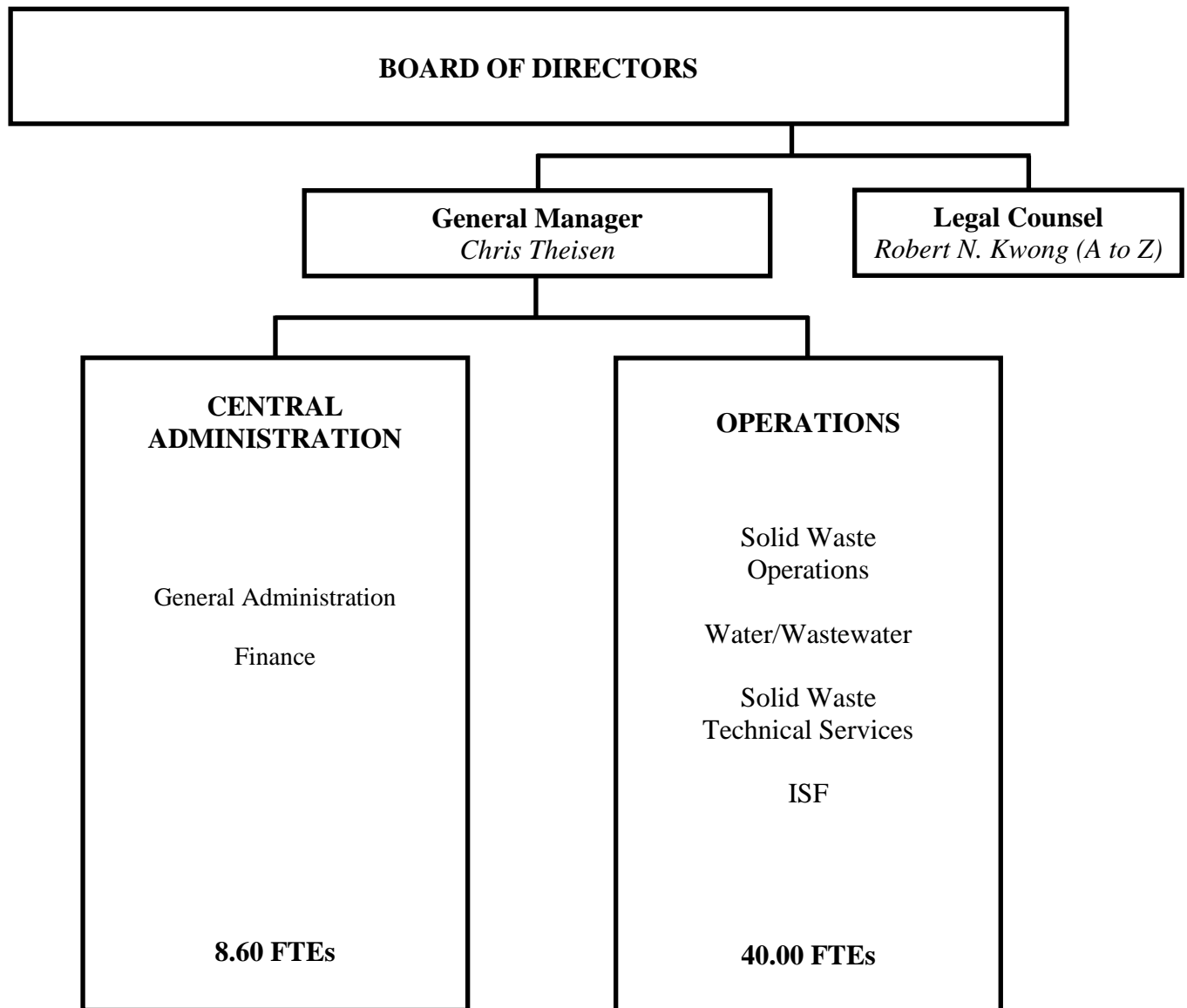
# VENTURA REGIONAL SANITATION DISTRICT

## *Salary & Employee Benefit Schedule - FY2022-23*

Description	Central Admin OH Fund	Water Wastewater Fund	Solid Waste Fund	District Total
Wages - Regular	\$ 1,012,634	\$ 1,026,914	\$ 1,733,994	\$ 3,773,542
Wages - Holiday Leave	62,964	68,904	95,472	227,340
Wages - CAL	92,114	100,804	139,672	332,590
Wages - Overtime	3,696	1,989	73,648	79,333
Wages - Standby	-	12,548	8,146	20,693
Allowance/Incentives	5,625	-	-	5,625
	<b>1,177,033</b>	<b>1,211,159</b>	<b>2,050,932</b>	<b>4,439,123</b>
FICA/Medicare	80,421	90,328	152,804	323,552
Unemployment Insurance	2,147	3,411	6,573	12,131
Worker's Comp Expense	17,114	72,026	211,915	301,055
	<b>99,682</b>	<b>165,765</b>	<b>371,291</b>	<b>636,738</b>
Medical Insurance	61,614	119,915	191,029	372,558
Life Insurance	212	284	548	1,044
Employee Assistance Program	212	284	548	1,044
CalPers Mandated Medical	16,295	24,729	47,655	88,679
	<b>78,333</b>	<b>145,212</b>	<b>239,780</b>	<b>463,325</b>
Net Unfunded Pension Liability	130,988	177,958	-	308,946
VCERA	171,450	169,518	277,432	618,401
PARS	43,763	21,259	41,391	106,413
OPEB	19,860	30,129	58,063	108,052
	<b>366,061</b>	<b>398,865</b>	<b>376,885</b>	<b>1,141,811</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>\$ 1,724,452</b>	<b>\$ 1,921,001</b>	<b>\$ 3,038,888</b>	<b>\$ 6,684,340</b>

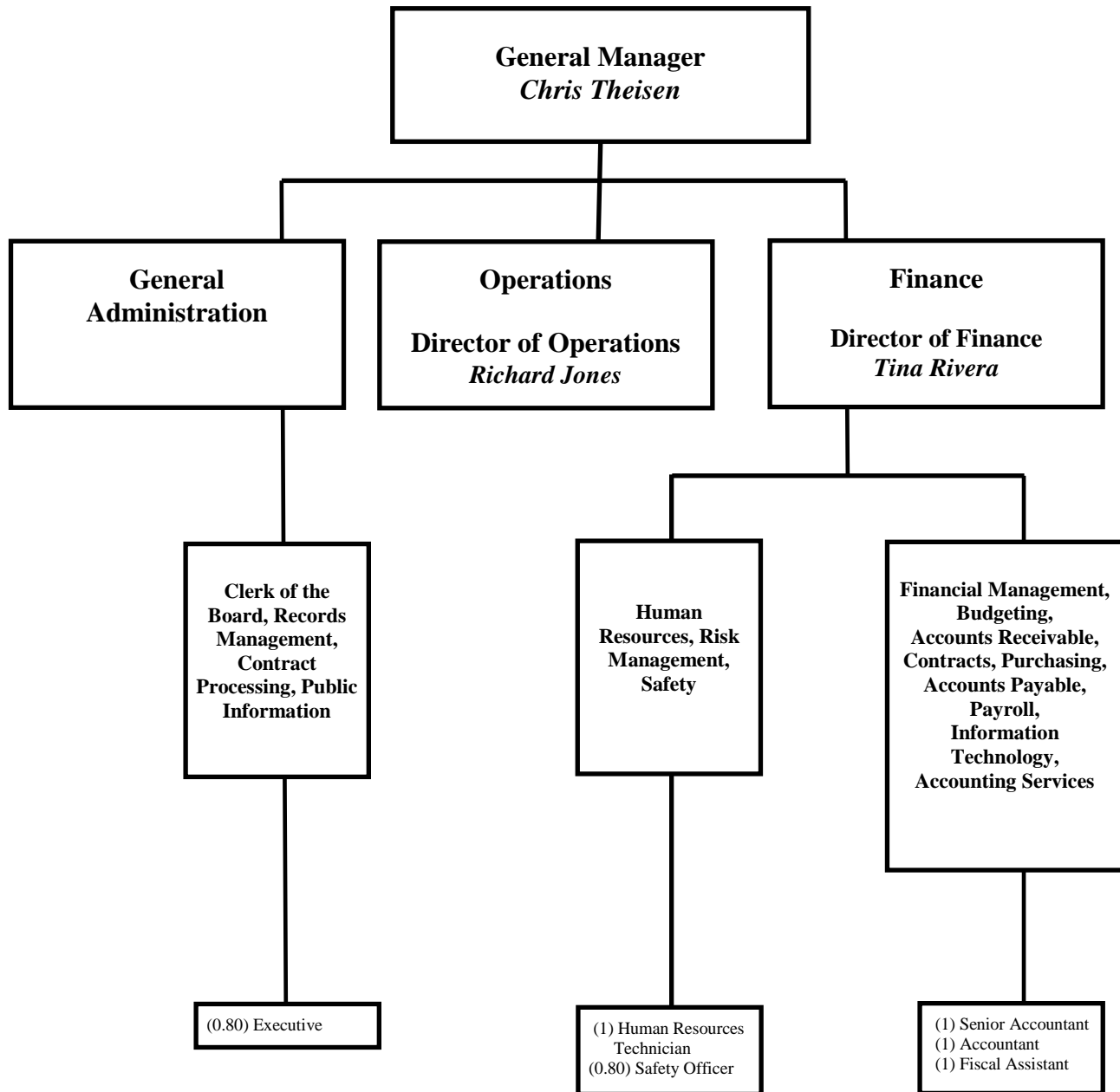
# VENTURA REGIONAL SANITATION DISTRICT

## Organization Chart



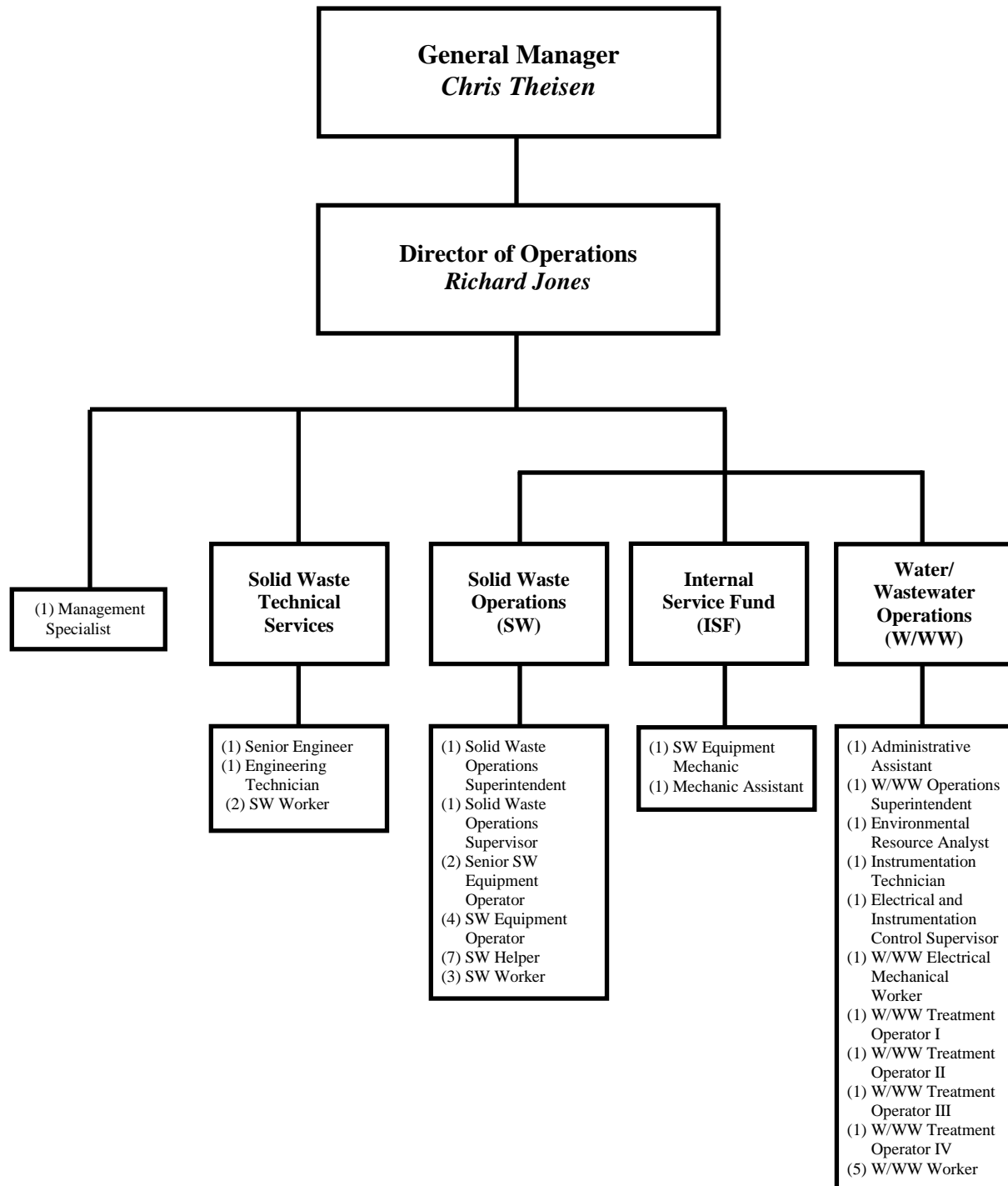
# VENTURA REGIONAL SANITATION DISTRICT

## *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 2021-2022			Additions/ Deletions	FY 2022-2023		Approximate Annual Salary
	Allocations	Mid Year Adjustments	Amended		Allocations		
Accountant	1	0	1	0	1		\$79,638.80 - \$97,181.80
Administrative Assistant	1	0	1	0	1		\$48,502.70 - \$59,160.80
Assistant Accountant	0	0	0	0	0		\$72,400.90 - \$88,355.20
Assistant Engineer	0	0	0	0	0		\$80,433.20 - \$98,130.70
Assistant Engineering Technician	0	0	0	0	0		\$57,263.20 - \$69,863.30
Assistant Environmental Resource Analyst	0	0	0	0	0		\$72,400.90 - \$88,355.20
Assistant Fiscal Assistant	0	0	0	0	0		\$44,121.20 - \$53,776.60
Assistant Management Analyst	0	0	0	0	0		\$72,400.90 - \$88,355.20
Biosolids Wastewater Treatment Facility Operator	0	0	0	0	0		\$51,128.60 - \$85,001.00
Director of Finance	1	0	1	0	1		\$161,175.30 - \$196,658.60
Director of Operations	1	0	1	0	1		\$139,880.90 - \$170,708.20
Electrical and Instrumentation Control Supervisor	1	0	1	0	1		\$87,913.80 - \$107,310.40
Engineer	0	0	0	0	0		\$88,465.50 - \$107,928.30
Engineering Manager	0	0	0	0	0		\$111,922.40 - \$136,548.90
Engineering Technician	1	0	1	0	1		\$62,978.40 - \$76,836.40
Environmental Resource Analyst	2	0	2	-1	1		\$79,638.80 - \$97,181.80
Executive Assistant	1	0	1	-0.2	0.8		\$73,085.00 - \$89,193.70
Fiscal Assistant	2	0	2	-1	1		\$48,502.70 - \$59,160.80
Fleet Mechanic and Maintenance Supervisor	0	0	0	0	0		\$87,913.80 - \$107,310.40
General Manager	1	0	1	0	1		\$188,096.70 - \$229,526.70
Human Resources Analyst	0	0	0	0	0		\$79,638.80 - \$97,181.80
Human Resources Manager	1	0	1	-1	0		\$106,185.10 - \$129,553.70
Human Resources Technician	1	0	1	0	1		\$55,012.30 - \$67,127.00
Instrumentation Technician	2	0	2	-1	1		\$73,702.90 - \$93,298.10
Management Analyst	0	0	0	0	0		\$79,638.80 - \$97,181.80
Management Specialist	1	0	1	0	1		\$56,049.50 - \$68,406.80
Mechanic Assistant	1	0	1	0	1		\$50,621.10 - \$64,765.80
Office Assistant	0.825	0	0.825	-0.825	0		\$44,089.40 - \$53,776.60
Operations Manager	0	0	0	0	0		\$111,922.40 - \$136,548.90
Safety Officer	1	0	1	-0.2	0.8		\$96,166.80 - \$117,350.80
Senior Accountant	1	0	1	0	1		\$91,598.90 - \$111,745.80
Senior Engineer	1	0	1	0	1		\$97,314.20 - \$118,741.00
Senior Engineering Technician	0	0	0	0	0		\$69,289.50 - \$84,559.70
Senior Environmental Resource Analyst	0	0	0	0	0		\$87,604.90 - \$106,891.20
Senior Fiscal Assistant	1	0	1	-1	0		\$53,335.30 - \$65,074.80
Senior Grounds Maintenance Worker	0	0	0	0	0		\$56,645.30 - \$72,555.40
Senior Instrumentation Technician	0	0	0	0	0		\$77,696.90 - \$97,733.50
Senior Management Analyst	0	0	0	0	0		\$96,166.80 - \$117,350.80
Senior Solid Waste Equipment Operator	2	0	2	0	2		\$65,074.80 - \$83,257.80
Senior Solid Waste Worker	0	0	0	0	0		\$51,702.30 - \$66,222.20
Senior Water/Wastewater Worker	0	0	0	0	0		\$61,389.60 - \$76,350.80
Solid Waste Equipment Mechanic	1	0	1	0	1		\$65,074.80 - \$83,257.80
Solid Waste Equipment Operator	4	0	4	0	4		\$59,536.10 - \$76,218.50
Solid Waste Helper	7	0	7	0	7		\$35,373.00 - \$43,162.50
Solid Waste Operations Superintendent	1	0	1	0	1		\$101,109.70 - \$123,375.00
Solid Waste Operations Supervisor	1	0	1	0	1		\$87,913.80 - \$107,310.40
Solid Waste Worker	5	0	5	0	5		\$45,942.90 - \$58,785.70
Water/Wastewater Electrical Mechanical Worker	3	0	3	-2	1		\$63,839.00 - \$81,117.20
Water/Wastewater Helper	1	0	1	-1	0		\$35,483.30 - \$46,450.40
Water/Wastewater Mechanic	0	0	0	0	0		\$62,448.80 - \$79,065.10
Water/Wastewater Operations Superintendent	1	0	1	0	1		\$101,109.70 - \$123,375.00
Water/Wastewater Operations Supervisor <sup>a</sup>	3	0	3	-3	0		\$87,913.80 - \$107,310.40
Water/Wastewater Treatment Operator-in-Training	0	0	0	0	0		\$55,034.40 - \$70,525.20
Water/Wastewater Treatment Operator I	2	0	2	-1	1		\$57,770.60 - \$74,055.90
Water/Wastewater Treatment Operator II	2	0	2	-1	1		\$64,059.70 - \$81,470.30
Water/Wastewater Treatment Operator III	1	0	1	0	1		\$70,701.80 - \$89,613.00
Water/Wastewater Treatment Operator IV	1	0	1	0	1		\$77,917.50 - \$98,572.00
Water/Wastewater Treatment Operator V	0	0	0	0	0		\$79,925.60 - \$101,021.50
Water/Wastewater Worker	12	0	12	-7	5		\$51,128.60 - \$68,053.70
<b>TOTAL ALLOCATIONS</b>	<b>69.83</b>	<b>0.00</b>	<b>69.83</b>	<b>-21.23</b>	<b>48.60</b>		

<sup>a</sup> Does not include one additional unfunded Water/Wastewater Operations Supervisor during FY2021-2022.

# VENTURA REGIONAL SANITATION DISTRICT

## STAFFING SUMMARY

(Full-Time Equivalent Positions)

Central Administration	FY 2021-2022			FY 2022-2023	
	Allocations	Mid Year Adjustments	Amended	Additions/ Deletions	Allocations
Accountant	1.00	0.00	1.00	0.00	1.00
Director of Finance	1.00	0.00	1.00	0.00	1.00
Director of Operations	0.00	0.00	0.00	1.00	1.00
Executive Assistant	1.00	0.00	1.00	-0.20	0.80
Fiscal Assistant	2.00	0.00	2.00	-1.00	1.00
General Manager	1.00	0.00	1.00	0.00	1.00
Human Resources Manager	1.00	0.00	1.00	-1.00	0.00
Human Resources Technician	1.00	0.00	1.00	0.00	1.00
Safety Officer	1.00	0.00	1.00	-0.20	0.80
Senior Accountant	0.00	0.00	0.00	1.00	1.00
Senior Fiscal Assistant	1.00	0.00	1.00	-1.00	0.00
SUBTOTAL	10.00	0.00	10.00	-1.40	8.60

# VENTURA REGIONAL SANITATION DISTRICT

## STAFFING SUMMARY

(Full-Time Equivalent Positions)

Operations	FY 2021-2022			FY 2022-2023	
	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	-1.00	0.00
Electrical and Instrumentation Control Supervisor	1.00	0.00	1.00	0.00	1.00
Engineering Technician	1.00	0.00	1.00	0.00	1.00
Environmental Resource Analyst	2.00	0.00	2.00	-1.00	1.00
Instrumentation Technician	2.00	0.00	2.00	-1.00	1.00
Management Specialist	1.00	0.00	1.00	0.00	1.00
Mechanic Assistant	1.00	0.00	1.00	0.00	1.00
Office Assistant	0.83	0.00	0.83	-0.83	0.00
Senior Accountant	1.00	0.00	1.00	-1.00	0.00
Senior Engineer	1.00	0.00	1.00	0.00	1.00
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	4.00	0.00	4.00	0.00	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	5.00	0.00	5.00	0.00	5.00
Water/Wastewater Electrical Mechanical Worker	3.00	0.00	3.00	-2.00	1.00
Water/Wastewater Helper	1.00	0.00	1.00	-1.00	0.00
Water/Wastewater Operations Superintendent	1.00	0.00	1.00	0.00	1.00
Water/Wastewater Operations Supervisor <sup>a</sup>	3.00	0.00	3.00	-3.00	0.00
Water/Wastewater Treatment Operator I	2.00	0.00	2.00	-1.00	1.00
Water/Wastewater Treatment Operator II	2.00	0.00	2.00	-1.00	1.00
Water/Wastewater Treatment Operator III	1.00	0.00	1.00	0.00	1.00
Water/Wastewater Treatment Operator IV	1.00	0.00	1.00	0.00	1.00
Water/Wastewater Worker	12.00	0.00	12.00	-7.00	5.00
SUBTOTAL	59.83	0.00	59.83	-19.83	40.00

	FY 2021-2022			FY 2022-2023	
	Allocations	Mid Year Adjustments	Amended	Additions/ Deletions	Allocations
TOTAL	69.83	0.00	69.83	-21.23	48.60

<sup>a</sup> Does not include one additional unfunded Water/Wastewater Operations Supervisor during FY2021-2022.

# VENTURA REGIONAL SANITATION DISTRICT

## *Professional Services Included in FY2022-23 Budget*

Expense/Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill	Water Wastewater	Central Admin OH	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>100,000</b>	<b>227,008</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						10,000	10,000
<b>Contractor Construction</b>		<b>25,000</b>					<b>25,000</b>
Landfill Vegetation Maintenance (Quality Ag)		25,000					25,000
<b>Engineering Consultants</b>	<b>371,911</b>	<b>72,600</b>	<b>69,400</b>	<b>3,000</b>			<b>516,911</b>
Biogas Engineering PCL	45,360	42,600	44,400	3,000			135,360
Biogas Engineering-Gas Collection System and Flare Operation & Maintenance	2,904						2,904
Biogas Engineering-LFG Perimeter Probe & Structure Monitoring	1,584						1,584
Biogas Engineering-LFG Surface Monitoring & Reporting	528						528
Drafting and Survey Services (Vertex Surveying)	15,535						15,535
Drainage/Grading & Fill Engineering Support (Dragomir Design Build)	105,000	25,000					130,000
Geological Services (Oakridge Geosciences)	25,000						25,000
LFG Engineering Support (Biogas Engineering)	176,000	5,000	25,000				206,000
<b>Environmental Consultants</b>	<b>300,258</b>	<b>45,833</b>	<b>41,533</b>	<b>5,100</b>			<b>392,725</b>
Air Quality Monitoring/Reporting (SCS Engineers)	44,100	11,100	11,100				66,300
Flare Emission Testing (Horizon Air Measurement)	30,000	3,333	3,333				36,667
Gas Flare Source Test	4,210						4,210
GW Field Sampling (Chang Environmental)	37,500	11,300	12,000	3,000			63,800
GW Monitoring/Analysis/Rptg (SCS Engineers)	37,800	12,600	12,600	2,100			65,100
Landfill Surface Emission Monitoring	7,370						7,370
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	528						528
Safety Audit & Environmental Compliance Training (Rincon Consultants)	25,000						25,000
Semiannual Flare Assessment	2,200						2,200
Stormwater Quality (Dragomir Design Build)	26,250						26,250
Surface Emissions Monitoring (RES Environmental)	31,000	2,500	2,500				36,000



# VENTURA REGIONAL SANITATION DISTRICT

## *Professional Services Included in FY2022-23 Budget*

Expense/Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill	Water Wastewater	Central Admin OH	Total
<b>Information Technology Services</b>	<b>2,000</b>					<b>109,591</b>	<b>111,591</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 [5,370 less 5 users & 2 svrs]						57,240	57,240
FTI Services - NETCARE additional 4 hrs every other wk						19,760	19,760
Ricoh Printers						1,440	1,440
TMC or New VAR Support						10,000	10,000
Underground Inspection Consulting (WinCan) - Toland						1,500	1,500
Wasteworks Support - Carolina SW	2,000						2,000
<b>Other Professional Services</b>	<b>300,000</b>	<b>166,667</b>	<b>166,667</b>		<b>89,579</b>	<b>40,291</b>	<b>763,204</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 \$4.95/participant						2,280	2,280
Consultants					5,150		5,150
Ergonomics evaluation						1,000	1,000
GIS - Collection System Mapping					5,000		5,000
GIS Consultant					7,210		7,210
Hopkins Ground Water					1,545		1,545
Hydroseeding-repair from Easy Fire	300,000						300,000
LCW Consortium						4,571	4,571
MySafetyOfficer.com (After \$2K						2,740	2,740
O/S Professional Services					32,299		32,299
Outside contracted Services					28,075		28,075
PARS (GASB 67/68)						1,000	1,000
PARS-OPEB (GASB74/75)						1,000	1,000
Replace Santa Clara/Coastal Flare \$500K 3-way Split	-	166,667	166,667				333,334
SBR maintenance and repairs					10,300		10,300
VCERA (GASB 67/68)						6,000	6,000
<b>Grand Total</b>	<b>\$1,064,177</b>	<b>\$315,100</b>	<b>\$282,600</b>	<b>\$8,100</b>	<b>\$116,579</b>	<b>\$272,382</b>	<b>\$2,058,938</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Board Member Fees & Expenses Included in FY2022-23 Budget*

Department	Project Number	Type of Expense	Description	Total
<b>Administration</b>				
	<b>100100</b>			
		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
		<b>Board Member Fees Total</b>		<b>42,408</b>
		Board Member Exps and/or Hybird Brd Meetings		
		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
		<b>Board Member Exps and/or Hybird Brd Meetings Total</b>		<b>11,144</b>
	<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

Board member expenses may include hybrid board meeting expense

# VENTURA REGIONAL SANITATION DISTRICT

## *Travel, Conference, Seminar & Training Included in FY2022-23 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		22,840		22,840
	Conference and Seminar Expenses Total		22,840		22,840
<b>200103 Total</b>			<b>22,840</b>		<b>22,840</b>
<b>Administration - WWW Training Total</b>			<b>22,840</b>		<b>22,840</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>\$ 31,000</b>	<b>\$ 8,800</b>	<b>\$ 41,800</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Office Expenses Included in FY2022-23 Budget

Type of Expense	Toland Landfill	Bailard Landfill	Coastal Landfill	Water Wastewater	Central Admin OH	Total
Description						
<b>General Administrative Expenses</b>	<b>15,580</b>	<b>454</b>	<b>500</b>	<b>8,201</b>	<b>25,893</b>	<b>50,628</b>
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		1,000	16,500
J. Hernandez - Cal Pers claim handling & COBRA admin.					6,120	6,120
Misc	100	204				304
miscellaneous public outreach					1,224	1,224
Office supplies					3,750	3,750
Offsite storage-Access	480			480	3,699	4,659
Paper shredding					225	225
Photocopy					500	500
Postage meter					1,500	1,500
Printer Meter Charge - GoodSuite					500	500
printer toner					100	100
Qtrly Dept BFast mtgs				1,020		1,020
Recruitment					5,100	5,100
Safety meeting					200	200
Shipping					500	500
<b>IT Software Licenses &amp; Agreements</b>	<b>37,807</b>	<b>7,910</b>	<b>2,910</b>	<b>21,310</b>	<b>30,004</b>	<b>99,741</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 srvrs/critical]					8,600	8,600
(FTI) Datto Backup - Toland [backup srvrs/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) MS Win Srvr 2019 - WhatsUpGold [IT Mgmt SW/switches, printers]					880	880
(FTI) MS Win Srvr 2019 User CALs- WhatsUpGold [IT Mgmt SW]					150	150
(FTI) WebRoot SecureAnywhere [anti-virus]					2,400	2,400
AdobeSign 5 Users					3,000	3,000
AutoCad - DLT Solutions [used by Engrg, RJ, MP]	6,532					6,532
Autodesk				800		800
Compliance Software/GIS	2,000					2,000
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	5,150	2,575	2,575			10,300
FREECONFERENCECALL.COM					48	48
GASBOY (Fuel Use Tracking)	4,000					4,000
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
Sanitas Tech GW Analysis License	335	335	335	335		1,340
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

## VENTURA REGIONAL SANITATION DISTRICT

### *Office Expenses Included in FY2022-23 Budget*

Type of Expense						
Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Water Wastewater	Central Admin OH	Total
<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
<b>Grand Total</b>	<b>\$ 53,187</b>	<b>\$ 8,364</b>	<b>\$ 3,410</b>	<b>\$ 38,053</b>	<b>\$ 59,832</b>	<b>\$ 162,846</b>

## VENTURA REGIONAL SANITATION DISTRICT

### *Financial Service Charges Included in FY2022-23 Budget*

Type of Expense					
Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Central Admin OH	Total
<b>Bank Charges</b>				<b>33,960</b>	<b>33,960</b>
CNB analysis fees				9,960	9,960
PARS Monthly Fee				24,000	24,000
<b>Credit Card Fees</b>	<b>8,400</b>				<b>8,400</b>
Forte credit card fees	8,400				8,400
<b>Investment Fees</b>	<b>23,880</b>	<b>6,360</b>	<b>5,640</b>		<b>35,880</b>
Investment Fees - CAMP PFM District	7,200				7,200
Investment Fees- CAMP PFM Toland	13,800				13,800
Investment Fees-CAMP PFM Bailard		5,160			5,160
Investment Fees-CAMP PFM Coastal			4,440		4,440
US Bank Inv fees Bailard		1,200			1,200
US Bank Inv fees Coastal			1,200		1,200
US Bank Inv fees District	1,200				1,200
US Bank Inv fees Toland	1,680				1,680
<b>Grand Total</b>	<b>\$ 32,280</b>	<b>\$ 6,360</b>	<b>\$ 5,640</b>	<b>\$ 33,960</b>	<b>\$ 78,240</b>

## VENTURA REGIONAL SANITATION DISTRICT

### *Safety Supplies & Clothing Included in FY2022-23 Budget*

Type of Expense				
Description	Toland Landfill	Water Wastewater	Central Admin OH	Total
<b>Employee Safety Supplies</b>	<b>23,946</b>	<b>29,325</b>	<b>1,000</b>	<b>54,271</b>
Employee Safety Equipment	6,200	5,460		11,660
Employee Safety Equipment-Field		9,000		9,000
Employee Safety Supplies	1,700			1,700
Employee Safety Supplies - Fleet Staff	446	56		502
Employee Safety Supplies-Field		6,740		6,740
Ergonomics products/supplies			1,000	1,000
Uniforms	13,100	7,800		20,900
Uniforms - Fleet Staff	2,500	269		2,769
<b>Grand Total</b>	<b>\$ 23,946</b>	<b>\$ 29,325</b>	<b>\$ 1,000</b>	<b>\$ 54,271</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Operating Services and Materials & Supplies Included in FY2022-23 Budget*

Type of Expense Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Water Wastewater	Central Admin OH	Total
<b>Computer Equipment</b>	<b>17,375</b>			<b>11,800</b>	<b>18,000</b>	<b>47,175</b>
(FTI) Desktop Replacements	12,750			6,800	7,000	26,550
(FTI) Desktop Replacements - i7				3,000		3,000
(FTI) Desktop Replacements - Thin Clients	2,625					2,625
(FTI) Laptop Replacements - i7				2,000		2,000
(FTI) Monitors					250	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
Miscellaneous IT Supplies					3,500	3,500
<b>Furniture and Fixtures</b>					<b>2,500</b>	<b>2,500</b>
ergonomic office equipment					2,500	2,500
<b>Janitorial Services</b>	<b>12,000</b>					<b>12,000</b>
Office Cleaning	12,000					12,000
<b>Operating Supplies</b>	<b>421,000</b>	<b>15,000</b>	<b>5,000</b>	<b>136,093</b>	<b>4,701</b>	<b>581,794</b>
ADC Tarps	40,000					40,000
BMP supplies	50,000					50,000
Calibration Gas (Oxygen & Methane)	400					400
Calibration Gas (Zero Air & Methane)	400					400
Cellphone Replacements					500	500
Darco H2S Control Media	60,000					60,000
Electrical Supplies				5,000		5,000
Flare Maintenance & Repair Supplies	7,700					7,700
Laptop Cases					100	100
LFG and BMP supplies	15,000					15,000
Mail/GSO					510	510
Misc Operating Materials & Supplies	2,500	15,000	5,000	18,566		41,066
Misc Operating Materials & Supplies, Fencing	70,000					70,000
Misc parts, filters, breakers				5,150		5,150
Misc supplies				500		500
Misc. supplies for leachate system	50,000					50,000
Office supplies				510		510
Oil, filters, fuse, breakers and misc PM materials				5,000		5,000
Oils, misc repair parts				10,000		10,000
Op Supplies - Activated Charcoal, UV Bulbs				7,500		7,500
Op Supplies - small tools, grinders, air tools, etc.				36,300		36,300
Operating Supplies	60,000			3,500		63,500
Operating Supplies & Materials				515		515
Operating Supplies & Small Tools / Equip				4,000		4,000
Parts and supplies				5,000		5,000
Phone Headsets					500	500
Piping and well upgrades	50,000					50,000
PLC, Pannel, cabinets, computers				5,000		5,000
Polymer, dewatering bag, weed control, suspended solids meter, etc.				8,682		8,682
Polymer, Tubing, Hoses, Sample Pumps				3,000		3,000
Safety Materials					1,224	1,224
Sampling supplies and Admin supplies				750		750
Sandbags	15,000					15,000
Spill Response supplies				515		515

# VENTURA REGIONAL SANITATION DISTRICT

## *Operating Services and Materials & Supplies Included in FY2022-23 Budget*

Type of Expense Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Water Wastewater	Central Admin OH	Total
Operating supplies-misc				4,075		4,075
Supplies - Oil, Grease, Belts. etc..				1,030		1,030
Supplies and Lindero pump #1 rebuild				10,000		10,000
Toner, Cartridge Refills (All Locations)					1,667	1,667
W2 & 1099 Forms (Payroll & AP)					200	200
Weed Control Supplies				500		500
(blank)				1,000		1,000
<b>Other Operating Services</b>	<b>213,452</b>	<b>10,000</b>		<b>64,355</b>	<b>12,300</b>	<b>300,107</b>
Alarm Services-Monthly monitoring				720		720
Audiometric Testing					2,800	2,800
backflow testing	420					420
Bait Stations (Ventura Pest Control)	3,000					3,000
Camera Systems (ANS)	5,000					5,000
CPR Training/Certification - FY2023 Biennial					1,000	1,000
Crane services and CAT service				7,500		7,500
DATCO pre-employment background checks.					1,000	1,000
Employment Medical					2,500	2,500
Ennix; alarms				5,995		5,995
Facility Maintenance - Cleaning Svc, Pest Control, HVAC, etc				10,000		10,000
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
Litter removal neighboring properties (Magnana)	10,122					10,122
Maintain City's Air Compressor (Quarterly)	700					700
Monthly Patrol of Site				11,000		11,000
Operating Services	5,000	10,000		1,500		16,500
Physicals				1,530		1,530
Pond Weed clearing				5,150		5,150
Portable Toilets (JW Enterprises)	12,000					12,000
repair equipment	1,000					1,000
Respiratory Fit Testing				2,754		2,754
Roll-off bin rental				206		206
Safety Services & Supplies	15,000			8,000	5,000	28,000
Scale Maint (Fairbanks)	2,500					2,500
Security Systems (Dial, Perimeter Systems)	5,000					5,000
Street Sweeping (SCA)	25,800					25,800
Street Sweeping (SCA) fuel surcharge	5,160					5,160
Traffic Control Services				10,000		10,000
<b>Rock</b>	<b>50,000</b>					<b>50,000</b>
Rock and Sand	50,000					50,000
<b>Transportation and Hauling</b>	<b>2,500</b>			<b>1,500</b>		<b>4,000</b>
Transportation & Hauling	2,500			1,500		4,000
<b>Grand Total</b>	<b>\$ 716,327</b>	<b>\$ 25,000</b>	<b>\$ 5,000</b>	<b>\$ 213,748</b>	<b>\$ 37,501</b>	<b>\$ 997,576</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Leachate, Condensate & Sludge Disposal and Lab Services & Supplies Included in FY2022-23 Budget*

Type of Expense					Water Wastewater	Total
Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill		
<b>Chemical Supplies/Disposal</b>	<b>3,000</b>				<b>9,045</b>	<b>12,045</b>
Chemicals	3,000					3,000
Chlorine					7,500	7,500
Influent Channel Disposal Fee					1,545	1,545
<b>Lab Services and Supplies</b>	<b>36,315</b>	<b>15,000</b>	<b>20,000</b>	<b>250</b>	<b>44,368</b>	<b>115,933</b>
Gas Analytical (Atmospheric Analysis Consultants)	4,150		2,000			6,150
Lab Costs					8,000	8,000
Lab fees	620					620
Lab Services					3,178	3,178
Lab services - effluent & biosolids					5,150	5,150
Lab Services and Supplies	255					255
Lab Services and Supplies (Weck Labs)	2,500	15,000	18,000			35,500
Lab testing services	2,550					2,550
Laboratory Services (Weck Labs)				250		250
Other Water Analytical (FGL)	5,150					5,150
Pat-Chem					26,025	26,025
Semiannual GW Analytical Lab Services	5,640					5,640
Spill Sampling					515	515
SW/GW Sampling (Weck Labs)	15,450					15,450
Weck					1,500	1,500
<b>Leachate &amp; Condensate</b>	<b>873,910</b>	<b>8,000</b>	<b>8,000</b>		<b>4,120</b>	<b>894,030</b>
Biosolids disposal					4,120	4,120
Condensate Hauling (Patriot Environmental)	201,420	8,000	8,000			217,420
Condensate Hauling (Patriot Environmental) 15% surcharge	30,240					30,240
Leachate off-site hauling months (WM Enviroserv) 7% surcharge	42,000					42,000
Leachate off-site hauling months (WM Enviroserv) until approval for on-site disposal	600,000					600,000
Permits, Licenses, and Fees	250					250
<b>Secondary Sludge</b>					<b>22,541</b>	<b>22,541</b>
Septic Tank Pumping and Disposal					1,591	1,591
Sludge Hauling and Disposal Tank Cleaning					6,000	6,000
(blank)					14,950	14,950
<b>Grand Total</b>	<b>\$ 913,225</b>	<b>\$ 23,000</b>	<b>\$ 28,000</b>	<b>\$ 250</b>	<b>\$ 80,074</b>	<b>\$ 1,044,549</b>



# VENTURA REGIONAL SANITATION DISTRICT

## *Maintenance Expenses Included in FY2022-23 Budget*

Project	Type of Expense Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Water Wastewater	Central Admin OH	Total
Project #100103 - Administration - Information Technology						2,000	2,000
	Other Equipment Maintenance					2,000	2,000
	Equipment Maintenance					2,000	2,000
Project #400300 - Operations - Toland Landfill		10,000					10,000
	Other Equipment Maintenance	10,000					10,000
	Equipment Maintenance	10,000					10,000
Project #400800 - PCL - Coastal Landfill Maintenance				40,000			40,000
	Other Equipment Maintenance			40,000			40,000
	Flare Maintenance			40,000			40,000
Project #400802 - PCL - Bailard Landfill Maintenance			10,000				10,000
	Other Equipment Maintenance		10,000				10,000
	1/3 share of Flare Maintenance		10,000				10,000
Project #500200 - Maintenance - ISF WWW					110,069		110,069
	Automotive Equipment Maintenance				110,069		110,069
	Maint/materials				2,246		2,246
	Misc				74,400		74,400
	Misc based on historical				33,423		33,423
Project #500400 - Maintenance - ISF SW		282,800					282,800
	Automotive Equipment Maintenance	142,800					142,800
	Automotive Equipment Maintenance	142,800					142,800
	Heavy Equipment Maintenance	140,000					140,000
	Heavy Equipment Rprs	100,000					100,000
	under carriage repair	40,000					40,000
<b>Grand Total</b>		<b>\$ 292,800</b>	<b>\$ 10,000</b>	<b>\$ 40,000</b>	<b>\$ 110,069</b>	<b>\$ 2,000</b>	<b>\$ 454,869</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Permits and Fees Included in FY2022-23 Budget*

Expense/Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill	Water Wastewater	Total
<b>Permits, Licenses and Fees</b>	<b>82,970</b>	<b>38,800</b>	<b>9,750</b>	<b>9,900</b>	<b>37,265</b>	<b>178,685</b>
Ag Commissioner (Billed Quarterly)	30,000					30,000
Dumping fees					206	206
Groundwater Extraction Fees (Semi-Annual)		5,100				5,100
Misc County Staff Fees	2,000					2,000
Misc Permits	1,420	1,000				2,420
Permits, Licenses & Fees					1,000	1,000
Permits, Licenses, and Fees		2,000		300		2,300
VCAPCD	12,550	1,950	1,200			15,700
WDR, EHD, Co Tax Collection					1,000	1,000
SWRCB WDID 4SSO10487					3,193	3,193
SWRCB WDID 4A560109001					22,866	22,866
SWRCB WDID 4B561004001					7,000	7,000
City of TO Encroachment Permit					2,000	2,000
SWRQCB Permit	32,000	27,050	550	9,600		69,200
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>876,063</b>					<b>876,063</b>
CIWMB Waste Management Fees - Tonnage Driven (Paid quarterly)	476,610					476,610
EHD control fees - Tonnage Driven (ongoing)	398,310					398,310
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>\$959,033</b>	<b>\$38,800</b>	<b>\$9,750</b>	<b>\$9,900</b>	<b>\$37,265</b>	<b>\$1,054,748</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Outstanding Debt Service Summary Fiscal Year 2022-23

	<b>Biosolids - 1</b> <i>Loan #07-031</i>	<b>Biosolids - 2</b> <i>Loan #08-077</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	\$1,825,000	\$3,709,711	\$10,068,000	\$29,112,517
Interest Rate	2.12%	2.27%	2.71%	2.87%	2.94%	n/a
Due Dates	Jun and Dec	May and Nov	Oct and Apr	Jun and Dec	Jul and Jan	n/a
Lender	[1]	[1]	[2]	[1]	[1]	
Balance Due as of June 30, 2022	\$304,246	\$1,526,486	\$891,385	\$1,420,171	\$5,473,646	\$9,615,934
Principal Payment through June 30, 2023	304,246	754,629	168,810	391,415	847,028	\$2,466,128
Interest Payment through June 30, 2023	3,225	30,393	23,021	37,971	154,745	\$249,355
Balance Due as of June 30, 2023	\$0	\$771,857	\$722,575	\$1,028,756	\$4,626,618	\$7,149,806

### Notes:

[1] Lender: Banc of America Public Capital Corporation

[2] Lender: BBVA Compass Bank

### Additional Information

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

# VENTURA REGIONAL SANITATION DISTRICT

## *Capital Improvement Projects Included in FY2022-23 Budget*

Project Name	Description	Total
<b>Project #499903 - Toland Road Access Road Upgrade</b>		<b>240,000</b>
<b>52082</b>		<b>240,000</b>
	Toland Road Access Road Upgrade	240,000
<b>Project #499904 - Toland Condensate Treatment System</b>		<b>100,000</b>
<b>52082</b>		<b>100,000</b>
	Condensate Treatment System/Tank [when Flare Fails]	100,000
<b>Project #499914 - Toland Master Plan/Closure Design</b>		<b>200,000</b>
<b>52080</b>		<b>200,000</b>
	Toland Closure Design	200,000
<b>Project #499920 - Toland Landfill Phase 4</b>		<b>3,000,000</b>
<b>52074</b>		<b>3,000,000</b>
	Toland Landfill Phase 4	3,000,000
<b>Project #499921 - Gas Collection System</b>		<b>1,000,000</b>
<b>52074</b>		<b>1,000,000</b>
	Gas Collection-Wells/Flare/Sumps/Piping	1,000,000
<b>Project #499930 - West Perimeter Slope Repair - Partial Site Closure</b>		<b>360,000</b>
<b>52074</b>		<b>360,000</b>
	West Perimeter Slope Rpr/Partial Closure	360,000
<b>Project #499931 - Leachate Treatment System</b>		<b>750,000</b>
<b>52074</b>		<b>750,000</b>
	Conceptual Design and Construction of Leachate Treatment (Geosyntec Consultants)	750,000
<b>Grand Total</b>		<b>\$ 5,650,000</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Capital Outlays Included in FY2022-23 Budget*

Division	Project Name	Description	Total
<b>Central Administration</b>			<b>15,000</b>
	<b>Project #199920 - TSOPS Upgrade to Windows Server 2019</b>		<b>15,000</b>
	52073		15,000
		MS Office Upgrade and/or Other Projects	15,000
<b>Solid Waste</b>			<b>2,168,959</b>
	<b>Project #499927 - Toland Maintenance Shop Upgrades</b>		<b>50,000</b>
	52082		50,000
		Toland Maintenance Shop Upgrade/Paving	50,000
	<b>Project #594901 - Vehicle &amp; Equip - SW Capital</b>		<b>2,118,959</b>
	52320		68,959
		4x4 Pick-up Truck (auction)	68,959
	52330		1,950,000
		627 Scraper [replacing #7243-Scraper]	1,250,000
		D6 Dozer [replacing #7978-D8]	750,000
		Salvage on #7243-Scraper & #7978-D8 Dozer	(50,000)
	52340		60,000
		Misc [lights plants, pumps, generators/compressors, lightweight equipment, mowers, tool attachments]	60,000
	52360		40,000
		Automated Fuel System	40,000
<b>Water Wastewater</b>			<b>68,911</b>
	<b>Project #299904 - W/WW Miscellaneous</b>		<b>7,500</b>
	<b>Project #592900 - Vehicle &amp; Equip - WWW Capital</b>		<b>61,411</b>
	52320		45,020
		Light Duty Truck [auction]	45,020
	52340		16,391
		Misc.[generators, pumps, CCTV cameras	16,391
<b>Grand Total</b>			<b>\$ 2,252,870</b>

# VENTURA REGIONAL SANITATION DISTRICT

## ADOPTED HOURLY RATES

### JULY 1, 2022 THROUGH JUNE 30, 2023

			FY 2022		FY 2023	
<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	\$85	\$128	\$58	\$87
CA	601	Fiscal Assistant	\$82	\$123	\$56	\$84
CA	605	Senior Fiscal Assistant	\$82	\$123	\$56	\$84
CA	208	Executive Assistant/Clerk of the Board	\$107	\$161	\$74	\$111
CA	112	Safety Officer	\$135	NA	\$96	NA
CA	607	Accountant	\$130	NA	\$79	NA
CA	608	Senior Accountant	\$130	NA	\$117	NA
CA	111	Human Resources Manager	\$146	NA	\$102	NA
CA	502	Director of Finance	\$209	NA	\$153	NA
CA	501	General Manager	\$234	NA	\$172	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	\$128	\$192
WWW	207	Administrative Assistant	\$84	\$126	\$128	\$192
WWW	909	W/WW Helper	\$82	\$123	NA	NA
WWW	908	W/WW Worker	\$101	\$152	\$142	\$213
WWW	911	Electrical/Mechanical Worker	\$110	\$165	\$154	\$231
WWW	916	W/WW Operator in Training	\$110	\$165	\$154	\$231
WWW	905	W/WW Treatment Operator I	\$110	\$165	\$154	\$231
WWW	906	W/WW Treatment Operator II	\$110	\$165	\$154	\$231
WWW	910	W/WW Treatment Operator III	\$110	\$165	\$154	\$231
WWW	913	W/WW Treatment Operator IV	\$110	\$165	\$154	\$231
WWW	914	W/WW Treatment Operator V	\$110	\$165	\$154	\$231
WWW	450	Environmental Resource Analyst	\$127	\$191	\$191	\$287
WWW	901	Instrumentation Technician	\$128	\$192	\$164	\$246
WWW	915	Electrical & Instrumentation Control Supervisor	\$128	NA	NA	NA
WWW	720	W/WW Operations Supervisor	\$139	NA	\$161	NA
WWW	723	W/WW Operations Superintendent	\$156	NA	NA	NA
WWW	950	Operations Manager	\$156	NA	NA	NA
SW	820	Solid Waste Equipment Operator	\$110	\$165	\$154	\$231
SW	314	Engineering Technician	\$128	\$192	\$164	\$246
SW	320	Engineer	\$139	NA	\$161	NA
SW	315	Senior Engineer	\$139	NA	\$161	NA
SW	319	Senior Engineering Technician	\$139	\$209	\$164	\$246
SW	506	Director of Operations	\$166	NA	\$138	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, Materials and Supplies 15%

**VENTURA REGIONAL SANITATION DISTRICT  
EQUIPMENT & SUPPLY (CONSUMABLE) RATES  
JULY 1, 2022 THROUGH JUNE 30, 2023**

EQUIPMENT	CHARGE					
	Mile	Use	Hour	Day	Week	Month
Air Compressor				\$154.50		
Airless Sprayer Epic 660E				\$54		
Bulldog Nozzle		\$39				
Chlorine Residuals, Field Tests		\$6				
Coatings & Linings - Hand Tools				\$31		
Coatings & Linings - Power Tools (includes Hand Tools rate)				\$77.25		
Compressor, Air				\$154.50		
Computer, Laptop				\$77.25		
Concrete Mixer				\$77.25		
Confined Space Tripod/Harness System w/air blower				\$77.25		
Debris Catcher				\$39		
Digital Manometer		\$1.55				
Epoxy Injection Machine				\$479		
Fleet Vehicle Use (mileage)	\$1.55					
Fuel Filtering System				\$85		
Gas Analyzer (GEM)						\$352
Gas Scope (meter)		\$31				
Generator - 2kw				\$39		
Generator - 5kw				\$39		
Generator - 70kw				\$154.50		
Grunfos Control Box		\$23				
Laptop computer				\$77.25		
Laser Alignment Equipment				\$116		
Lateral Camera (use = each lateral)		\$154.50				
Load Bank				\$70		
Locator (or metal detector)				\$39		
Manhole Rehab Equipment = \$100.40/vertical foot		\$100.40/vft				
Metal Detector (Locator)				\$39		
Meter - Electrical Conductivity		\$8				
Meter - QED Flow Cell Meter		\$31				
Mule (ATV)						\$433
Oil System				\$62		
Peristolic Pump		\$31				
pH, Field Tests		\$8				
Polymixer						\$201
Portable Hydorrodder				\$579		
Portable Welder				\$31		
Pressure Washer			\$8	\$62		
Pressure Washer - High Pressure/Hot Water				\$85		

**VENTURA REGIONAL SANITATION DISTRICT  
EQUIPMENT & SUPPLY (CONSUMABLE) RATES (continued)  
JULY 1, 2022 THROUGH JUNE 30, 2023**

EQUIPMENT	CHARGE					
	Mile	Use	Hour	Day	Week	Month
Pulse Air System				\$85		
Pump - 3" Pump				\$62		
Pump - 4" Godwin				\$154.50	\$865	\$3,476
Pump - 4" Trailer-Mounted Pump				\$93	\$519	\$2,086
Pump - Dewatering Pump (Potable)				\$77.25	\$232	\$618
Pump - Diaphragm Pump				\$154.50	\$865	\$3,476
Pump - King Pump				\$154.50	\$865	\$3,476
Pump - Trash Pump, 6"				\$154.50	\$865	\$3,476
Pumper Trailer				\$77.25		
Push Camera				\$116		
Root Saw or Chain Scraper				\$39		
Sampler - Automatic (ISCO)		\$46				
Sandblaster				\$70		
Spec. Small Tools & Equip (includes Gas Tech, Fluke meter, etc)				\$46-\$201		
Sprayer, Airless and Manhole				\$155		
Sprayer, Extreme Airless				\$386		
Test Bench, Water (Ford)						\$386
Traffic Control Items (cones/signs)				\$46		
Vector with Chase Truck (for traffic control) *			\$116	\$892		
Vector without Chase Truck *			\$96	\$850		
Vacuum Truck *				\$487		
Vehicle - MULE (all terrain vehicle)						\$433
Vehicle - Standby Truck w/crane, pump, & tank		\$39				
Vehicle or Forklift				\$39		
Vehicle #2148 (Assigned to TWSD)						\$839
Vehicle #2149 (Assigned to TWSD)						\$1,597
Vehicle #2131 (Assigned to TWSD)						\$639
Video Inspection Vehicle (TV Van) *				\$487		
Water line depth sounder		\$3				
Water Trailer (250 Tank)				\$93		
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)		\$23				
Consumables				\$5		
Float Switch		\$82				
Float Weight		\$15				



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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 Adopted 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

Reaffirmed: 12/16/2021

### **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

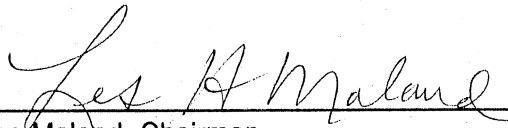
Sections 600 and 601 of this Resolution shall not apply to any items of District-owned personal property used or to be used in trade or exchange for replacement property of a similar nature.

## 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.

**Adopted Fiscal Year 2022-2023 Budget  
Ventura Regional Sanitation District**

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