



# Ventura Regional Sanitation District



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

## **Legal Counsel**

Robert N. Kwong (Nossaman, LLP)

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# **VENTURA REGIONAL SANITATION DISTRICT**

## *Executive Summary*



June 05, 2025

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 Years 2025-26 and 2026-27 (FY 26 and FY 27) Operating and Capital Improvement Plan Budget. The FY 26 and FY 27 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 two fiscal years.

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 years based on the outcome of various uncertain conditions the District is currently addressing or monitoring.

## **BUDGET HIGHLIGHTS**

- Approximately 326,774 tons of refuse is expected to be placed at the Toland Road Landfill in FY 26 and 323,330 tons in FY 27.
- The District's billable hourly rates, effective July 1, 2025, for Central Administration and Operations employees were adjusted by 3.30% per the current Water & Wastewater service contracts. Bill rates for FY2027 have an assumed adjustment of 3%.
- The District's Capital Improvement Projects of \$810,000 for FY 2026 and \$1,754,467 for FY 27 include only regulatory compliance improvements at the Toland Road Landfill.
- The District's Capital Outlays are budgeted at \$861,522 and \$566,043 for FY 26 and FY 27, respectively. The largest component of Capital Outlays is \$739,296 for the replacement of Solid Waste heavy equipment and fleet.
- 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.

## **BUDGET OVERVIEW**

### **OPERATING REVENUES**

Revenue are estimated at \$18,551,293 (FY 26) and \$18,760,957 (FY 27). 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 \$13,326,820 for FY 26 and \$13,582,440 for FY 27, with annual tonnage of 326,774 and 323,330. For more information, please see Page 36 of this document.

Miscellaneous: Additional Solid Waste revenues include the Pyramid Flowers lease (\$111,414 FY 26 & \$114,757 FY 27), as well as monitoring and maintenance services at River Ridge Golf Course for the City of Oxnard (\$186,530 FY 26 & \$192,126 FY 27). Mitigation and monitoring costs of \$97,864 for FY 26 related to the Tierra Rejada Closed Landfill are anticipated to be covered by the use of existing fund balance, while a funding source will need to be identified to cover the \$100,800 of projected costs for FY 27.

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

The District's Water & Wastewater Division (W/WW) is currently providing water and wastewater services to six 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 \$3,620,101 FY 26 and \$3,526,014 FY 27, 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 35 of this document.

## **OPERATING EXPENSES**

The total operating expense is estimated at \$19,056,295 FY 26 and \$19,150,587 FY 27 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 \$456,011 in FY 26, primarily due to the reduction of three W/WW positions, offset by an approved 16.6% salary increase to three critical District management positions—General Manager, Director of Operations, and Solid Waste Superintendent. For more information related to salaries and employee benefits or staffing, please see Pages 37 through 42 of this document.

Other Operating Expenses: Other operating expenses are decreasing by \$740,859, or 9.3% in FY 26 and by an additional \$52,276 in FY 27. The net decrease is primarily attributable to decreases in professional services, the set-a-side reserves for the closure/postclosure of the Toland Road Landfill, the elimination of Malibu Bay Club contracted services, insurance, maintenance and repair, and fuel, gasoline and diesel, offset primarily by an increase in leachate, condensate & sludge disposal.

## **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 \$810,000 in FY 26 and \$1,754,467 in FY27 is included in Pages 30 through 33 of this document.

## **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 \$793,522 in FY 26 and \$566,043 in FY 27 is included in Pages 56 of this document.





unprecedented stability, which will provide the opportunity for the new staff members to grow into their roles with the assistance and guidance of remaining executive staff and the VRSD Board of Directors.

The future will undoubtedly lead to additional challenges as the District continues its quest for 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 many years into the future.

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.

Respectfully submitted,

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

Chris Theisen  
General Manager

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# **VENTURA REGIONAL SANITATION DISTRICT**

*Major Segments*

















**VENTURA REGIONAL SANITATION DISTRICT**

*Other Entities*









# VENTURA REGIONAL SANITATION DISTRICT

## *Tierra Rejada Consortium Fund*

	Actual FY2022-23	Actual FY2023-24	Adjusted FY2024-25	Projected FY2024-25	Adopted FY2025-26	Adopted FY2026-27
<b>Revenues:</b>						
Contracted Services - Labor	-	-	-	-	-	-
Contracted Services - Materials & Supplies	-	-	-	-	-	-
Contracted Services - Equipment	-	-	-	-	-	-
Investment & Interest Earnings	-	-	-	-	-	-
Other Revenue	766,920	87,217	102,795	78,954	-	-
Special Assessments	-	-	-	-	-	-
<b>Total Revenues</b>	<b>766,920</b>	<b>87,217</b>	<b>102,795</b>	<b>78,954</b>	<b>-</b>	<b>-</b>
<b>Expenditures:</b>						
Wages - Regular	-	-	-	-	-	-
Wages - Overtime	-	-	-	-	-	-
Wages - Standby	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
<b>Personnel Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Professional Services	-	-	-	-	-	-
Temporary Labor	-	-	-	-	-	-
Board Members Fees & Expenses	-	-	-	-	-	-
Travel, Conference, Seminar & Training	-	-	-	-	-	-
Safety Supplies & Clothing	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-
Financial Service Charges	-	-	-	-	-	-
Telephone	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Equipment Rental & Leases	-	-	-	-	-	-
Tierra Rejada Consortium Expense	770,402	87,217	102,795	78,954	97,864	100,800
Operating Services	-	-	-	-	-	-
Operating Services, Materials & Supplies	-	-	-	-	-	-
Leachate, Condensate & Sludge Disposal	-	-	-	-	-	-
Lab Services & Supplies	-	-	-	-	-	-
Fuel, Gasoline & Diesel	-	-	-	-	-	-
Maintenance & Repair	-	-	-	-	-	-
Permits, Licenses & Fees	-	-	-	-	-	-
<b>Operating Expenses</b>	<b>770,402</b>	<b>87,217</b>	<b>102,795</b>	<b>78,954</b>	<b>97,864</b>	<b>100,800</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>	<b>-</b>
Capital Improvement Projects	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>770,402</b>	<b>87,217</b>	<b>102,795</b>	<b>78,954</b>	<b>97,864</b>	<b>100,800</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (3,483)</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ (97,864)</b>	<b>\$ (100,800)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Tierra Rejada Consortium Fund*

	Actual FY2022-23	Actual FY2023-24	Adjusted FY2024-25	Projected FY2024-25	Adopted FY2025-26	Adopted FY2026-27
<b>Cash Reserves/Working Capital:</b>						
<b>Beginning Balance July 1</b>	\$ 354,338	\$ 403,689	\$ 413,127	\$ 413,127	\$ 455,496	\$ 357,632
Net Surplus/(Shortfall)	(3,483)	-	(0)	-	(97,864)	(100,800)
Add Back Non-cash Financing Cost	-	-	-	-	-	-
Add Back Non-cash Toland CL/PCL Reserve	-	-	-	-	-	-
Loan Proceeds	-	-	-	-	-	-
Add Back Non-cash Fleet Replacement Set-a-side	-	-	-	-	-	-
Add Back Non-cash Depreciation	-	-	-	-	-	-
Accrual Adjustment	-	-	-	-	-	-
Other Non-cash adjustments	52,834	9,438	-	42,369	-	-
<b>Ending Balance June 30</b>	<b>\$ 403,689</b>	<b>\$ 413,127</b>	<b>\$ 413,127</b>	<b>\$ 455,496</b>	<b>\$ 357,632</b>	<b>\$ 256,832</b>
<b>Restricted reserves:</b>						
Closure/Postclosure financial assurance req.						
Bailard Post Closure	-	-	-	-	-	-
Coastal Post Closure	-	-	-	-	-	-
Toland Road Closure/Post Closure	-	-	-	-	-	-
CalOES reimbursement of funds-Tierra Rejada	329,005	329,005	329,005	329,876	329,876	329,876
Closed landfill maintenance/Other reserves	74,684	84,122	84,122	125,620	27,756	-
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ 403,689</b>	<b>\$ 413,127</b>	<b>\$ 413,127</b>	<b>\$ 455,496</b>	<b>\$ 357,632</b>	<b>\$ 329,876</b>
<b>Net Available</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (73,044)</b>

# VENTURA REGIONAL SANITATION DISTRICT

## Tierra Rejada Closed Landfill Mitigation & Monitoring Costs FY2025-26 Budget <sup>1</sup>

Description	Maintenance	Environmental Monitoring	Total Budget
Labor	\$ -	\$ 7,360	\$ 7,360
Operating supplies	-	19,691	19,691
Operating services	-	18,064	18,064
Lab testing	6,860	-	6,860
Environmental Consultants	22,684	14,461	37,145
Utilities	258	566	823
Permits, licenses, fees	6,291	296	6,587
ISF equipment and mileage	1,334	-	1,334
<b>Total Expenses</b>	<b>\$ 37,426</b>	<b>\$ 60,439</b>	<b>\$ 97,864</b>

	Funding [a]	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>FY 2020 Actual Activity</i>	49,584	49,584	-	-
<i>Tierra Rejada/Easy Fire</i>	2,195,231	2,195,231	-	-
<i>FY 2021 Actual Activity</i>	33,873	33,873	-	-
<i>FY 2022 Actual Activity</i>	69,512	36,897	32,615	32,615
<i>FY 2023 Actual Activity</i>	84,856	63,962	20,894	53,509
<i>Repair of Slopes, Riprap Channels &amp; Mulch</i>	752,510	706,440	46,070	99,579
<i>FY 2024 Actual Activity</i>	99,801	87,217	12,584	112,162
<i>FY 2025 Forecasted Activity</i>	92,412	78,954	13,458	125,620
<i>FY 2026 Budgeted Activity</i>	-	97,864	(97,864)	27,756
<i>FY 2027 Budgeted Activity <sup>1</sup></i>	-	100,800	(100,800)	(73,044)
<b>Ending balance as of June 30, 2027</b>	<b>\$ 3,438,160</b>	<b>\$ 3,511,204</b>	<b>\$ (73,044)</b>	

[1] There are no significant changes budgeted for FY2026-27 from FY2025-26. Basic assumption of 3% inflationary increase.

ACCUMULATED FUNDING <sup>[a]</sup>			
	County & VRSD Accumulated Obligation (50%)	City & RSRPD Accumulated Obligation (50%)	Total Accumulated Obligation
<b>Mitigation &amp; Monitoring Obligation</b>	\$ 240,000	\$ 240,000	\$ 480,000
FY2019 Funding	(30,191)	(30,191)	(60,381) June 30, 2019 balance
FY2020 Funding	(24,792)	(24,792)	(49,583) FY 2020 actuals
FY2021 Funding	(16,936)	(16,936)	(33,873) FY 2021 actuals
FY2022 Funding	(34,756)	(34,756)	(69,512) FY 2022 budget
FY2023 Funding	(42,428)	(42,428)	(84,856) FY 2023 budget
FY2024 Funding	(49,901)	(49,901)	(99,801) FY 2024 budget
FY2025 Funding	(40,997)	(51,415)	(92,412) FY 2025 budget
FY2026 Funding	-	-	-
Remaining obligation available as of June 30, 2026	\$ (0)	\$ (10,418)	\$ (10,418)
<b>Repair of Slopes, Riprap Channels &amp; Mulch</b>			
FY2023 Supplemental Obligation	\$ 353,220	\$ 353,220	\$ 706,440
FY2023 Supplemental Funding	(376,255)	(376,255)	(752,510)
Supplemental Funding balance as of June 30, 2026	\$ (23,035)	\$ (23,035)	\$ (46,070)
<b>Total remaining obligation available as of June 30, 2026</b>	<b>\$ (23,035)</b>	<b>\$ (33,453)</b>	<b>\$ (56,488)</b>

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

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

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**VENTURA REGIONAL SANITATION DISTRICT**

*Solid Waste by Locations*

# VENTURA REGIONAL SANITATION DISTRICT

## *Toland Road Landfill*

	Actual FY2022-23	Actual FY2023-24	Adjusted FY2024-25	Projected FY2024-25	Adopted FY2025-26	Adopted FY2026-27
<b>Revenues:</b>						
Landfill Disposal Fees	11,633,175	12,912,030	13,423,999	14,804,061	13,326,820	13,582,440
Contracted Services - Labor	22,255	24,250	27,873	25,993	44,528	45,864
Contracted Services - Materials & Supplies	866,209	159,438	179,697	166,403	232,055	239,016
Contracted Services - Equipment	208	687	7,519	913	7,811	8,046
Investment & Interest Earnings	491,019	1,122,843	960,672	1,021,430	1,052,364	1,083,935
Other Revenue	408,066	270,130	129,475	132,872	111,414	114,757
<b>Total Revenues</b>	<b>13,420,932</b>	<b>14,489,378</b>	<b>14,729,235</b>	<b>16,151,673</b>	<b>14,774,993</b>	<b>15,074,058</b>
<b>Expenditures:</b>						
Wages - Regular	1,643,101	1,650,844	1,761,647	1,690,315	2,047,220	2,098,401
Wages - Overtime	64,775	67,196	109,339	119,965	85,592	87,734
Wages - Standby	8,128	8,327	8,349	7,645	8,484	8,696
Employee Benefits	858,629	735,024	816,094	817,853	928,155	946,829
<b>Personnel Costs</b>	<b>2,574,634</b>	<b>2,461,391</b>	<b>2,695,430</b>	<b>2,635,778</b>	<b>3,069,451</b>	<b>3,141,659</b>
Professional Services	1,345,800	649,198	656,233	358,276	707,068	635,281
Temporary Labor	6,772	24,570	36,000	53,923	7,500	7,725
Travel, Conference, Seminar & Training	-	607	2,060	-	2,000	2,060
Safety Supplies & Clothing	24,829	21,862	24,664	20,035	21,650	22,300
Office Expenses	40,711	49,456	59,375	43,247	63,339	65,243
Financial Service Charges	30,304	26,395	43,630	35,951	36,126	37,210
Utilities	198,382	258,683	285,088	272,716	284,828	293,373
Insurance	244,249	205,358	254,154	187,454	216,295	222,784
Equipment Rental & Leases	117,343	114,922	161,035	133,204	157,406	162,129
Tierra Rejada Consortium Expense	191,730	21,804	25,699	19,738	-	-
Operating Services, Materials & Supplies	467,181	483,878	659,660	514,344	993,552	971,862
Leachate, Condensate & Sludge Disposal	1,254,178	1,389,835	81,112	57,080	431,320	444,260
Lab Services & Supplies	38,161	57,125	49,404	37,977	60,244	62,053
Fuel, Gasoline & Diesel	476,482	536,989	540,750	245,194	478,900	493,267
Maintenance & Repair	237,930	381,193	501,584	482,103	438,000	451,140
Permits, Licenses & Fees	951,711	956,553	897,264	1,053,501	935,036	934,882
Set-a-side for Landfill Closure/Postclosure	1,115,117	813,478	1,027,465	736,439	795,027	826,368
<b>Operating Expenses</b>	<b>6,740,880</b>	<b>5,991,906</b>	<b>5,305,179</b>	<b>4,251,181</b>	<b>5,628,293</b>	<b>5,631,937</b>
Depreciation & Amortization	3,910,187	4,010,119	4,016,716	4,054,305	5,061,564	5,061,564
General & Administrative (Overhead) Expense	950,577	999,466	1,137,599	1,281,832	1,355,402	1,388,694
Fleet Charge between Funds	46,916	38,667	63,016	61,616	44,182	45,507
Debt Service - Principal	2,297,318	2,046,699	1,312,312	1,312,312	1,136,191	951,916
Debt Service - Interest	213,429	156,097	118,846	118,846	80,274	49,856
Financing Cost	9,167	5,801	-	-	-	-
<b>Debt Service</b>	<b>2,519,914</b>	<b>2,208,597</b>	<b>1,431,158</b>	<b>1,431,158</b>	<b>1,216,465</b>	<b>1,001,772</b>
Capital Improvement Projects	1,129,613	3,112,998	12,959,054	11,639,054	810,000	1,754,467
Capital Outlay	909,409	2,874,309	1,761,453	1,761,453	648,932	408,364
<b>Total Expenditures</b>	<b>18,782,129</b>	<b>21,697,452</b>	<b>29,369,604</b>	<b>27,116,377</b>	<b>17,834,289</b>	<b>18,433,964</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (5,361,197)</b>	<b>\$ (7,208,074)</b>	<b>\$ (14,640,369)</b>	<b>\$ (10,964,704)</b>	<b>\$ (3,059,296)</b>	<b>\$ (3,359,906)</b>



# VENTURA REGIONAL SANITATION DISTRICT

## *Toland Road Landfill*

	Actual FY2022-23	Actual FY2023-24	Adjusted FY2024-25	Projected FY2024-25	Adopted FY2025-26	Adopted FY2026-27
<b>Cash Reserves/Working Capital:</b>						
<b>Beginning Balance July 1</b>	\$ 26,613,390	\$ 25,058,466	\$ 31,583,014	\$ 31,583,014	\$ 25,078,580	\$ 27,243,204
Net Surplus/(Shortfall)	(5,361,197)	(7,208,074)	(14,640,369)	(10,964,704)	(3,059,296)	(3,359,906)
Add Back Non-cash Financing Cost	9,167	5,801	-	-	-	-
Add Back Non-cash Toland CL/PCL Reserve	1,115,117	813,478	1,027,465	736,439	795,027	826,368
Loan Proceeds	-	-	-	-	-	-
Add Back Non-cash Depreciation	3,910,187	4,010,119	4,016,716	4,054,305	5,061,564	5,061,564
Accrual Adjustment	-	-	-	-	-	-
Transfer between Landfills	(1,228,198)	8,903,224	(552,844)	(330,475)	(632,671)	(548,763)
<b>Ending Balance June 30</b>	<b>\$ 25,058,466</b>	<b>\$ 31,583,014</b>	<b>\$ 21,433,982</b>	<b>\$ 25,078,580</b>	<b>\$ 27,243,204</b>	<b>\$ 29,222,468</b>
<b>Restricted reserves:</b>						
Closure/Postclosure financial assurance req.						
Bailard Post Closure	-	-	-	-	-	-
Coastal Post Closure	-	-	-	-	-	-
Toland Road Closure/Post Closure	11,907,497	1,029,878	1,054,596	1,054,596	1,079,554	1,105,104
CalOES reimbursement of funds-Tierra Rejada	-	-	-	-	-	-
Closed landfill maintenance/Other reserves	731,000	731,000	731,000	731,000	731,000	731,000
Malibu Bay Club Unanticipated Costs Reserve	-	-	-	-	-	-
<b>Total restricted reserves</b>	<b>\$ 12,638,497</b>	<b>\$ 1,760,878</b>	<b>\$ 1,785,596</b>	<b>\$ 1,785,596</b>	<b>\$ 1,810,554</b>	<b>\$ 1,836,104</b>
<b>Committed reserves:</b>						
Toland Road Closure/Post Closure	-	8,291,097	12,560,495	12,402,818	13,172,887	13,973,705
CERCLA	45,225	45,225	45,225	45,225	45,225	45,225
PARS set-a-side	-	-	1,231,362	1,231,362	1,231,362	1,231,362
<b>Total committed reserves</b>	<b>\$ 45,225</b>	<b>\$ 8,336,322</b>	<b>\$ 13,837,082</b>	<b>\$ 13,679,405</b>	<b>\$ 14,449,474</b>	<b>\$ 15,250,292</b>
<b>Assigned reserves:</b>						
Capital improvement funds	-	3,400,000	-	-	-	-
Operating funds - operating expenses	2,299,472	2,169,488	2,043,440	1,873,492	2,325,575	2,345,357
Insurance fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>Total assigned reserves</b>	<b>\$ 3,299,472</b>	<b>\$ 6,569,488</b>	<b>\$ 3,043,440</b>	<b>\$ 2,873,492</b>	<b>\$ 3,325,575</b>	<b>\$ 3,345,357</b>
<b>Net Available</b>	<b>\$ 9,075,272</b>	<b>\$ 14,916,326</b>	<b>\$ 2,767,864</b>	<b>\$ 6,740,087</b>	<b>\$ 7,657,601</b>	<b>\$ 8,790,714</b>

# VENTURA REGIONAL SANITATION DISTRICT

## *Bailard Closed Landfill*

	Actual FY2022-23	Actual FY2023-24	Adjusted FY2024-25	Projected FY2024-25	Adopted FY2025-26	Adopted FY2026-27
<b>Revenues:</b>						
Landfill Disposal Fees	-	-	-	-	-	-
Contracted Services - Labor	-	-	-	-	-	-
Contracted Services - Materials & Supplies	-	-	-	-	-	-
Contracted Services - Equipment	-	-	-	-	-	-
Investment & Interest Earnings	52,328	(53,960)	30,326	41,375	37,199	38,315
Other Revenue	-	-	-	-	-	-
<b>Total Revenues</b>	<b>52,328</b>	<b>(53,960)</b>	<b>30,326</b>	<b>41,375</b>	<b>37,199</b>	<b>38,315</b>
<b>Expenditures:</b>						
Wages - Regular	17,326	11,305	20,293	14,704	20,136	20,639
Wages - Overtime	2,304	377	1,673	56	-	-
Wages - Standby	-	-	-	-	-	-
Employee Benefits	7,399	3,576	9,074	5,261	7,743	7,938
<b>Personnel Costs</b>	<b>27,029</b>	<b>15,259</b>	<b>31,040</b>	<b>20,021</b>	<b>27,879</b>	<b>28,577</b>
Professional Services	87,828	82,331	227,387	53,762	202,909	105,997
Temporary Labor	10,042	-	4,620	-	7,500	7,725
Office Expenses	4,075	6,499	5,181	1,666	4,702	4,844
Financial Service Charges	6,187	2,607	6,551	1,678	1,740	1,792
Utilities	7,174	10,336	10,358	10,465	12,023	12,383
Equipment Rental & Leases	11,295	10,085	25,750	-	25,000	25,750
Operating Services, Materials & Supplies	2,134	21,780	67,731	62,439	63,440	65,343
Leachate, Condensate & Sludge Disposal	9,598	11,694	8,240	-	8,240	8,487
Lab Services & Supplies	22,239	14,058	15,450	11,247	16,995	17,505
Maintenance & Repair	-	-	10,300	1,140	10,000	10,300
Permits, Licenses & Fees	31,647	34,181	42,049	45,853	41,619	42,868
Set-a-side for Landfill Closure/Postclosure	550,707	395,180	-	-	-	-
<b>Operating Expenses</b>	<b>742,925</b>	<b>588,750</b>	<b>423,617</b>	<b>188,248</b>	<b>394,167</b>	<b>302,994</b>
Depreciation & Amortization	11,130	10,203	-	-	-	-
General & Administrative (Overhead) Expense	-	-	-	-	-	-
Fleet Charge between Funds	3,662	5,970	6,135	4,410	3,228	3,325
Debt Service - Principal	-	-	-	-	-	-
Debt Service - Interest	-	-	-	-	-	-
Financing Cost	-	-	-	-	-	-
<b>Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Capital Improvement Projects	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>784,746</b>	<b>620,182</b>	<b>460,792</b>	<b>212,679</b>	<b>425,274</b>	<b>334,896</b>
<b>Net Surplus/(Shortfall)</b>	<b>\$ (732,418)</b>	<b>\$ (674,142)</b>	<b>\$ (430,466)</b>	<b>\$ (171,304)</b>	<b>\$ (388,075)</b>	<b>\$ (296,581)</b>















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









# VENTURA REGIONAL SANITATION DISTRICT

## Toland Road Landfill Master Planning/Closure Design

Project Number: 499914

Department: Solid Waste

Estimated Percent Complete at Beginning of FY 2026: 0%

Estimated Completion Date: upon closure of landfill

### Description:

This project will include engineering to develop final closure design and finalize 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 2024-25			FY 2025-26	Estimated Future Costs				
	FY 2023-24 and Prior	Appropriation	Estimated Spent	Remaining*	Appropriation	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30 and beyond	Estimated Total Cost
Consultants										
01-900-52074	-	-	-	-	200,000					200,000
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	200,000	-	-	-	-	200,000
Construction										
01-900-52082				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	-	-	-	-	-	-
Project Totals	-	-	-	-	200,000	-	-	-	-	200,000

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







# VENTURA REGIONAL SANITATION DISTRICT

## *Toland Road Deep Well*

Project Number: 499932  
 Department: Solid Waste  
 Estimated Percent Complete at Beginning of FY 2026: 0%  
 Estimated Completion Date: upon closure of landfill

### Description:

The existing well was rehabbed during FY2017-18, but is not considered reliable long term.



### Status:

Ongoing as conditions and regulations continue to change until the end of the life landfill. Staff needs to work with the County of Ventura for the new Location for the well.

Budget and Cost Information										
Fund or Account No.	Actual Costs	FY 2024-25			FY 2025-26	Estimated Future Costs				
	FY 2023-24 and Prior	Appropriation	Estimated Spent	Remaining*	Appropriation	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30 and beyond	Estimated Total Cost
Consultants										
01-900-52074	-	-	-	-	-	50,000				50,000
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	-	50,000	-	-	-	50,000
Construction										
01-900-52082				-		1,354,467				1,354,467
				-						-
				-						-
				-						-
				-						-
				-						-
				-						-
Subtotal	-	-	-	-	-	1,354,467	-	-	-	1,354,467
Project Totals	-	-	-	-	-	1,404,467	-	-	-	1,404,467

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

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



















# VENTURA REGIONAL SANITATION DISTRICT

## CLASSIFICATION PLAN

Position	FY 2024-25	FY 2025-26		FY 2026-27	
	Allocations	Additions/ Deletions	Allocations	Approximate <sup>1</sup> Annual Salary	Additions/ Deletions    Allocations
Accountant	1	0	1	\$88,088.00 - \$107,473.60	0    1
Administrative Assistant	2	1	3	\$53,664.00 - \$65,520.00	0    3
Assistant Accountant	0	0	0	\$80,080.00 - \$97,718.40	0    0
Assistant Engineer	0	0	0	\$88,982.40 - \$108,555.20	0    0
Assistant Engineering Technician	0	0	0	\$63,356.80 - \$77,313.60	0    0
Assistant Environmental Resource Analyst	0	0	0	\$80,080.00 - \$97,718.40	0    0
Assistant Fiscal Assistant	0	0	0	\$48,776.00 - \$59,529.60	0    0
Assistant Management Analyst	0	0	0	\$80,080.00 - \$97,718.40	0    0
Director of Finance	1	0	1	\$178,297.60 - \$217,547.20	0    1
Director of Operations	1	0	1	\$175,510.40 - \$214,177.60	0    1
Electrical and Instrumentation Control Supervisor	1	0	1	\$97,260.80 - \$118,705.60	0    1
Engineer	0	0	0	\$97,843.20 - \$119,412.80	0    0
Engineering Manager	0	0	0	\$123,822.40 - \$151,049.60	0    0
Engineering Technician	1	0	1	\$69,659.20 - \$85,009.60	0    1
Environmental Resource Analyst	1	0	1	\$88,088.00 - \$107,473.60	0    1
Executive Assistant	0	0	0	\$80,828.80 - \$98,612.80	0    0
Fiscal Assistant	1	-1	0	\$53,664.00 - \$65,520.00	0    0
Fleet Mechanic and Maintenance Supervisor	0	0	0	\$97,260.80 - \$118,705.60	0    0
General Manager	1	0	1	\$236,028.00 - \$287,996.80	0    1
Human Resources Analyst	1	0	1	\$88,088.00 - \$107,473.60	0    1
Human Resources Technician	0	0	0	\$60,860.80 - \$74,276.80	0    0
Instrumentation Technician	1	0	1	\$81,536.00 - \$103,251.20	0    1
Management Analyst	0.5	-0.5	0	\$88,088.00 - \$107,473.60	0    0
Management Specialist	0	0	0	\$61,984.00 - \$75,628.80	0    0
Mechanic Assistant	1	0	1	\$56,014.40 - \$71,780.80	0    1
Office Assistant	0	0	0	\$48,776.00 - \$59,529.60	0    0
Operations Manager	0	0	0	\$123,822.40 - \$151,049.60	0    0
Safety Officer	0.8	0	0.8	\$106,392.00 - \$129,875.20	0    0.8
Senior Accountant	1	0	1	\$101,337.60 - \$123,656.00	0    1
Senior Engineer	1	0	1	\$107,660.80 - \$131,372.80	0    1
Senior Engineering Technician	0	0	0	\$76,648.00 - \$93,516.80	0    0
Senior Environmental Resource Analyst	0	0	0	\$96,928.00 - \$118,248.00	0    0
Senior Fiscal Assistant	0	0	0	\$59,009.60 - \$72,009.60	0    0
Senior Grounds Maintenance Worker	0	0	0	\$62,670.40 - \$80,350.40	0    0
Senior Instrumentation Technician	0	0	0	\$85,966.40 - \$109,158.40	0    0
Senior Management Analyst	0	0	0	\$106,392.00 - \$129,875.20	0    0
Senior Solid Waste Equipment Operator	2	0	2	\$71,968.00 - \$92,331.20	0    2
Senior Solid Waste Worker	0	0	0	\$57,179.20 - \$73,278.40	0    0
Senior Water/Wastewater Worker	0	0	0	\$67,912.00 - \$87,152.00	0    0
Solid Waste Equipment Mechanic	1	0	1	\$71,968.00 - \$92,331.20	0    1
Solid Waste Equipment Operator	4	0	4	\$65,852.80 - \$84,427.20	0    4
Solid Waste Helper	7	-7	0	\$39,145.60 - \$47,777.60	0    0
Solid Waste Operations Superintendent	1	0	1	\$126,859.20 - \$154,835.20	0    1
Solid Waste Operations Supervisor	1	0	1	\$97,260.80 - \$118,705.60	0    1
Solid Waste Worker	5	7	12	\$50,814.40 - \$65,124.80	0    12
Water/Wastewater Electrical Mechanical Worker	1	-1	0	\$70,616.00 - \$89,772.80	0    0
Water/Wastewater Helper	0	0	0	\$39,249.60 - \$52,166.40	0    0
Water/Wastewater Mechanic	0	0	0	\$69,056.00 - \$88,670.40	0    0
Water/Wastewater Operations Superintendent	1	0	1	\$111,841.60 - \$136,531.20	0    1
Water/Wastewater Operations Supervisor	0	0	0	\$97,260.80 - \$118,705.60	0    0
Water/Wastewater Treatment Operator-in-Training	0	0	0	\$60,860.80 - \$78,083.20	0    0
Water/Wastewater Treatment Operator I	1	0	1	\$63,939.20 - \$81,952.00	0    1
Water/Wastewater Treatment Operator II	1	-1	0	\$70,886.40 - \$90,126.40	0    0
Water/Wastewater Treatment Operator III	1	0	1	\$78,208.00 - \$99,153.60	0    1
Water/Wastewater Treatment Operator IV	1	0	1	\$86,216.00 - \$109,054.40	0    1
Water/Wastewater Treatment Operator V	0	0	0	\$88,441.60 - \$111,800.00	0    0
Water/Wastewater Worker	5	-1	4	\$56,596.80 - \$76,398.40	0    4
<b>TOTAL ALLOCATIONS</b>	<b>48.30</b>	<b>-3.50</b>	<b>44.80</b>		<b>0.00    44.80</b>

[1] FY2025-26 Annual Salary ranges will be adjusted in FY2026-27 based on applicable 2025 CPI.

# VENTURA REGIONAL SANITATION DISTRICT

## STAFFING SUMMARY

(Full-Time Equivalent Positions)

	FY 2024-25		FY 2025-26		FY 2026-27
Central Administration	Allocations	Additions/ Deletions	Allocations	Additions/ Deletions	Allocations
Accountant	1.00	0.00	1.00	0.00	1.00
Administrative Assistant	0.00	1.00	1.00	0.00	1.00
Director of Finance	1.00	0.00	1.00	0.00	1.00
Director of Operations	1.00	0.00	1.00	0.00	1.00
Executive Assistant	0.00	0.00	0.00	0.00	0.00
Fiscal Assistant	1.00	-1.00	0.00	0.00	0.00
General Manager	1.00	0.00	1.00	0.00	1.00
Human Resources Analyst	1.00	0.00	1.00	0.00	1.00
Human Resources Technician	0.00	0.00	0.00	0.00	0.00
Safety Officer	0.80	0.00	0.80	0.00	0.80
Senior Accountant	1.00	0.00	1.00	0.00	1.00
SUBTOTAL	7.80	0.00	7.80	0.00	7.80

	FY 2024-25		FY 2025-26		FY 2026-27
Operations	Allocations	Additions/ Deletions	Allocations	Additions/ Deletions	Allocations
Administrative Assistant	2.00	0.00	2.00	0.00	2.00
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	1.00	0.00	1.00	0.00	1.00
Instrumentation Technician	1.00	0.00	1.00	0.00	1.00
Management Analyst	0.50	-0.50	0.00	0.00	0.00
Mechanic Assistant	1.00	0.00	1.00	0.00	1.00
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	-7.00	0.00	0.00	0.00
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	7.00	12.00	0.00	12.00
Water/Wastewater Electrical Mechanical Worker	1.00	-1.00	0.00	0.00	0.00
Water/Wastewater Operations Superintendent	1.00	0.00	1.00	0.00	1.00
Water/Wastewater Treatment Operator I	1.00	0.00	1.00	0.00	1.00
Water/Wastewater Treatment Operator II	1.00	-1.00	0.00	0.00	0.00
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	5.00	-1.00	4.00	0.00	4.00
SUBTOTAL	40.50	-3.50	37.00	0.00	37.00
TOTAL	48.30	-3.50	44.80	0.00	44.80



# VENTURA REGIONAL SANITATION DISTRICT

## *Professional Services Included in FY2025-26 Budget <sup>1</sup>*

Expense/Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill	Water Wastewater	Central Admin OH	Total
<b>Information Technology Services</b>	<b>2,884</b>				<b>6,515</b>	<b>58,526</b>	<b>67,925</b>
(FTI) Configure & Install Barracuda						1,761	1,761
(FTI) Upgrade WHATSUPGOLDSVR to 2019						1,761	1,761
1-4 HMI Automation Support CED Royal					5,200		5,200
FTI Services - NETCARE [45 users & 8 svrs]						46,800	46,800
Ricoh Printers						1,483	1,483
Searle Creative Annual Support						5,175	5,175
Sonic Wall TZ500 Annual Support-Western NRG					800		800
Sonic Wall TZ500 Annual Support-Western NRG 3-way					515		515
Underground Inspection Consulting (WinCan or other) - Toland						1,545	1,545
Wasteworks Support - Carolina SW	2,884						2,884
<b>Other Professional Services</b>	<b>100,000</b>				<b>35,977</b>	<b>37,877</b>	<b>173,855</b>
Actuarial - OPEB						5,840	5,840
Actuarial - PARS						6,056	6,056
Actuarial - PERS						721	721
Actuarial - VCERA						10,300	10,300
BASIC - Flex spending \$5.695/participant						1,452	1,452
Consultants					5,700		5,700
Cover Repairs		100,000					100,000
GIS Consultant					7,979		7,979
Hopkins Ground Water					1,710		1,710
LCW Consortium						4,708	4,708
Outside Contracted Services					2,850		2,850
PARS (GASB 67/68)						1,030	1,030
PARS-OPEB (GASB74/75)						1,030	1,030
SBR maintenance and repairs					11,399		11,399
Traffic Control					6,339		6,339
VCERA (GASB 67/68)						6,740	6,740
<b>Grand Total</b>	<b>\$707,068</b>	<b>\$202,909</b>	<b>\$101,883</b>	<b>\$5,868</b>	<b>\$57,332</b>	<b>\$168,347</b>	<b>\$1,243,407</b>

[1] Proposed FY2026-27 costs include inflationary adjustment of 3.0%, unless otherwise noted.















# VENTURA REGIONAL SANITATION DISTRICT

*Leachate, Condensate & Sludge Disposal and Lab Services & Supplies Included in FY2025-26 Budget <sup>1</sup>*

Type of Expense Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill	Water Wastewater	Total
<b>Chemical Supplies/Disposal</b>	<b>2,000</b>				<b>1,500</b>	<b>3,500</b>
Chemicals	2,000					2,000
Influent Channel Disposal Fee					1,500	1,500
<b>Lab Services and Supplies</b>	<b>58,244</b>	<b>16,995</b>	<b>27,365</b>	<b>258</b>	<b>15,225</b>	<b>118,086</b>
Gas Analytical (Atmospheric Analysis Consultants)	5,312		2,365			7,677
Lab fees	639					639
Lab Services					7,953	7,953
Lab services - effluent & biosolids					6,702	6,702
Lab Services and Supplies	263					263
Lab Services and Supplies (Weck Labs)	5,600	16,995	25,000			47,595
Lab testing services	2,627					2,627
Laboratory Services (Weck Labs)				258		258
Other Water Analytical (FGL)	5,305					5,305
Semiannual GW Analytical Lab Services	13,500					13,500
Spill Sampling					570	570
SW/GW Sampling (Weck Labs)	25,000					25,000
<b>Leachate &amp; Condensate Disposal</b>	<b>431,320</b>	<b>8,240</b>	<b>4,120</b>			<b>443,680</b>
Condensate Hauling (Patriot Environmental)	4,120	8,240	4,120			16,480
Condensate off-site hauling-4 week @ 4 loads/wk [WM Enviro]	67,200					67,200
Leachate off-site hauling-12 week @ 5 loads/wk [WM Enviro]	360,000					360,000
<b>Secondary Sludge Disposal</b>					<b>6,199</b>	<b>6,199</b>
Biosolids disposal					4,560	4,560
Septic Tank Pumping and Disposal					1,639	1,639
<b>Grand Total</b>	<b>\$ 491,564</b>	<b>\$ 25,235</b>	<b>\$ 31,485</b>	<b>\$ 258</b>	<b>\$ 22,923</b>	<b>\$ 571,465</b>

[1] Proposed FY2026-27 costs include inflationary adjustment of 3.0%, unless otherwise noted.



# VENTURA REGIONAL SANITATION DISTRICT

## *Permits and Fees Included in FY2025-26 Budget<sup>1</sup>*

Expense/Description	Toland Landfill	Bailard Landfill	Coastal Landfill	Ozena Landfill	Water Wastewater	Total
<b>Permits, Licenses and Fees</b>	<b>100,898</b>	<b>41,619</b>	<b>16,206</b>	<b>10,810</b>	<b>37,339</b>	<b>206,872</b>
Ag Commissioner (Billed Quarterly)	33,075					33,075
Dumping fees					221	221
Misc County Staff Fees	2,205					2,205
Misc Permits	1,549	1,103				2,652
Permits, Licenses & Fees					1,000	1,000
Permits, Licenses, and Fees	258	2,122		318		2,698
VCAPCD		703				703
WDR, EHD, Co Tax Collection					309	309
City of TO Encroachment Permit					1,932	1,932
SWRQCB Permit		400	400			800
VC Notice of Violation	5,305	1,804	1,804			8,913
SWRQCB Permit 4A560306002	29,475					29,475
SWRQCB Permit 4A560300001		28,169				28,169
SWRQCB Permit 4A560306N06	4,693					4,693
SWRQCB Permit 3560402166				10,492		10,492
SWRQCB Permit 4SSO10487 SSD CS					4,063	4,063
SWRQCB Permit 4A560109001 Jose Flores WWTP					29,051	29,051
SWRQCB Permit 4WQC40114148 Drain Outfall	198	198	198			594
VCAPCD #01399 3-way split	2,120	2,120				4,240
VCAPCD #07764	777					777
VCAPCD #07340	11,466					11,466
SRWCB-City of Oxnard 25%[they bill VRSD]			6,684			6,684
VCAPCD #01399 3-way spit			2,120			2,120
SWRQCB Permit 4561002542 Drinking Water	1,939					1,939
VCAPCD Permit 07415 WWTP					763	763
CA Dept of Fish & Wildlife Annual Fee	1,223					1,223
Ventura County Ag Reg Toland Scale Fee: #VEH-03-005253	414					414
#FA0005070	5,325					5,325
VC Env Health Div: 5-yr C/PCL Review Fee FY29		5,000				5,000
Ventura County Env Health-Lang Well Water Permit	876					876
VC Env Health Div: 5-yr C/PCL Review Fee FY27			5,000			5,000
<b>Tonnage Based Fees</b>	<b>834,139</b>					<b>834,139</b>
CIWMB Waste Management Fees - Tonnage Driven (Paid quarterly)	453,862					453,862
EHD control fees - Tonnage Driven (ongoing)	379,299					379,299
CIWMP fees - Tonnage Driven	850					850
EHD Control Fees - Sludge	57					57
CIWMB Waste Mgmt Fees - Sludge	69					69
CIWMP Fees - Sludge	2					2
<b>Grand Total</b>	<b>\$935,036</b>	<b>\$41,619</b>	<b>\$16,206</b>	<b>\$10,810</b>	<b>\$37,339</b>	<b>\$1,041,010</b>

[1] Proposed FY2026-27 costs include inflationary adjustment of 3.0%, unless otherwise noted.

[2] Tonnage Based Fees are based on current regulatory rates and amount of tons deposited at the Toland Road Landfill.





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# VENTURA REGIONAL SANITATION DISTRICT

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## *Capital Improvement Projects*

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### *Projects Included in FY2025-26*

Project Name	Description	Total
<b>Project #499914 - Toland Master Plan/Closure Design</b>		<b>200,000</b>
	Closure Design-submitted mods in FY26	200,000
<b>Project #499921 - Gas Collection System</b>		<b>250,000</b>
	Gas Collection-Wells/Flare/Sumps/Piping	250,000
<b>Project #499930 - West Perimeter Slope Repair - Partial Site Closure</b>		<b>360,000</b>
	West Perimeter Slope Repair - Partial Site Closure	360,000
<b>Grand Total</b>		<b>\$ 810,000</b>

### *Projects Included in FY2026-27*

Project Name	Description	Total
<b>Project #499921 - Gas Collection System</b>		<b>350,000</b>
	Gas Collection-FY27 & FY28 drill wells	350,000
<b>Project #499932 - Toland Deep Well and Pipeline</b>		<b>1,404,467</b>
	Toland Deep Well	1,404,467
<b>Grand Total</b>		<b>\$ 1,754,467</b>







**VENTURA REGIONAL SANITATION DISTRICT  
EQUIPMENT & SUPPLY (CONSUMABLE) RATES (continued)  
JULY 1, 2025 THROUGH JUNE 30, 2026**

EQUIPMENT	CHARGE					
	Mile	Use	Hour	Day	Week	Month
Pulse Air System				\$95		
Pump - 3" Pump				\$69		
Pump - 4" Godwin				\$173	\$971	\$3,902
Pump - 4" Trailer-Mounted Pump				\$104	\$583	\$2,341
Pump - Dewatering Pump (Potable)				\$87	\$260	\$694
Pump - Diaphragm Pump				\$173	\$971	\$3,902
Pump - King Pump				\$173	\$971	\$3,902
Pump - Trash Pump, 6"				\$173	\$971	\$3,902
Pumper Trailer				\$87		
Push Camera				\$130		
Root Saw or Chain Scraper				\$43		
Sampler - Automatic (ISCO)		\$52				
Sandblaster				\$78		
Spec. Small Tools & Equip (includes Gas Tech, Fluke meter, etc)				\$52-\$226		
Sprayer, Airless and Manhole				\$173		
Sprayer, Extreme Airless				\$434		
Test Bench, Water (Ford)						\$434
Traffic Control Items (cones/signs)				\$52		
Vactor with Chase Truck (for traffic control) *			\$130	\$1,001		
Vactor without Chase Truck *			\$108	\$954		
Vacuum Truck *				\$546		
Vehicle - MULE (all terrain vehicle)						\$486
Vehicle - Standby Truck w/crane, pump, & tank		\$43				
Vehicle or Forklift				\$43		
Video Inspection Vehicle (TV Van) *				\$546		
Water line depth sounder		\$3				
Water Trailer (250 Tank)				\$104		
Well Control Box (pump controller-QED)		\$17				

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

SUPPLY (CONSUMABLE)	CHARGE					
	Mile	Use	Hour	Day	Week	Month
Bailers & Disposable supplies (filters)		\$26				
Consumables				\$5		
Float Switch		\$92				
Float Weight		\$17				

**FY2026 Equipment Rates:** were set by adjusting the prior year's equipment rates for inflation in accordance with the U.S. Bureau of Labor Statistic's Consumer Price Index (CPI), for a maximum allowable increase of 5%. CPI shall be defined as the index for All Urban Consumers for Los Angeles-Long Beach-Anaheim, CA area, not seasonally adjusted, all items index, annual average. CPI-U was 3.30%.





## **2.1.09 Debt Management Policy**

Date Adopted: 03/16/17

Reaffirmed: 06/05/25

## **2.1.09 Debt Management Policy**

### **INTRODUCTION**

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

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

### **DEBT POLICY OBJECTIVE**

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

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

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

### **BACKGROUND/DISCUSSION**

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## **2.1.08 Fraud Reporting Policy**

Date Adopted: 03/16/17

Reaffirmed: 06/05/25

## **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: 06/05/25*

### **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

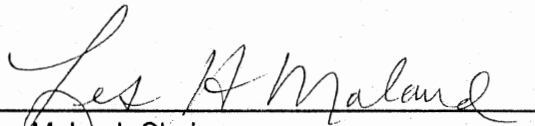
Sections 600 and 601 of this Resolution shall not apply to any items of District-owned personal property used or to be used in trade or exchange for replacement property of a similar nature.

## PART VII - APPLICABILITY

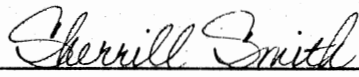
This Resolution supersedes all resolutions and instructions previously adopted or issued concerning the purchase of supplies, equipment & services; consultant contracting procedures; and disposition of surplus personal property. It shall be reviewed for continuing adequacy at least once every three years.

**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

*Reaffirmed: 0605/25***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.

**Fiscal Years 2025-2026 and 2026-2027  
Proposed Budget**

**Ventura Regional Sanitation District**

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