



**VENTURA COUNCIL
OF GOVERNMENTS**

AGENDA

Thursday, March 12, 2020 - 5:00 p.m.
City of Camarillo, Council Chambers
601 Carmen Drive
Camarillo, CA 93010

AGENDA REPORTS AND OTHER DISCLOSABLE PUBLIC RECORDS RELATED TO OPEN SESSION AGENDA ITEMS ARE AVAILABLE ON THE VCOG WEBSITE UNDER AGENDA AND MINUTES AT WWW.VENTURACOG.ORG AND AT THE PRINCIPAL VCOG BUSINESS OFFICE LOCATED AT 33 EAST HIGH STREET, SUITE 200, MOORPARK, CALIFORNIA BY APPOINTMENT DURING REGULAR BUSINESS HOURS, MONDAY THROUGH FRIDAY, 9:00 A.M. TO 4:00 P.M. Call 805 217-9448.

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENT

At this time, members of the public may comment on any item not appearing on the agenda upon completion of a speaker card. Individual Board Members may briefly respond to Public Comments or ask questions for clarification.

4. EXECUTIVE DIRECTOR'S REPORT – Oral Report (Handout)

5. AGENCY REPORTS – Oral Reports If Representatives Attend

- A. Southern California Association of Governments
- B. Ventura County Transportation Commission
- C. League of California Cities
- D. Other

6. CONSENT CALENDAR

- A. Summary of January 9, 2020 Meeting p.3 – Approve Meeting Summary for the January 9, 2020. **Action:** Approve Meeting Summary as published.
- B. Financial Report p.7 - Approve Ventura Council of Governments Financial reports for the Budget Period December 31, 2019 to February 29, 2010. **Action:** Approve Financial Report

MEMBERS

City of Camarillo
Kevin Kildee, Member
Susan Santangelo, *Alternate*

City of Fillmore
Tim Holmgren, Member
Alternate- To Be Named

City of Moorpark
Janice Parvin, Member
David Pollock, *Alternate*

City of Ojai
Ryan Blatz, Member
Randy Haney, *Alternate*

City of Oxnard
Tim Flynn, Member
Oscar Madrigal, *Alternate*

City of Port Hueneme
Sylvia Muñoz Schnopp, Member
Will Berg, *Alternate*

City of San Buenaventura
Lorrie Brown,, Member
Cheryl Heitman, *Alternate*

City of Santa Paula
Jenny Crosswhite, Member
Rick Araiza, *Alternate*

City of Simi Valley
Ruth Luevanos, Member
Mike Judge, *Alternate*

City of Thousand Oaks
Al Adam, Member
Alternate - To Be Named

County of Ventura
Bob Huber, Member
John Zaragoza, *Alternate*

- C. **Register of Warrants & Debit Card Transactions p.25** - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from December 31, 2019 to March 6, 2020 to. **Action:** Approve Register of Warrants and Debit Card Transactions.
- D. **2020 VCOG Program of Priorities p.28** - Review of Program of Priorities for 2020 with changes recommended by the Administrative Committee for **Action:** Review and Approve 2020 VCOG Program of Priorities.
- E. **2020 VCOG Legislative Program p.31** - Review and Approve VCOG Legislative Program for 2020 with changes recommended by the Administrative/Legislative Committee. **Action:** Review and Approve 2020 VCOG Legislative Program.
- F. **VCOG Investment Policy- VCOG Resolution 2020-01 p.38** – Review Ventura Council of Governments Investment Policy governing the management of VCOG funds. **Action:** adopt VCOG Resolution No. 2020-01
- G. **Retroactive Amendment to Independent Contractor Agreement p.44-** Retroactive Amendment to Independent Contractor Agreement with Hugh Riley, Professional Management, LLC for Executive Director/ Administrative Services Increasing Compensation Limit to \$50,550 for F.Y. 2018-2019 Only. **Action:** Approve Retroactive Amendment No. 1 to Agreement

7. **PRESENTATION ITEMS**

- A. **Are We Ready? A Report On The Ventura County Pandemic Plan p.47**– Report from Barbara Spraktes-Wilkins, Sr. Epidemiologist, EMS-Emergency Preparedness and Communicable Disease Office at Ventura County Public Health (VCPH). **Action:** Receive presentation from Barbara Spraktes-Wilkins.
- B. **Recycling- A World Challenge- Bill Camarillo, Agromin – p.48** Mr. Camarillo, President of Agromin, will provide some facts about the critical importance of recycling to the world's sustainable resources challenge. **Action:** Receive presentation from Bill Camarillo.

8. **BOARD MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

Any Board Member may propose items for placement on a future agenda. Members may discuss whether or not the item should be placed on the agenda and the description of the agenda item.

9. **ADJOURNMENT: 6:30 PM – Next Meeting- May 14, 2020**

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file with the Ventura Council of Governments Executive Director and are available for public inspection. If you have any questions regarding any agenda item, contact the Executive Director at (805) 217-9448.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Director. Notification 48 hours before the meeting will allow VCOG to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35, 102-35. 104 ADA Title II).



ITEM 6A

MEETING SUMMARY

January 9, 2020

5:00 p.m.

City of Camarillo, Council Chambers
601 Carmen Drive, Camarillo, CA 93010

1. CALL TO ORDER & FLAG SALUTE – The meeting was called to Order at 5:03 PM by Chair Adam. The Flag Salute was led by Council Member Holmgren.

2. ROLL CALL

Present:

Al Adam, City of Thousand Oaks
Janice Parvin, City of Moorpark
Jenny Crosswhite, City of Santa Paula
Kevin Kildee, City of Camarillo
Ruth Luevanos, City of Simi Valley
Sylvia Munoz-Schopp, City of Port Hueneme
Ryan Blatz, City of Ojai
Tim Holmgren, City of Fillmore
Bob Huber, Supervisor, County of Ventura

Absent: Lorrie Brown, City of San Buenaventura, Tim Flynn, City of Oxnard

Guests:

Andy Sobel, City Council, City of Santa Paula
Amanda Fagan, Director of Planning and Policy, V.C.T.C
Dave Mullinax, Regional Affairs Manager, League of California Cities
Rachel Wagner, SCAG Regional Affairs Officer for Ventura County
Mina Layba, Legislative Affairs Manager, City of Thousand Oaks
Melody Rafelson, Supervisor Huber's Office
Paul Stamper, Ventura County CEO's Office
Amanda Argabrite, Assistant City Manager, City of Simi Valley
Ed Williams, Ventura County Agricultural Commissioner
Becca Channell, Field Rep., Senator Diane Feinstein
Max Ghenis, Ventura County YIMBY Coordinator
Jackson Piper, Ventura County YIMBY Group Leader, Oxnard

3. PUBLIC COMMENT – NONE

4. SEATING OF 2020 VCOG CHAIR AND ELECTION OF CHAIR-ELECT -
Nominating Committee Report and Election of VCOG Chair and Chair Elect for 2020. **Action:** Seat Janice Parvin as Chair for 2020 and elect a Chair-Elect for 2020. Chair Adam announced the Seating of Chair-Elect Janice Parvin as Chair for 2020.

Chair Parvin Assumes the Chair's Seat and reports the Nominating Committee's nomination of Jenny Crosswhite, City Council Member, City of Santa Paula as Chair-Elect for 2020. There were no other nominations from the floor.

Motion was made by Member Huber to elect Crosswhite as Chair-Elect. approve the Consent Calendar. The Motion was **Seconded** by Member Adam. The Motion carried without opposition

5. **EXECUTIVE DIRECTOR'S REPORT** – Riley reported on the following:

- **RHNA Allocations Distributed to Cities** – Ventura County Cities now have their assigned housing production goals based on the Regional Housing Needs Assessment Methodology approved by SCAG. The next RHNA Subcommittee meeting will be held on Monday, February 24, 2020 at 10 a.m. at the SCAG downtown Los Angeles office. **Videoconferencing** will be available at the SCAG Imperial, Orange, Riverside, San Bernardino, and Ventura offices and at the Coachella Valley Association of Governments (CVAG) and City of Palmdale offices. **The Ventura Regional Office is located at 4001 Mission Oaks Blvd., Suite L, Camarillo, CA 93012.**
- **2020 Legislative Session** – Since the California Primary Election is in March this year the Legislature's Calendar will be in a tight squeeze. Sen. Wiener has introduced amendments to SB 50, the More HOMES Act of 2020. Last year, this bill, which the League opposed unless amended, was held in the Senate Appropriations Committee and did not advance. While the League fully supports the bill's underlying goal of increasing housing supply, there were significant concerns that it would undermine local decision-making and community-based land use planning. The League's letter to Sen. Portantino, Chair, Senate Appropriations, outlining their concerns with the bill as amended in May of last year is attached. VCOG sent a similar letter. The bill became eligible for action again on Jan. 1 and faces a Jan. 31 deadline to pass the Senate.

Currently, amendments are being proposed that are intended to give cities some flexibility to develop their own housing plans to increase housing options. Cities who don't develop their own plans within a set time-frame could face losing control over their zoning to standards set forth in the bill.

The League's housing lobbyist Jason Rhine and legal counsel are currently reviewing the amendments and preparing an analysis for review. Should you receive questions, the League continues to have an "oppose unless amended" position on the bill. That position may change depending on the analysis. Stay tuned.

- **VCOG Administrative Committee**-The Committee will meet on **Thursday, January 23, 2020 at 2:00 PM** to establish the March 12, 2020 Council Meeting Agenda, Review and recommend changes to the VCOG Legislative Program and Program of Priorities for 2020. and other matters referred by the Council and staff.
- **EDC-VC Annual Meeting and Dinner** – The Annual Meeting and Dinner for the Economic Development Collaborative of Ventura County is Thursday, January 16, 2020 beginning at 3:30 PM at the Hyatt Regency Hotel, Westlake Village. The ticket price is \$80.00.

- **700 Filings- Reminder** – Reminder to members and alternates to file appropriate Statements of Economic Interest (Form 700) with the State Fair Political Practices Commission. These forms may be prepared by your city staff along with forms completed for other elected/appointed offices. VCOG does not prepare submit or file Form 700s.
- **Council Reorganization-Filling Vacancies-** Reminder to Members/Alternates – When your council/board reorganizes for 2020, please ask your city clerk to notify VCOG as soon as possible when your city's council member and alternate are named.
- **Communication-** To improve assist staff with improving staff/member communication, please provide me with your daytime telephone number.(Mobile if possible). Frequently, emails with Agendas and other important information are not checked by members on a daily basis, preventing a reply (when requested). Your assistance with this information will be most appreciated. I will not release your mobile number without your permission.

6. CONSENT CALENDAR

- A. Summary of November 14, 2019 Meeting – Approve Meeting Summary for the November 14, 2019. **Action:** Approve Meeting Summary as published.
- B. Financial Report Approve Ventura Council of Governments Financial reports for the Budget Period October 31, 2019 to December 31, 2019. **Action:** Approve Financial Report
- C. Register of Warrants & Debit Card Transactions - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from October 31, 2019 to December 31, 2019. **Action:** Approve Register of Warrants and Debit Card Transactions.
- D. 2020 VCOG Legislative Program - Review of Legislative Program for 2020 and refer to Legislative Committee for Recommendations. **Action:** Refer Draft 2020 VCOG Legislative Program to the Administrative/Legislative Committee.
- E. 2020 VCOG Program of Priorities - Review of Program of Priorities for 2020 and refer to Administrative Committee for Recommendations. **Action:** Refer Draft 2020 VCOG Program of Priorities to the Administrative Committee.
- F. Appointments to SCAG Policy Committees - Confirm appointments to SCAG Policy Committees. **Action:** Approve Staff Recommendation.
- G. Adoption of Revised 2020 VCOG Schedule of Meetings and Merging the Legislative Committee with the Administrative Committee p. 37- Adopt Schedule of VCOG Meetings for the Council and Committees and Approve Merging the Administrative Committee with the Legislative Committee. **Action:** Approve Staff Recommendation.

Motion was made by Member Adam to approve the Consent Calendar. The Motion was **Seconded** by Member Kildee. The Motion carried without opposition

7. PRESENTATION ITEMS

- A. Appointment of 2020 VCOG Administrative Committee – Executive Director Riley explained the VCOG Administrative Committee (Committee) composition with the presiding Chair (Parvin), Immediate Past Chair (Adam) and Chair Elect (Crosswhite) serving on the Committee and, upon recommendation of the Chair,

approve the appointment of two, At-Large Members to the Committee for 2020. Chair Parvin recommended the appointment of Member Kildee and Member Holmgren as At-Large Members of the Committee.

Motion was made by Member Parvin to appoint Member Holmgren to the Committee The Motion was **Seconded** by Member Huber. The Motion carried without opposition

Motion was made by Member Huber to appoint Member Kildee to the Committee The Motion was **Seconded** by Member Adam The Motion carried without opposition

B. Ventura County Hemp Production Regulations - Ventura County Agricultural Commissioner Ed Williams reported on plans for the regulation of the growing of industrial hemp in Ventura County. Williams presented slides describing the current planting areas within the county and maps demonstrating various set-back zones from residential areas of cities, unincorporated county areas and schools. The impacts of possible restrictions being considered by the County Board of Supervisors on growers was also discussed.

C. Yes In My Back Yard- Another Point of View on Affordable Housing Development Projects Ventura County YIMBY Coordinator Max Ghenis provided a slide presentation linking the lack of affordable housing in California and Ventura County to the current economic stagnation. Mr. Ghenis was joined by Group Leader Jackson Piper to discuss the group's plans for housing development advocacy in Ventura County.

8. BOARD MEMBER COMMENTS & REQUESTS FOR FUTURE AGENDA ITEMS – NONE

9. ADJOURNMENT - Meeting adjourned at 6:35 p.m. to March 12, 2020



VENTURA COUNCIL
OF GOVERNMENTS

24

ITEM 6B

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh R. Riley, Executive Director

SUBJECT: Financial Report

DATE: March 12, 2020

Recommendation:

Receive and file Financial Report for Period ending February 29, 2020.

Discussion:

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the Budget Period from January 1, 2020 to March 6, 2020

Investments:

The objectives of VCOG's adopted Investment Policy are safety, liquidity, and yield, with the foremost objective being safety. Prudence, ethics, and delegation of authority are the Policy's applied standards of care. Below is a summary of VCOG's investments that comply with the VCOG Investment Policy:

Institution	Investment Type	Maturity Date	Interest-FY to Date-7/1/19	Rate	Balance
Bank of America	Business Interest Maximizer 2635	N/A	\$ 5.31	0.03%*	\$47,078.47
Bank of America	91000164558339	July 7, 2020	\$171.25**	1.79%	\$20,211.73

* Variable

** Earned but not paid

ATTACHMENTS: Balance Sheet – As of March 6, 2020
Profit and Loss – July 1, 2017 to March 6, 2019
Budget vs. Actual - July 1, 2019 to June 30, 2020
Bank Statement/ Reconciliation Reports- January and February 2020

Ventura Council of Governments

BALANCE SHEET

As of March 6, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BofA - 5797	-3,967.50
BofA - 9045	63,308.88
BofA CD - 8339	20,211.73
BofA MM - 1346	0.39
BofA MM - 2635	47,079.22
Wells Fargo	0.00
Wells Fargo - 3905	0.00
Wells Fargo - 4715	0.00
Total Bank Accounts	\$126,632.72
Accounts Receivable	
Accounts Receivable (A/R)	3,155.00
Total Accounts Receivable	\$3,155.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$129,787.72
Other Assets	
Fraud	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$129,787.72
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	-3,049.88
Total Accounts Payable	\$ -3,049.88
Other Current Liabilities	
Payroll Liabilities	-1.04
Total Other Current Liabilities	\$ -1.04
Total Current Liabilities	\$ -3,050.92
Total Liabilities	\$ -3,050.92
Equity	
Opening Balance Equity	111,292.08
Unrestricted Net Assets	-13,809.67
Net Income	35,356.23
Total Equity	\$132,838.64
TOTAL LIABILITIES AND EQUITY	\$129,787.72

Ventura Council of Governments

PROFIT AND LOSS

July 2019 - February 2020

	TOTAL
Income	
Annual Dinner Sponsorship	3,000.00
Annual Dinner Tickets	255.00
Dues Assessments	64,992.00
Other Types of Income	
Bank Interest	218.62
Total Other Types of Income	218.62
Total Income	\$68,465.62
GROSS PROFIT	\$68,465.62
Expenses	
Contract Services	
Accounting Fees	675.00
Executive Administration	24,500.00
Total Contract Services	25,175.00
Operations	
Printing and Copying	351.29
Website	755.00
Total Operations	1,106.29
Other Types of Expenses	
Insurance - Liability, D and O	1,761.30
Total Other Types of Expenses	1,761.30
Travel and Meetings	
Conference and Meetings	2,004.30
Total Travel and Meetings	2,004.30
Total Expenses	\$30,046.89
NET OPERATING INCOME	\$38,418.73
NET INCOME	\$38,418.73

Ventura Council of Governments

BUDGET VS. ACTUALS: VENTURA COUNCIL OF GOVERNMENTS - FY20 P&L

July 2019 - June 2020

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Annual Dinner Sponsorship	3,000.00	3,000.00	0.00
Annual Dinner Tickets	255.00	500.00	245.00
Dues Assessments	64,992.00	64,992.00	0.00
Other Types of Income			
Bank Interest	218.62	508.00	289.38
Total Other Types of Income	218.62	508.00	289.38
Total Income	\$68,465.62	\$69,000.00	\$534.38
GROSS PROFIT	\$68,465.62	\$69,000.00	\$534.38
Expenses			
Contract Services			
Accounting Fees	675.00	1,500.00	825.00
Audit		5,150.00	5,150.00
Executive Administration	27,562.50	45,000.00	17,437.50
Legal Fees		350.00	350.00
Total Contract Services	28,237.50	52,000.00	23,762.50
Operations			
Printing and Copying	436.88	500.00	63.12
Supplies		200.00	200.00
Website	755.00	1,700.00	945.00
Total Operations	1,191.88	2,400.00	1,208.12
Other Types of Expenses			
Insurance - Liability, D and O	1,761.30	1,700.00	-61.30
Total Other Types of Expenses	1,761.30	1,700.00	-61.30
Travel and Meetings			
Annual Dinner		7,500.00	7,500.00
Conference and Meetings	2,004.30	4,400.00	2,395.70
Travel		1,000.00	1,000.00
Total Travel and Meetings	2,004.30	12,900.00	10,895.70
Total Expenses	\$33,194.98	\$69,000.00	\$35,805.02
NET OPERATING INCOME	\$35,270.64	\$0.00	\$ -35,270.64
NET INCOME	\$35,270.64	\$0.00	\$ -35,270.64

BANK OF AMERICA

P.O. Box 15284
Wilmington, DE 19850

VENTURA COUNCIL OF GOVERNMENTS
33 E HIGH ST
SUITE 200
MOORPARK, CA 93021-1118

Business Advantage

Customer service information

☎ 1.888.BUSINESS (1.888.287.4637)

🌐 bankofamerica.com

🏦 Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

Prepared: [Signature] Date: 2/12/20
Approved: [Signature] Date: 2/20/20

Your Business Advantage Checking

for January 1, 2020 to January 31, 2020

Account number: 3251 1981 9045

VENTURA COUNCIL OF GOVERNMENTS

Account summary

Beginning balance on January 1, 2020	\$74,436.93
Deposits and other credits	0.00
Withdrawals and other debits	-58.16
Checks	-2,907.50
Service fees	-0.00
Ending balance on January 31, 2020	\$71,471.27

of deposits/credits: 0

of withdrawals/debits: 3

of items-previous cycle¹: 3

of days in cycle: 31

Average ledger balance: \$71,743.05

¹Includes checks paid, deposited items & other debits



BANK OF AMERICA BUSINESS ADVANTAGE

Dreading the shredding?

Go paperless — you'll have security without the hassle of storing and shredding old statements. View your statements online any time.

You can enroll today by logging in to Online Banking at bankofamerica.com/SmallBusiness and clicking on **Profiles & Settings** (in the upper right, next to Sign Out).

ARWY4MB | SS4-04-19-0138.B

Withdrawals and other debits

Date	Description	Amount
Card account # XXXX XXXX XXXX 3951		
01/24/20	CHECKCARD 0123 LURE FISH HOUSE CAMARILLO CA 24755420024150240302549 CKCD 5812 XXXXXXXXXXXXX3951 XXXX XXXX XXXX 3951	✓ -58.16
Subtotal for card account # XXXX XXXX XXXX 3951		-58.16
Total withdrawals and other debits		-58.16

Checks

Date	Check #	Amount	Date	Check #	Amount
01/02/20	372	✓ -2,687.50	01/21/20	373	✓ -220.00
Total checks			-2,907.50		
Total # of checks			2		

Service fees

The Monthly Fee on your Business Advantage Checking account was waived for the statement period ending 12/31/19. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- ☐ \$2,500+ in new net purchases on a linked Business credit card
- ✓ \$15,000+ average monthly balance in primary checking account
- ✓ \$35,000+ combined average monthly balance in linked business accounts
- ☐ active use of Bank of America Merchant Services
- ☐ active use of Payroll Services
- ☐ enrolled in Business Advantage Relationship Rewards

For information on how to open a new product, link an existing service to your account, or about Business Advantage Relationship Rewards please call 1.888.BUSINESS or visit bankofamerica.com/smallbusiness.



Bank of America Business Advantage

Guaranteed next-day or 3-day delivery of direct bank-to-bank transfers

Pay individuals, vendors and suppliers who bank at other financial institutions — right from Online Banking. Just log in and click the **Transfers | Send** tab, then select **Send Money to Someone or a Business**.

Fees apply to wires and certain transfers. See the Online Banking Service Agreement at bankofamerica.com/serviceagreement for details. Data connection required for online and mobile transfers. Wireless carrier fees may apply.

ARFXP871 | SSM-02-19-0704B

Daily ledger balances

Date	Balance (\$)
01/01	74,436.93
01/02	71,749.43

Date	Balance(\$)
01/21	71,529.43

Date	Balance (\$)
01/24	71,471.27

Ventura Council of Governments
BofA - 9045, Period Ending 01/31/2020

RECONCILIATION REPORT

Reconciled on: 02/12/2020

Reconciled by: Hugh Riley

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	74,436.93
Checks and payments cleared (3)	-2,965.66
Deposits and other credits cleared (0)	0.00
Statement ending balance	71,471.27
Register balance as of 01/31/2020	71,471.27
Cleared transactions after 01/31/2020	0.00
Uncleared transactions after 01/31/2020	-5,099.89
Register balance as of 02/12/2020	66,371.38

Details

Checks and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/02/2020	Bill Payment	0372	Hugh Riley - Professional Ma...	-2,687.50
01/11/2020	Bill Payment	0373	TLH Staffing Services	-220.00
01/23/2020	Expense		Lure Fish House	-58.16
Total				-2,965.66

Additional Information

Uncleared checks and payments after 01/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/07/2020	Bill Payment	0374	Hugh Riley - Professional Ma...	-4,812.50
02/07/2020	Bill Payment	0375	PostNet CA110	-52.39
02/12/2020	Bill Payment	0376	TLH Staffing Services	-235.00
Total				-5,099.89



Business Advantage

P.O. Box 15284
Wilmington, DE 19850

Customer service information

1.888.BUSINESS (1.888.287.4637)

bankofamerica.com

Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

VENTURA COUNCIL OF GOVERNMENTS
33 E HIGH ST
SUITE 200
MOORPARK, CA 93021-1118

Prepared: R. [Signature] Date 2/12/20
Approved: [Signature] Date 2/12/20

Your Business Advantage Savings

for January 1, 2020 to January 31, 2020

Account number: 3251 2795 2635

VENTURA COUNCIL OF GOVERNMENTS

Account summary

Beginning balance on January 1, 2020	\$47,077.67
Deposits and other credits	0.80
Withdrawals and other debits	-0.00
Service fees	-0.00
Ending balance on January 31, 2020	\$47,078.47

of deposits/credits: 1

of withdrawals/debits: 0

of days in cycle: 31

Average ledger balance: \$47,077.69

Average collected balance: \$47,077.69

Annual Percentage Yield Earned this statement period: 0.02%.
Interest Paid Year To Date: \$0.80.



Your
Digital
Tip

BANK OF AMERICA BUSINESS ADVANTAGE

Dreading the shredding?

Go paperless — you'll have security without the hassle of storing and shredding old statements. View your statements online any time.

You can enroll today by logging in to Online Banking at bankofamerica.com/SmallBusiness and clicking on **Profiles & Settings** (in the upper right, next to Sign Out).

ARWY4MB | SSM-04-19-0138B

Deposits and other credits

Date	Description	Amount
01/31/20	Interest Earned	0.80
Total deposits and other credits		\$0.80

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)
01/01	47,077.67	01/31	47,078.47

Your
Digital
Tip

Bank of America Business Advantage

Guaranteed next-day or 3-day delivery of direct bank-to-bank transfers

Pay individuals, vendors and suppliers who bank at other financial institutions — right from Online Banking. Just log in and click the **Transfers | Send** tab, then select **Send Money to Someone or a Business**.

Fees apply to wires and certain transfers. See the Online Banking Service Agreement at bankofamerica.com/serviceagreement for details. Data connection required for online and mobile transfers. ©2019 Bank of America.

Ventura Council of Governments
BoFA MM - 2635, Period Ending 01/31/2020

RECONCILIATION REPORT

Reconciled on: 02/12/2020

Reconciled by: Hugh Riley

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	47,077.67
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	0.80
Statement ending balance	<u>47,078.47</u>
Register balance as of 01/31/2020	47,078.47

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/31/2020	Deposit			0.80
Total				0.80

BANK OF AMERICA



P.O. Box 15284
Wilmington, DE 19850

Business Advantage

Customer service information

☐ 1.888.BUSINESS (1.888.287.4637)

☐ bankofamerica.com

☑ Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

VENTURA COUNCIL OF GOVERNMENTS
33 E HIGH ST
SUITE 200
MOORPARK, CA 93021-1118

Prepared: *[Signature]* Date 3/4/20
Approved: *[Signature]* Date 3/10/20

Your Business Advantage Checking

for February 1, 2020 to February 29, 2020

Account number: 3251 1981 9045

VENTURA COUNCIL OF GOVERNMENTS

Account summary

Beginning balance on February 1, 2020	\$71,471.27
Deposits and other credits	0.00
Withdrawals and other debits	-0.00
Checks	-5,099.89
Service fees	-0.00
Ending balance on February 29, 2020	\$66,371.38

of deposits/credits: 0

of withdrawals/debits: 3

of items-previous cycle¹: 2

of days in cycle: 29

Average ledger balance: \$67,487.79

¹Includes checks paid, deposited items & other debits

BANK OF AMERICA

Preferred Rewards

For Business

Don't miss out on rewards for your business

Enroll in Preferred Rewards for Business today and receive benefits such as no fees on select banking services, a credit card rewards bonus, interest-rate discounts on loans, and more. Enrolling is quick and easy, and it costs you nothing. To learn more about the program and to enroll, visit bankofamerica.com/BizRewardsEnroll.

SSM-05-19-0008A1 | AR7C4BEC

Checks

Date	Check #	Amount
02/07/20	374	-4,812.50
02/14/20	375	-52.39

Date	Check #	Amount
02/13/20	376	-235.00
Total checks		-\$5,099.89
Total # of checks		3

Service fees

The Monthly Fee on your Business Advantage Checking account was waived for the statement period ending 01/31/20. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- ☐ \$2,500+ in new net purchases on a linked Business credit card
- ☒ \$15,000+ average monthly balance in primary checking account
- ☒ \$35,000+ combined average monthly balance in linked business accounts
- ☐ active use of Bank of America Merchant Services
- ☐ active use of Payroll Services
- ☐ enrolled in Business Advantage Relationship Rewards

For information on how to open a new product, link an existing service to your account, or about Business Advantage Relationship Rewards please call 1.888.BUSINESS or visit bankofamerica.com/smallbusiness.

Bank of America **Business Advantage**

Thank you for your business

We're committed to finding the smartest path to long-term growth for your business.

Our Small Business Specialists will work with you to help strengthen your business and plan for the future.

Please visit bankofamerica.com/SmallBusiness to learn more.

Daily ledger balances

Date	Balance (\$)
02/01	71,471.27
02/07	66,658.77

Date	Balance(\$)
02/13	66,423.77

Date	Balance (\$)
02/14	66,371.38

Ventura Council of Governments

BoFA - 9045, Period Ending 02/01/2020

RECONCILIATION REPORT

Reconciled on: 03/06/2020

Reconciled by: Hugh Riley

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	71,471.27
Checks and payments cleared (3)	-5,099.89
Deposits and other credits cleared (0)	0.00
Statement ending balance	66,371.38

Register balance as of 02/01/2020	71,471.27
Cleared transactions after 02/01/2020	-5,099.89
Uncleared transactions after 02/01/2020	-3,062.50
Register balance as of 03/06/2020	63,308.88

Details

Checks and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/07/2020	Bill Payment	0374	Hugh Riley - Professional Ma...	-4,812.50
02/07/2020	Bill Payment	0375	PostNet CA110	-52.39
02/12/2020	Bill Payment	0376	TLH Staffing Services	-235.00
Total				-5,099.89

Additional Information

Uncleared checks and payments after 02/01/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/04/2020	Bill Payment	0377	Hugh Riley - Professional Ma...	-3,062.50
Total				-3,062.50



P.O. Box 15284
Wilmington, DE 19850

VENTURA COUNCIL OF GOVERNMENTS
33 E HIGH ST
SUITE 200
MOORPARK, CA 93021-1118

Business Advantage

Customer service information

☎ 1.888.BUSINESS (1.888.287.4637)

🌐 bankofamerica.com

🏦 Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

Prepared: *Symone Howard* Date 3/6/20
Approved: *HR* Date 3/6/20

Your Business Advantage Savings

for February 1, 2020 to February 29, 2020

Account number: 3251 2795 2635

VENTURA COUNCIL OF GOVERNMENTS

Account summary

Beginning balance on February 1, 2020	\$47,078.47
Deposits and other credits	0.75
Withdrawals and other debits	-0.00
Service fees	-0.00
Ending balance on February 29, 2020	\$47,079.22

of deposits/credits: 1

of withdrawals/debits: 0

of days in cycle: 29

Average ledger balance: \$47,078.49

Average collected balance: \$47,078.49

Annual Percentage Yield Earned this statement period: 0.02%.
Interest Paid Year To Date: \$1.55.

BUSINESS ADVANTAGE



Your
Digital
Tip



Need bills and coins? Get the latest app update.

Order all the denominations you need using our Mobile Banking app.¹ Get the latest updates and access your accounts wherever you have a mobile connection.

Download the app today from your app store¹ or visit bankofamerica.com/GoMobile.

¹Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices.
Message and data rates may apply.

SSM-11-19-0030B | 2846838

Deposits and other credits

Date	Description	Amount
02/28/20	Interest Earned	0.75
Total deposits and other credits		\$0.75

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)
02/01	47,078.47	02/28	47,079.22

Bank of America **Business Advantage**

Thank you for your business

We're committed to finding the smartest path to long-term growth for your business.

Our Small Business Specialists will work with you to help strengthen your business and plan for the future.

Please visit [bankofamerica.com/SmallBusiness](https://www.bankofamerica.com/SmallBusiness) to learn more.

Ventura Council of Governments
BoFA MM - 2635, Period Ending 02/29/2020

RECONCILIATION REPORT

Reconciled on: 03/06/2020

Reconciled by: Hugh Riley

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	47,078.47
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	0.75
Statement ending balance	47,079.22
Register balance as of 02/29/2020	47,079.22

Details

Deposits and other credits cleared (1)


DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/28/2020	Deposit			0.75
Total				0.75



**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 6C

MEMORANDUM

TO: Council Members and Alternates
FROM: Hugh Riley, Executive Director 
SUBJECT: Register of Warrants and Debt Card Transactions
DATE: March 12, 2020

Recommendation:

Approve the Register of Warrants for expenditures and Debit Card Transactions incurred from December 31, 2019 to March 6, 2020

Discussion:

This report presents expenditures including bank debit card transactions incurred by the Ventura Council of Governments for the period December 31, 2019 to March 6, 2020.

It is prepared in addition to the Financial Report so that the Council may be fully informed as to the expenditure of funds for services and other costs to the organization.

ATTACHMENTS: Warrant and Debit Card Registers

Register of Warrants
Ventura Council of Governments
March 12, 2020
Transactions from January 1, 2020 to March 6, 2020

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
372	01/02/20	Hugh Riley Pro. Mangmt. LLC	01/02/20	Executive Administration- Dec	\$ 2,687.50
373	01/11/20	TLH Staffing Services	10/09/19*	Bookkeeping Services	\$ 220.00
374	02/07/20	Hugh Riley Pro. Mangmt. LLC	02/01/20	Executive Administration- Dec	\$ 4,812.50
375	02/07/20	PostNet CA 110	02/01/20	Printing and Copying	\$ 52.39
376	02/12/20	TLH Staffing Services	02/12/20	Bookkeeping Services	\$ 235.00
377	03/04/20	Hugh Riley Pro. Mangmt. LLC	03/01/20	Executive Administration- Dec	\$ 3,062.50

*Received in January 2020

Register of Debit Card Transactions Ventura Council of Governments

March 12, 2020

Transactions from January 1, 2020 to March 6, 2020


<u>Card #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
3951	01/23/20	Lure Fish House	01/23/20	Lunch-SCAG Staff	\$ 58.16



ITEM 6D

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh R. Riley, Executive Director 

SUBJECT: Proposed VCOG 2020 Program of Priorities

DATE: March 12, 2020

Recommendation:

Review and approve Proposed 2020 VCOG Program of Priorities with changes recommended by the Administrative Committee.

Discussion:

This report transmits the Proposed VCOG 2020 Program of Priorities. The attached document includes changes from the 2019 Document as recommended by the VCOG Administrative Committee at their January 23, 2020 Meeting. The changes are a reaction to new priority issues and developments and are displayed in Legislative Format (*added text is underlined; deleted Text is stricken out*).

ATTACHMENT: PROPOSED VCOG 2020 Program of Priorities

ATTACHMENT

VCOG 2020 PROGRAM OF PRIORITIES

2016-2040 Sustainable Communities Strategy

Collaboration with Regional Partners

Consolidation of Municipal Services to Achieve Economies of Scale and Administrative Efficiencies (e.g., public safety dispatch)

Countywide High Speed Internet Access i.e. 5G, Fiber and Broadband ~~(consider Point to Point Protocol)~~

Economic Development

- Business retention/attraction issues
- Local preference in contracting and purchasing
- Sales tax measures

Fiscalization of Land Use

Homelessness

Housing Issues

- Addressing Substandard Housing
- Second Dwelling Units

Infrastructure Funding Issues

Joint Powers Authority for Provision of Countywide Fire Services (including review of methodology for establishing rates)

Legislative Priorities of:

- Land Use and Environment
- Housing and Blight
- Economic Development
- Public Infrastructure
- Solid Waste Management
- Public Safety
- Resources Management/Water Supply Reliability
- Local Governance Sustainability

Municipal Utilities Districts for Water and Wastewater

Power Plant and Energy Related Facility Siting Issues

Solid Waste Management

- Landfill Capacity and Emerging Waste-to-Energy Technology

Sustainable Groundwater Management Act (SGMA) Implementation

Technology Trends in Transportation

- Emerging Trends i.e. self-driving cars, drones, scooters and bicycles. ~~scooters,~~
~~bicycles~~

Transient Rentals Impacts


- Internet-based market



ITEM 6E

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh R. Riley, Executive Director 

SUBJECT: PROPOSED 2020 VCOG Legislative Program

DATE: March 12, 2020

Recommendation:

Review and Approve Proposed VCOG Legislative Program for 2020 including changes recommended by the Administrative/Legislative Committee and Staff.

Discussion:

This report transmits the Proposed VCOG Legislative Program for 2020. The attached document includes changes from the 2019 Document as recommended by the VCOG Administrative/Legislative Committee at their January 23, 2020 Meeting. The changes are a reaction to new developments and issues and are displayed in Legislative Format (*added text is underlined; deleted Text is stricken out*).

ATTACHMENT: Proposed VCOG 2020 Legislative Program

ATTACHMENT

VENTURA COUNCIL OF GOVERNMENTS 2020 LEGISLATIVE PROGRAM

PURPOSE

The purpose of the Ventura Council of Governments (VCOG) Legislative Program is to protect and promote the regional interests of the governmental entities within Ventura County on priority issues and matters that may impact those entities. In this vein, VCOG's legislative efforts are intended to support the fiscal stability of local government, and to provide for and preserve local control of governance and service delivery. The annual adoption of a Legislative Platform will guide the VCOG Board (Board) and staff in evaluating and taking appropriate action upon legislative proposals introduced at the state and federal levels. The goals of VCOG's Legislative Program are to:

- Advocate the region's legislative interests at the state and federal levels;
- Inform legislators and the VCOG Board regarding key issues and legislation that could have potential impacts on the region;
- Participate with other Councils of Government, the Southern California Association of Governments (SCAG), the League of California Cities, the California State Association of Counties (CSAC), National League of Cities (NLC), Ventura County Transportation Commission (VCTC), and other regional agencies on legislative issues of importance to the region;
- Seek support and assistance for regional projects, services and programs that enhance public services.

PROCESS

The VCOG Legislative Committee, comprised of staff from the ten cities, County, and the League of California Cities representative, shall review the status of legislative proposals and make recommendations to the VCOG Board consistent with the annually adopted Legislative Platform. In addition to the direction provided in the Platform, the Committee will consider positions established by the League of California Cities, California State Association of Counties, National League of Cities, and Southern California Association of Governments. VCOG will not address matters that are not pertinent to the region's local government services, such as partisan, socially divisive, or international issues.

When timely action is needed before the VCOG Board is able to convene to authorize a position, staff is authorized to prepare position letters for the Chair's signature, provided such position is consistent with the VCOG Legislative Platform or positions established by the League of California Cities, California State Association of Counties, National League of Cities or the Southern California Association of Governments. Should any of these positions be in conflict, no action will be taken without specific Board direction.

Should the Chair not be available to sign a position letter, the Vice Chair shall be authorized to sign the letter in lieu of the Chair. If neither the Chair nor Vice Chair is available, the Executive Director shall be authorized to sign in lieu.

All members of VCOG shall receive copies of position letters prepared on behalf of VCOG.

PRIORITIES

The primary priority areas for VCOG's 2020 Legislative Program include:

- Land Use and Environment
- Housing and Blight
- Economic Development
- Public Infrastructure
- Solid Waste Management
- Public Safety
- Resources Management
- Local Governance Sustainability
- Public Health

LEGISLATIVE PLATFORM

A. LAND USE AND ENVIRONMENT

- Support legislation to extend CEQA streamlining provisions for land use projects that are consistent with the SCAG Sustainable Communities Strategy.
- Support use of cap-and-trade revenues and other funding sources for local planning activities to implement the regional Sustainable Communities Strategy.
- Seek to ensure that any future funding for SB 375 implementation includes funding for local initiatives.
- Support legislation that streamlines the environmental review process for mixed-use infill development without compromising environmental quality standards.
- Support legislation and/or funding for remediation of superfund sites.
- ~~• Encourage the state of California to fund and sponsor further research into the negative impacts of anticoagulant rodenticides [RP1] to determine whether the use of these products should be further restricted or banned statewide. (Moved to Public Health Section)~~

B. HOUSING AND BLIGHT

- Support amending state policies to give jurisdictions flexibility to provide affordable housing that is appropriate for their communities and their region, and remove disincentives and regulatory obstacles.
- Support legislation that provides funding opportunities for affordable housing projects and services. [RP2]

PRIORITIES

The primary priority areas for VCOG's 2020 Legislative Program include:

- Land Use and Environment
- Housing and Blight
- Economic Development
- Public Infrastructure
- Solid Waste Management
- Public Safety
- Resources Management
- Local Governance Sustainability
- Public Health

LEGISLATIVE PLATFORM

A. LAND USE AND ENVIRONMENT

- Support legislation to extend CEQA streamlining provisions for land use projects that are consistent with the SCAG Sustainable Communities Strategy.
- Support use of cap-and-trade revenues and other funding sources for local planning activities to implement the regional Sustainable Communities Strategy.
- Seek to ensure that any future funding for SB 375 implementation includes funding for local initiatives.
- Support legislation that streamlines the environmental review process for mixed-use infill development without compromising environmental quality standards.
- Support legislation and/or funding for remediation of superfund sites.
- ~~• Encourage the state of California to fund and sponsor further research into the negative impacts of anticoagulant rodenticides, [RP1] to determine whether the use of these products should be further restricted or banned statewide.~~

B. HOUSING AND BLIGHT

- Support amending state policies to give jurisdictions flexibility to provide affordable housing that is appropriate for their communities and their region, and remove disincentives and regulatory obstacles.
- Support legislation that provides funding opportunities for affordable housing projects and services. [RP2]
- Support legislation that addresses occupancy levels and strengthens cities' abilities to reduce overcrowding in residential housing.

- Support permitting cities to exercise review and land use regulation of group home facilities and residential care facilities in residential neighborhoods including the application of zoning, building, and safety standards.[RP3]
- Support legislation that defines an equitable process to determine a fair share of new housing needed to respond to growth trends in the region.
- Oppose legislation or regulations that threaten or usurp local control of land use decision-making.
- Support legislation that provides funding and for implementing ~~en~~ of programs to prevent and address homelessness.[RP4]

C. ECONOMIC DEVELOPMENT

- Support the creation where appropriate of economic development programs.
- Support the retention of Naval Base Ventura County.
- Support legislation and programs to encourage job attraction and retention, and to promote a healthy business climate for Ventura County.
- Support legislation related to internet sales to insure fair share disbursement of sales tax as opposed to the current structure.
- Support the enactment and expansion of tax increment financing authority for economic development, infrastructure, and community revitalization.

D. PUBLIC INFRASTRUCTURE

- Support legislation to provide stable, adequate, and long-term funding for public infrastructure needs including but not limited to transportation alternatives, streets and roads maintenance, water and wastewater systems.
- Support legislative efforts of the Ventura County Transportation Commission, SCAG, Caltrans, and other appropriate agencies ~~parties~~ to protect transportation funds from being diverted to other purposes.
- Support efforts of the League of California Cities, California State Association of Counties, and Association of California Water Agencies, and California Association of Sanitation Agencies to establish an optional funding system for local agencies to finance storm water management, flood control, sewer and water supply projects, set rates to encourage conservation, and reduce water and sewer bills for low income customers. [RP5]

E. SOLID WASTE MANAGEMENT

- Support legislation pertaining to VCOG's responsibility for approval of the regional solid waste plan.
- Support legislation that promotes long-term, cost beneficial recycling and conversion technologies.
- Support extended producer responsibility (EPR) legislation that encourages manufacturers to design environmentally friendly products.
- Oppose legislation that would restrict or limit local government's ability to franchise refuse and recycling collection services, to direct municipal or county solid waste flow (flow control), to contractually require haulers to guarantee achievement of AB 939 goals, or to local government's ability to protect landfill capacity.

F. PUBLIC SAFETY

- Support legislative efforts that strengthen local law enforcement's ability to prevent and reduce crime.
- Support funding opportunities for local law enforcement activities and emergency preparedness.
- Support increased local authority and resources to address impacts of early prisoner release policies and criminal recidivism.
- Support legislation that provides funding and resources to local governments to prevent wildfires, and mudslides, and other disasters.

G. RESOURCES MANAGEMENT

- Support and encourage regulations and procedures that promote common sense implementation of State and Federal water quality control laws, and ensure State and Federal agencies work in collaboration ~~a coordinated fashion~~ to enable compliance with these laws.
- Support legislation to increase the availability and viability of energy efficiency and renewable energy options for public agencies, residential, and commercial customers.
- Support programs to ensure provision of a safe and reliable water supply.
- Oppose legislation that imposes new regulatory burdens on municipal utility systems without providing funding and/or consideration of the feasibility of monitoring and mitigating such requirements.

H. LOCAL GOVERNANCE SUSTAINABILITY

- Support legislation that protects local control and ensures equitable, dependable and predictable funding for vital community services.

H. PUBLIC HEALTH


- Support legislation that protects public health and preserves quality of life.
- Encourage the state of California to fund and sponsor further research into the negative impacts of anticoagulant rodenticides^[RP6] to determine whether the use of these products should be further restricted or banned statewide.



ITEM 6F

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: Adoption of 2020 VCOG Investment Policy

DATE: March 12, 2020

Recommendation:

It is recommended the VCOG Council reaffirm the Ventura Council of Governments Investment Policy governing the management of VCOG funds.

Discussion:

The policy was established utilizing guidance of the Government Finance Officers' Association's model investment policy. Investment objectives emphasize safety of principal, liquidity and return on investment, with the foremost objective being to ensure the preservation of capital. Standards of care for the investment of funds, types of institutions authorized to provide investment services, authorized investment instruments, and public reporting of investment activities are specified.

In November 2013, the VCOG Council adopted an Investment Policy to guide decisions regarding the management of VCOG funds. In March, 2019 the Policy was reviewed and, upon the advice of VCOG's auditors, the investment policy was updated to identify changes that may be called for to ensure continued conformance with the Council's investment philosophy and to incorporate any relevant legislative changes occurring since the policy was adopted. With the addition of new members of the Council and considering recent changes, it is recommended the VCOG Board review and adopt a new 2020 Investment Policy for the management of VCOG funds which is unchanged from 2019.

ATTACHMENT: VCOG Resolution No. 2020-01

ATTACHMENT

VENTURA COUNCIL OF GOVERNMENTS RESOLUTION NO. 2020-01

A RESOLUTION OF THE GOVERNING BODY OF VENTURA COUNCIL OF GOVERNMENTS ADOPTING 2019 VCOG INVESTMENT POLICY

WHEREAS, the Ventura Council of Governments Investment Policy was established utilizing the guidance of the Government Finance Officers' Association's model investment policy. Investment objectives emphasize safety of principal, liquidity and return on investment, with the foremost objective being to ensure the preservation of capital. Standards of care for the investment of funds, types of institutions authorized to provide investment services, authorized investment instruments, and public reporting of investment activities are specified.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Ventura Council of Governments as follows:

SECTION 1. The Ventura Council of Governments 2020 Investment Policy has been reviewed by Eide Bailly LLP, VTD, Certified Public Accountants and found to be in conformance with generally accepted guidelines of the Government Finance Officers Association.

SECTION 2. VCOG Staff Recommends adoption of the attached VCOG 2020 Investment Policy.

APPROVED AND ADOPTED this 14th day of March, 2019:

By: _____
Chair,
Ventura Council of Governments

VENTURA COUNCIL OF GOVERNMENTS INVESTMENT POLICY

INTRODUCTION

The intent of the Investment Policy of the Ventura Council of Governments (VCOG) is to define the parameters within which funds are to be managed. In methods, procedures and practices, the policy formalizes the framework for VCOG's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of VCOG's funds. The guidelines are intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

GOVERNING AUTHORITY

The investment program shall be operated in conformance with federal, state, and other legal requirements.

SCOPE

This policy applies to activities of VCOG with regard to investing the financial assets of all funds. Funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the State of California.

GENERAL OBJECTIVES

The primary objectives, in priority order, of investment activities shall be:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

3. Yield

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 of safety and liquidity needs.

4. Special Considerations

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State.

STANDARDS OF CARE

1. Prudence

The standard of prudence to be used by investment officers shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are

reported in a timely fashion and appropriate action is taken to control adverse developments.

The "prudent person" standard states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the Governing Body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of VCOG.

3. Delegation of Authority and Responsibilities

Governing Body – The Governing Body will retain ultimate fiduciary responsibility for the portfolio. The Governing Body will receive regular reports, designate investment officers and review the investment policy, making any changes necessary by adoption.

Investment Officers – Authority to manage the investment program is granted to the Executive Director, hereinafter referred to as Investment Officer, as designated by the VCOG Board. Responsibility for the operation of the investment program is hereby delegated to the Investment Officer who shall act in accordance with the established procedures and internal controls for the operation of the investment program consistent with this Investment Policy. The Investment Officer will prepare investment reports and other special reports as may be deemed necessary. All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

Investment Committee – VCOG may seek to establish an investment committee to provide guidance to the Investment Officer.

Investment Adviser – VCOG may engage the services of one or more investment managers to assist in the management of the entity's investment portfolio in a manner consistent with the entity's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with the Investment Policy. Such manager must be registered under the Investment Advisers Act of 1940.

AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Investment Officer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers, selected by credit worthiness, who are authorized to provide investment services in the State of California. These shall include primary dealers that qualify

under Securities and Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule). No deposit shall be made except as established by California laws.

All financial institutions and broker/dealers for investment transactions must supply the following:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines;
- Proof of Financial Industry Regulatory Authority (FINRA) certification;
- Proof of state registration;
- Completed broker/dealer questionnaire;
- Certification of having read and understood and agreeing to comply with VCOG's Investment Policy;
- Evidence of adequate insurance coverage.

AUTHORIZED AND SUITABLE INVESTMENTS

Investments of local agency funds are governed by California Government Code Section 53601. Investments made under this Investment Policy shall be in accordance with those authorized by California Government Code, with the exception of the following investments, which shall be prohibited:

- Commercial Paper
- Repurchase or Reverse Repurchase Agreements
- Corporate Notes
- Collateralized Mortgage Obligations
- Financial Futures
- Financial Option Contracts

Exclusion of these investment vehicles is consistent with VCOG's overall objectives of achieving reasonable yields on public funds which minimizing risk and capital losses. Although the potential exists for greater interest yields with these vehicles, it is believed that the potential level of risk exceeds their benefits.

INVESTMENT PARAMETERS

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. VCOG shall mitigate credit risk by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
- Limiting investment in securities that have higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools or money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

VCOG shall mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

COLLATERALIZATION

California Government Code Sections 53651 through 53667 require depositories to post certain types and levels of collateral for public funds above the Federal Deposit Insurance Corporation (FDIC) insurance amounts. The collateral requirements apply to bank deposits, both active (checking and savings accounts) and inactive (non-negotiable time certificates of deposit).

SAFEKEEPING AND CUSTODY

1. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the Governing Body. All securities will be evidenced by safekeeping receipts in VCOG's name. The safekeeping institution shall annually provide a copy of its most recent report on internal controls – Service Organization Control Reports, prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16 (effective June 15, 2011).

2. Internal Controls

Management shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the investment committee, where present, and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of VCOG.

MAXIMUM LIMITS

VCOG's investments will be subject to maturity limits and restrictions by the governing bodies of the agencies invested in. The maximum maturity of an investment shall be five years, unless the Governing Body has granted express authority otherwise. All investments shall be made in consideration of and provide the necessary liquidity, and minimize interest rate risk while maximizing earnings. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio shall be continuously invested in readily available funds.

REPORTING

The Investment Officer will retain and periodically, at a minimum annually, provide the Governing Body with investment reports. Such reports shall include disclosure of securities holdings, cash balances and market values on the investment portfolio.

APPROVAL


The Investment Policy and any modification to that policy shall be formally approved and adopted by the Governing Body on an annual basis.



ITEM 6G

MEMORANDUM

TO: Administrative Committee

FROM: Hugh Riley, Executive Director 

SUBJECT: Retroactive Amendment to Independent Contractor Agreement with Hugh Riley, Professional Management, LLC for Executive Director/ Administrative Services Increasing Compensation Limit to \$50,550 for F.Y. 2018-2019

DATE: March 12, 2020

Recommendation:

Approve Retroactive Amendment to Independent Contractor Agreement with Hugh Riley Professional Management, LLC. For F.Y. 2018-2019 Increasing Compensation Limit to \$50,550 for F.Y. 2018-2019 Only.

Discussion:

Section 2.0 of the current Agreement for Independent Contractor Services with Hugh Riley, Professional Management, LLC states:

"For the services rendered pursuant to this Agreement, Contractor shall be compensated at a rate of One Hundred Twenty-Five Dollars per hour (\$125.00/hour) during the term of this Agreement; provided, however, that Contractor's total compensation shall not exceed Forty-Five Thousand Dollars (\$45,000.00) in a fiscal year excluding compensation for special projects."

During the Period July 1, 2018 to June 30, 2019, accumulated hours logged by the contractor totaled 404.4 hours for a total compensation for the period of \$50,550 which exceeds the contractual maximum. Extra time was required of the contractor included:

- Analysis on Impact of the California Supreme Court Case in Dynamex v. State of California on Independent Contractor Status
- Website Upgrades
- CLU Grant Administration-for Safe Passages
- Fraudulent Bank Transaction Investigation
- Annual Dinner Show

Attachment: Amendment No. 1 to Independent Contractor Agreement

AMENDMENT NO. 1
TO INDEPENDENT CONTRACTOR AGREEMENT BETWEEN THE VENTURA
COUNCIL OF GOVERNMENTS AND
HUGH RILEY, PROFESSIONAL MANAGEMENT, LLC

This Amendment No. 1 to the Independent Contractor Agreement for Executive Director Services between the Ventura Council of Governments, a California Joint Powers Authority ("VCOG") and Hugh Riley, Professional Management, LLC, a California Limited Liability Corporation ("Contractor") is made and entered into the 8th Day of March, 2018.

RECITALS

A. WHEREAS, on March 8, 2018, VCOG entered into an Independent Contractor Agreement with the Contractor whereby the Contractor will be responsible for all administration functions of VCOG ("Agreement"); and

B. WHEREAS, Section 2.0 of the Agreement sets forth the compensation for the Executive Director not to exceed Forty Thousand Dollars (\$45,000.00) in a fiscal year; and

C. WHEREAS, VCOG and the Contractor now agree that, due to the Additional Time necessary to administer the functions of VCOG during the Fiscal Year 2018-2019, the compensation should be increased to an amount not to exceed \$50,550 and VCOG and the Contractor now desire to amend the Agreement and document said agreement to amend by jointly approving Amendment No. 1 to the Agreement.

NOW, THEREFORE, it is mutually agreed by and between the parties to the Agreement as follows:

I. Section 2.0, COMPENSATION, is amended by replacing the first paragraph in this section in its entirety as follows:

2.0 COMPENSATION

"For the services rendered pursuant to this Agreement, Contractor shall be compensated at a rate of One Hundred Twenty-Five Dollars per hour (\$125.00/hour) during the term of this Agreement; provided, however, that Contractor's total compensation shall not exceed Forty-Five Thousand Dollars (\$50,550.00) in Fiscal Year 2018-2019 and \$45,000 for Fiscal Year 2019-2020 excluding compensation for special projects."

II. Remaining Provisions:

Except as revised by this Amendment No. 1, all of the provisions of the Agreement shall remain in full force and effect.

In Witness Whereof, VCOG has caused this Amendment to be signed and executed on its behalf by its Chair of the Board and Contractor has signed and executed this Amendment, in his individual capacity on the date first above written.

"VCOG"

Ventura Council of Governments, a
California Joint Powers Authority

By: Janice Parvin, Chair

"CONTRACTOR"

Hugh Riley, Professional Management, LLC
A California Limited Liability Corporation

By: Hugh Riley, Owner




**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 7A

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: Are We Ready? A Report On The Ventura County Pandemic Plan

DATE: March 12, 2020

Recommendation: Receive presentation from Barbara Spraktes-Wilkins, Sr. Epidemiologist with the Ventura County Public Health Agency.

Discussion: The continuing spread of the Corona Virus across the world heightens attention on the government's preparedness to deal with the possible pandemic.

Barbara Spraktes-Wilkins is currently the Sr. Epidemiologist and working in the EMS-Emergency Preparedness and Communicable Disease Offices at Ventura County Public Health (VCPH). She is the bioterrorism and emerging infectious disease subject matter expert for VCPH and the Ventura branch of the Joint Regional Intelligence Center. Since starting at VCPH in 1999, she has applied her epidemiologic expertise to a wide variety of local public health issues beyond her focus, from maternal, child, and adolescent health to chronic disease. The current focus of her work at VCPH is in epidemiology, prevention, and outbreak response to communicable and infectious disease; preparedness for and response to emerging and infectious diseases such as the H1N1 pandemic Influenza A virus, Coronavirus, and the Zika virus; and early outbreak and bioterrorism detection through syndromic surveillance systems.

She received her Master of Public Health in Epidemiology at UCLA and went on to specialize in the Epidemiology of Infectious Disease at Johns Hopkins. She did her research as a civilian collaborating with the United States Army Medical Research Institute for Infectious Diseases (USAMRIID). There she studied the epidemiology of mosquito-borne viruses on the ground in the Amazon basin region of Peru to determine the primary risk factors for infection and clinical illness and to develop and implement effective preventive measures. Following this she taught epidemiology as part-time faculty at CSUN for several years.


Barbara will share details of Ventura County's preparedness plans and her views about the current Corona Virus Threat and how we, as individuals, can be prepared and help prevent its further spread.



ITEM 7B

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: Recycling- and Sustainability - A World Challenge

DATE: March 12, 2020

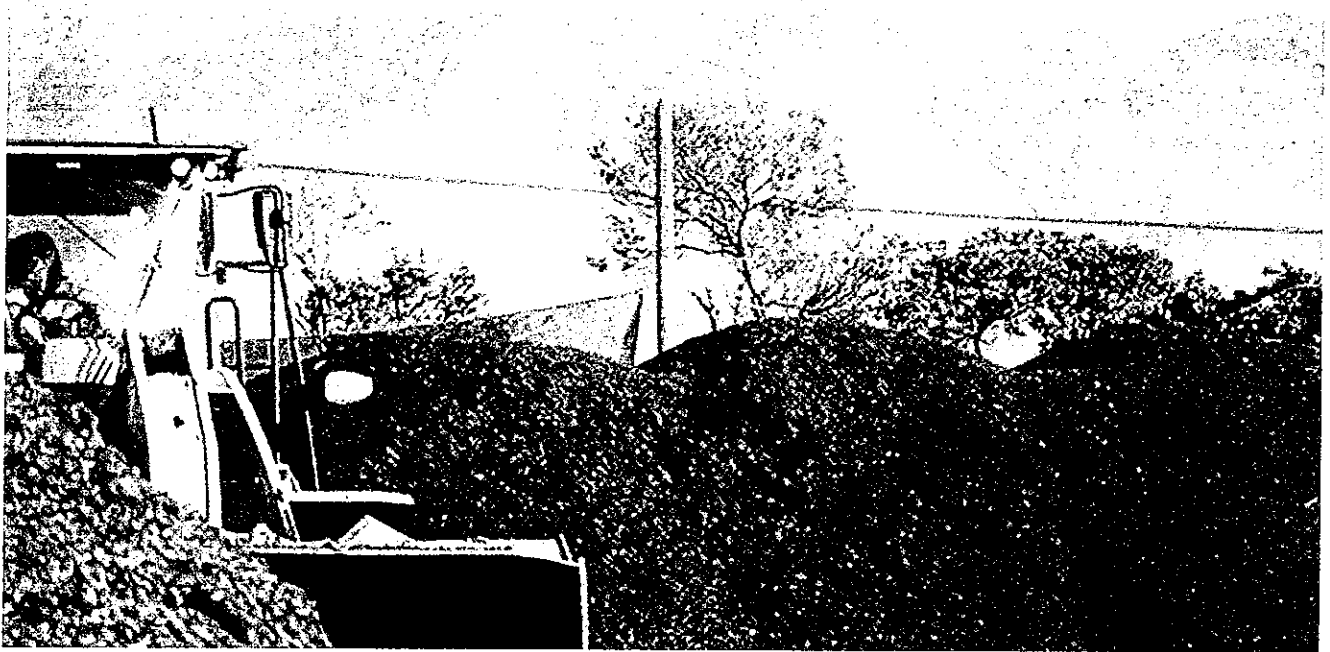
Recommendation: Receive presentation from Bill Camarillo, President of Agromin

Discussion:

True sustainability starts with the ground right under our feet. If properly nurtured, our soil has the power to heal the earth and provide us all with the healthy food and vegetation we need to thrive. Inspired by the power of nature and enhanced by modern science, our high-quality soil products help manage organic waste and protect our precious natural resources. The result is an innovative solution that balances both ecology and economics to cultivate a planet that is truly sustainable – one container, one community and one city at a time.

Agromin's production process requires a continuous stream of organic matter (leaves, food waste, lawn clippings, etc.), education and community outreach is essential to their success. They work closely with California cities, municipalities, schools and communities to inform members of the public about the importance of their recycling role in creating a more sustainable planet.

Mr. Camarillo will provide some facts about the critical importance of recycling to the world's sustainable resources challenge.



Agromin Quick Facts

- Recycling over 7,200,000 tons since 1993
- Processes more than 600,000 tons of green material annually
- Processes materials for more than 200 communities throughout California
- Agromin soil products are certified by the US Composting Council
- Produces over 200 soil products for use by consumers, municipalities, agriculture and landscapers
- Voted Composter of the Year by the US Composting Council
- Agromin's Compost 100 may be used in certified organic production or food processing and handling according to the USDA Program rule.
- Agromin's Compost 100 is used in Turf Rescue, the first biochar-based, compost blended amendment specifically formulated to reduce the water needs for lawns and turf.

About Agromin

Agromin, headquartered in Oxnard, Calif., manufactures earth-friendly soil products for farmers, landscapers and gardeners. Just as important, Agromin is the organics recycler for over 200 California cities. Each year, Agromin receives over 600,000 tons of organic material and then uses a safe, natural and sustainable process to transform the material into premium, soil products.

–**Farmers** use Agromin compost, mulches and other soil products to help grow a variety of their vegetables and fruits including strawberries, tomatoes, celery, lemons and avocados.

–**Landscapers** use Agromin products to create lush landscapes for business and consumer projects.

—**Home gardeners** find Agromin planting mixes and soil amendments produce healthier vegetables, flowers and trees—while using less water and reducing weeds and pests.

Agromin has developed over 200 eco-friendly products to serve these markets including:

- Agriculture – OMRI Compost; fertilizer blends; soil conditioning; crop and soil specific solutions.
- Commercial Landscape & Turf – soil amendments, soil blends, barks & mulches and proprietary biochar blends
- Retail – customer specific blends, high-speed bagging capacity, and large retail distribution.
- Waste to Energy – anaerobic digestion; gasification; RNG, renewable hydrogen

Agromin soil products can be found in landscapes along freeways, on municipal sites, in school, parks and community gardens, museums, hotels—just about anywhere where quality soil amendments are needed.

Early Days. California Assembly Bill 939 (AB939), passed in 1989, mandated that cities and counties had to recycle 50% of their garbage by 2000 or face penalties. That was the impetus for Agromin's early growth. Cities and counties realized that recycling green waste gives them the opportunity to meet these government mandates and avoid fines. As new sustainability-minded laws go into effect, more cities, waste haulers, public properties and large companies are turning to Agromin to comply with tighter waste restrictions.

Agromin began as a small soils company serving Ventura County since 1972. It would take tree trimmings and turn it into mulch. In 1990, California Wood Recycling was formed to take advantage of the growing opportunity under AB939 to recycle this tree waste. It acquired Agromin 1992. In 1993, Agromin was recycling 10,000 tons of green waste per year from one city (Ventura). Today, Agromin processes more than 500,000 tons of urban wood and green waste annually and services more than 50 California communities.

The Process. Green and food waste is delivered to Agromin sites by local waste haulers. Non-recyclable items (i.e., plastics, clothing, metals) are removed. The green material is then ground and spread into long "wind rows" that are turned and watered for about 60 days. The material is naturally composted by microorganisms. It contains no chemicals or animal or human waste. The result is soils products that produce more vigorous and healthier plants and gardens, and on the conservation side, more room in landfills and less Green House Gas emissions. Agromin also has a growing food waste recycling program, converting food waste from residential, restaurant and retail outlets into clean-burning biofuel.

Contributing To A Cleaner Environment. Agromin's soil products contribute to a greener world by conserving water, preventing erosion, reducing harmful Green House Gas (GHG) emissions and decreasing the use of oil-based fertilizers and chemicals.

Since its inception Agromin has been responsible for diverting over 6 million tons of green materials out of landfills. Agromin's diversion and conversion of organics is the equivalent of removing CO2 emissions from 1,927,767 cars annually. We are continually seeking new ways to

create products that lead to soil preservation and to lay the groundwork for a more sustainable future.

Education and Public Service. Agromin is doing its part in helping schools teach about conservation. It regularly conducts field trips at its locations and donates soil to dozens of school gardens and to nonprofit organizations each year. It participates in Ventura County Farm Day where it opens its doors to the public so kids *and* adults can learn about organics recycling.

Agromin Awards:

- California Small Business Association award
- Orange County Council for Green Impacts Innovative Business Award
- California Resource Recovery Association's 2009 Leadership in Organics Award
- Composter of the Year, US Composting Council
- City of Ventura's Environmental Excellence Award, which recognizes businesses that exemplify environmental care, concern, initiative and improvement.
- "Spirit of Small Business" winner by the *Pacific Coast Business Times*.
- *Environmental Business Journal* – Achievement Award for its work in waste and recycling services.
- Ventura County Board of Supervisors – Climate Change Action Award winner, agricultural industry – 2009
- California School Boards Association (CSBA)'s Golden Bell Award
- Juvenile Justice Complex – Oxnard, CA – Recognition of Agromin's commitment and dedication to the success of the Senior Nutrition Garden
- magazine – ranked Agromin as one of the country's fastest growing private companies in its fifth annual Inc. 500|5000. Agromin was ranked 65th in environmental services (10th in California).