



**VENTURA COUNCIL  
OF GOVERNMENTS**

**AGENDA**  
**Thursday, November 4, 2021**  
**Ventura County Community Foundation**  
**4001 Mission Oaks Blvd.**  
**Camarillo, CA 93012**  
**4:00 p.m.**

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](http://WWW.VENTURACOG.ORG).

1. **CALL TO ORDER AND FLAG SALUTE**
2. **ROLL CALL & SPECIAL PRESENTATIONS**
3. **PUBLIC COMMENT**

At this time, public comments received in advance by VCOG Staff will be read aloud into the meeting record. Individual Board Members may briefly respond to Public Comments or ask questions for clarification.

4. **EXECUTIVE DIRECTOR'S REPORT** – (Attached)  
Introduction of Cpt. Robert "Barr" Kinnach III, USN- New Commander, Naval Base Ventura
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 July 8, 2021 Meeting p. 3** – Approve Meeting Summary for the July 8, 2021, VCOG Meeting. **ACTION:** Approve Meeting Summary as published.
  - B. **Financial Report p. 8** Approve Ventura Council of Governments Financial Report for the Budget Period July 1, 2021 to October 29, 2021. **Action:** Approve Financial Report.

**MEMBERS**

City of Camarillo  
Kevin Kildee, Member  
Tony Trembley, Alternate

City of Fillmore  
Ari Larson, Member  
Diane McCall, Alternate

City of Moorpark  
Janice Parvin, Member  
Chris Enegren, Alternate

City of Ojai  
Randy Haney, Member  
Betsy Stix, Alternate

City of Oxnard  
Bert Perello, Member  
Oscar Madrigal, Alternate

City of Port Hueneme  
Steven Gama, Member  
Misty Perez, Alternate

City of San Buenaventura  
Mike Johnson, Member  
Doug Halter, Alternate

City of Santa Paula  
Jenny Crosswhite, Member  
Andy Sobel, Alternate

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

City of Thousand Oaks  
Al Adam, Member  
Bob Engler, Alternate

County of Ventura  
Bob Huber, Member  
Carmen Ramirez-Alternate

- C. **Register of Warrants & Debit Card Transactions p.12** - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from July 1, 2021, to October 29, 202. **ACTION:** Approve Register of Warrants and Debit Card Transactions.
- D. **Engagement Letter- EideBailly for 2020-2021 Independent Audit – p.17** - Receive Audit Engagement Letter with EideBailly for Independent Audit for VCOG F.Y. 2020-2021 for a fee not to exceed \$5,500. **ACTION:** Authorize Executive Director to acknowledge and accept the Audit Engagement Letter.
- E. **2022-SCAG Regional Council Elections- Districts 46 p. 25** - **ACTION:** Direct Staff to Issue Election Notice and Call for Candidates for Representative to SCAG Regional Council for Sub-region District 46.
- F. **Proposed VCOG Meeting Schedule for 2022 p. 28** - **ACTION:** Review and approve Meeting Schedule for VCOG Council and Administrative Committee for 2022.
- G. **REAP Project No. 4- Regional ADU Program- Joint Project- Draft Memorandum of Understanding and Scope of Work with OCCOG and GCCOG p. 30** - **Action:** Approve Outline of Draft Memorandum of Understanding (MOU) with the Orange County Council of Governments (OCCOG), and Gateway Cities Council of Government (GCCOG), for Scope of Work related to accessory dwelling unit (ADU) support, housing website, and model ordinance development.

#### 7. **PRESENTATION ITEMS**

- A. **California Lutheran University (CLU) Project Report- Ventura County Family Justice Center Evaluation Study p. 36** – Dr. Molly George, Associate Professor of Criminology & Criminal Justice, California Lutheran University will present the final Report on Domestic Violence in the Wake of COVID-19 and an Acute Needs Assessment of the Ventura County Family Justice Center. **Action: Hear Report and Discuss.**
- B. **Livable California Presentation p. 37** - Rick Hall, President of Livable California and Bill Brand, Mayor of Redondo Beach, will discuss the Livable California Movement and the Statewide Ballot Initiative "Stop the Sacramento Land Grab." The purpose of this measure is to ensure that all decisions regarding local land-use controls, including zoning regulations, are made by the affected communities in accordance with applicable law. **Action: Hear Report and Discuss**

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

Any Council Member present may propose items for placement on a future agenda. Members may discuss whether the item should be placed on the agenda and the description of the agenda item.

#### 9. **ADJOURNMENT:** This Meeting will be Adjourned in Memory of Ari Larson

**Next Meeting- January 14, 2021**

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).



## MEETING SUMMARY

## ITEM 6A

July 8, 2021  
5:00 p.m.  
601 Carmen Drive,  
Camarillo, CA

1. **CALL TO ORDER & FLAG SALUTE** – The meeting was called to Order at 5:04 PM by Chair Crosswhite. The Flag Salute was led by Member Adam

### 2. ROLL CALL

#### Members Present:

Jenny Crosswhite, Chair, City of Santa Paula  
Kevin Kildee, City of Camarillo – Chair-elect  
Janice Parvin, IP-Chair, City of Moorpark  
Al Adam, City of Thousand Oaks  
Ari Larson, City of Fillmore  
Ruth Luevanos, City of Simi Valley  
Steven Gama, City of Port Hueneme  
Randy Haney, City of Ojai  
Mike Johnson, City of San Buenaventura  
Carmen Ramirez, Supervisor, County of Ventura (Alternate for Mr. Huber)

**Members Absent:** Bert Perello, City of Oxnard

#### Staff:

Hugh Riley, Executive Director  
Dr. Chris Williamson, AICP, Housing Programs Specialist

#### Guests:

Amanda Fagan, Director of Planning and Policy, V.C.T.C.  
Mina Layba, Legislative Affairs Manager, City of Thousand Oaks  
Roger Pichardo, Senior Management Analyst, City of Camarillo  
Dr. Matthew Fienup, Executive Director of the Center for Economic Research and Forecasting (CERF) at CLU

### 3. PUBLIC COMMENT – NO PUBLIC COMMENT

4. **EXECUTIVE DIRECTOR'S REPORT** – Referring to the Report provide to members at their meeting station, Riley reported on the following:

- **2021 Legislative Update** – An up-to-date Summary Table of active bills that are of interest to VCOG is attached. Most of the bills of interest that are still active a remain in committee. The Legislature will take a summer break on July 15 and return on August 15. **Assembly Bill 1401** received a 5-0 yes vote in the Senate Housing with the support of the California Restaurant Association, the California Downtown Association, and others, clearly indicating their lack of concern at the possible loss of parking to new downtown residents and travelers. The Bill will be heard in the Housing Committee on July 8 and, no doubt ~~will~~ subsequently pass in the 3

Senate. Governor Newsome will most likely sign it into law. The League is requesting \$225 million for local assistance to cities and counties for **local organic waste recycling program** development and initial implementation activities. State funding is needed to ensure that cities can get their SB 1383 program up and running quickly, but also to soften the rate increases local governments will need to make to pay for the program.

- **Regional Water Quality Control Board -Stormwater Permit Renewal Issues** – The Stormwater Regulatory Permit for Ventura County expired on July 8, 2015, and the renewal process began in 2016. Subsequently, the Los Angeles Regional Water Quality Control Board (the Board) decided to combine the previously separate permits for the City of Long Beach, Los Angeles County and Ventura County into a single permit. Throughout the renewal process during numerous Board Meetings, hearings and public workshops, Ventura County Officials have asked that Ventura County have a separate Permit or at least a separate and specific section of the combined permit because of the county's unique and specific issues which differ significantly from the metropolitan areas. The Board will host several public Permit Adopting Meetings beginning on Thursday, July 8 at 9:00 a.m. and continuing July 9, 16, and 23 at 9:00 AM. Board intends to conduct this meeting in a virtual/teleconference environment only. For those who only wish to watch the meeting, the customary English webcast remains available at <https://cal-span.org>. Background Information on the Renewal process is attached.
- **2020 California Citizens Redistricting Commission** – During the remainder of July the Commission will be holding Communities of Interest Input Meetings across the state. The hearing scheduled that would be of interest to Ventura County will be on July 22, 2021 (*Zone E- Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, and Ventura Counties*). The meeting will be live streamed from 4:00 PM until 8:00 PM and can be accessed via the Commission website at [www.wedrawthelines.org/meetings](http://www.wedrawthelines.org/meetings).

Cities and interested groups are urged to take advantage and provide input to the Commission. Ventura County will highly likely be a topic of heated discussion. Zone E Commissioners are Neal Fornaciari [neal.fornaciari@crc.ca.gov](mailto:neal.fornaciari@crc.ca.gov) and Ray Kennedy [ray.kennedy@crc.ca.gov](mailto:ray.kennedy@crc.ca.gov). A schedule for all the input meetings is attached.

### **Central Valley Commissioner Profiles**

**Neal Fornaciari** worked as a researcher and manager at Sandia National Laboratories in Livermore for 27 years prior to retiring in 2017. He has experience leading and coaching people, managing change, managing projects, and leading research and development programs.

After retiring, Mr. Fornaciari spent a year as Foreperson of the 2018-2019 San Joaquin County Civil Grand Jury. Mr. Fornaciari holds a B.S and M.S. in Mechanical Engineering and an MBA, all from the University of California at Berkeley. He is registered with the Republican Party.

**Ray Kennedy** has worked in the field of international electoral assistance since 1990, leading large and small teams in the design and implementation of electoral assistance projects, observing elections, planning, and managing election activities, mentoring election observer groups, training election staff and political party agents, drafting election laws and regulations, and serving on an election commission. He worked at the International Foundation for Electoral Systems (IFES)—a non-profit based in Washington, DC—initially managing IFES projects in the Americas and later, leading IFES' work in collecting, organizing, and disseminating information on elections and citizen participation throughout the world, including IFES' role in launching the ACE Project, an online encyclopedia on election administration. Mr. Kennedy is registered with the Democratic Party.

- **REAP Progress Report** - We anticipate completing all the REAP Projects as currently described by the end of F.Y. 21-22. The following amendments to the REAP Projects have been submitted to SCAG after verbal review and preliminary approval: **Project #1** - \$20,900 has been spent on Project #1 through June 30, 2021. These costs paid for the program application and MOU approval process with SCAG, staff outreach activities for project concept development and administrative costs (Task C) that are limited to 5% overall. **\$47,510** is budgeted for these activities for the remainder of the REAP Program.
- **Project #2** - the PowerPoint public information slides about RHNA "from the State to SCAG to each city" has been sent to all the city planning staffs. Quotes from media companies to create a fancy "RHNA video" the cities could post on their websites for the public were extremely high and unacceptable. Therefore, staff will defer any further activity on this project and transfer \$10,000 to Project 3. **\$4,200** remains to create a Spanish-language version of the work product and to update content to reflect State legislation and/or other 2021-2029 Housing Element related events.
- **Project #3** – For a Template Inclusionary Zoning Housing Ordinance. SCAG has approved going ahead with the Oxnard law firm of Schneiders and Associates, LLC. The funds from Project No.2 will make up the required balance for this contract. We are working on completing a contract with Schneider for \$23,290. The agreement for these services is included on the July 8, 2021, Consent Calendar. The total amended budget for Project #3 is **\$28,400** including staff costs.
- **Project #4** - Regional ADU Program for Prefabricated and Garage Conversions- There were no responses to this RFP. And SCAG's contacts with those firms that opened the RFP to determine reasons why they did not respond produced no results. We are reducing the project budget and transferring \$100,000 to Project No. 5. We will work with SCAG staff to pool our funds to develop a collaborative activity for the ADU Product desired with consultation with other regional partners. The goal is for a product that can then be tailored to Ventura County. **\$50,000** is included in the budget for this activity.
- **Project #5** – Regional CEQA Streamlining VMT Adaptive Management and Mitigation Program (conflict of interest issue) – One proposal was received from Iteris was for \$232K vs our initial budget of \$117k. The agreement for these services is included on the July 8, 2021, Consent Calendar. The funds from Project No. 4 will fulfill the budget requirement for this project including approximately \$50,000 for VCTC staff-time. With the funds transferred from Project #3, the total proposed budget for Project #5 is **\$265,190**.

#### **REAP PROJECT BUDGET AMENDMENT NO. 2 SUMMARY**

<b>Project # 1 -</b>	<b>\$ 47,510</b>
<b>Project # 2 -</b>	<b>\$ 4,200</b>
<b>Project # 3 -</b>	<b>\$ 28,400</b>
<b>Project # 4 -</b>	<b>\$ 50,000</b>
<b>Project # 5 -</b>	<b><u>\$ 265,190</u></b>
<b>REAP TOTAL</b>	<b>\$ 395,300 (remaining as of July 1 from \$432,000 grant)</b>

- **VCOG Administrative Committee**-The Committee will meet on Thursday, July 22, 2021, at 2:00 PM Via Zoom Conference Call. The Committee will establish the Agenda for the November 4, 2021, VCOG Meeting; receive a Financial Report from Executive Director Riley; and an Update on REAP Project Activity.
- **League of California Cities Annual Conference** – The Annual League of California Cities Conference will be held in Sacramento on September 22-24. Staff will be attending the conference.
- **SCAG June Update** – The June Update from SCAG's Regional Affairs Officer Rachel Wagner is attached.

5. **AGENCY REPORTS – Oral Reports** – Representatives from partner agencies provided reports:

Rachel Wagner, SCAG, and Dave Mullinax, LOCC were not able to attend the meeting.

Amanda Fagen, Director of Planning and Policy, V.C.T.C reported that VCTC has three ongoing regional scale planning efforts, including the Freight Corridors Study, Transit Integration and Efficiency Study, and the Comprehensive Transportation Plan Update. Stakeholder and public engagement opportunities will continue through adoption in 2023. VCTC also launched Beat 3 of the Freeway Service Patrol (FSP) on June 1<sup>st</sup>, which provides coverage on SR-118 from SR-23 to the Ventura/Los Angeles County line. Combined with Beat 1 (launched March 1<sup>st</sup>) and Beat 2 (launched April 5<sup>th</sup>), the FSP provided over 1,100 motorist assists in just the first four months of service.

6. **CONSENT CALENDAR- ROLL CALL VOTE REQUIRED** - Chair Crosswhite and Member Parvin had some corrections to the Meeting Summary which will be provided to staff. Member Haney asked that Item 6B Financial Report, be pulled from the Consent Calendar for questions.

- A. **Summary of May 13, 2021, Meeting:** Approve Meeting Summary for the May 13, 2021, Meeting. **Action:** Approve Meeting Summary as published.
- C. **Register of Warrants & Debit Card Transactions:** Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from May 10, 2021, to June 30, 2021. **Action:** Approve Register of Warrants and Debit Card Transactions.
- D. **Fiscal Year 2021/2022 Budget:** Review the proposed Final VCOG Operating Budget for F.Y. 2021-2022 totaling \$467,402 and Adopt VCOG Resolution No. 2021-04. **Action:** Adopt VCOG No. Resolution No. 2021-04
- E. **REAP Contract No. 2021-02, Agreement for Consulting Services- Schneider & Associates for REAP Project No. 3 for a Total Contract Amount of \$23,290:** Review proposed Agreement with Schneider & Associates. **Action:** Approve Agreement and Authorize Chair to Sign Agreement.
- F. **REAP Contract No. 2021-02, Agreement for Consulting Services- Iteris-Planning Solutions for REAP Project No. 5 for a Total Contract Amount of \$199,605:** Review proposed Agreement with Iteris Planning Solutions. **Action:** Approve Agreement and Authorize Chair to Sign Agreement.

**MOTION** was made by Member Kildee to approve the Consent Calendar except for Item 6B. including changes to the May 13 Meeting Summary to be provided to staff. The Motion was **SECONDED** by Member Parvin. The motion carried with Member Larson abstaining. Roll Call Vote: Ayes: 9; Nays: 0; Abstentions: 1

Member Haney asked about the Profit & Loss Report specifically a reported Executive Administration Line-Item amount of \$9,625. Riley offered to reply to the question after consulting with accounting/bookkeeping staff.

Members Haney and Gama asked if VCOG should consider retaining a CPA for accounting services. Riley responded that it was unlikely that sufficient funds would be available to retain a CPA. The staff bookkeeper, is paid \$65.00/hr.

- B. **Financial Report:** Approve Ventura Council of Governments Financial reports for the Budget Period from May 10, 2021, to June 30, 2021. **Action:** Approve Financial Report.

**MOTION** was made by Member Haney to approve Consent Calendar Item 6B, Financial Report. The Motion was **SECONDED** by Member Parvin. Roll Call Vote: Ayes: 9; Nays: 0. The motion carried

**7. PRESENTATION ITEM** – Dr. Fienup presented an Up-to-date Report on the State of the Ventura County Economy including comparisons with the California and National economic statistics and trends. Dr. Fienup is the Executive Director of the Center for Economic Research and Forecasting (CERF) at California Lutheran University. He is also Assistant Professor of Economics and teaches courses in Econometrics, Macroeconomics, and Environmental Economics in the School's Master of Quantitative Economics program. Matthew is the Executive Director of the Center for Economic Research and Forecasting (CERF) at California Lutheran University. He is also Assistant Professor of Economics and teaches courses in Econometrics, Macroeconomics, and Environmental Economics in the School's Master of Quantitative Economics program.

Council Members asked numerous questions seeking clarification and generally about what actions cities (local governments) could take to help improve the situation. Dr. Fienup responded that he felt the local governments of Ventura County had done an excellent job dealing with the COVID-19 Pandemic and should be commended. He warned that since prior to the pandemic the county's economy was in a depressed state, the recovery would take more time and more courageous efforts particularly in improving the jobs-housing balance.

**8. BOARD MEMBER COMMENTS & REQUESTS FOR FUTURE AGENDA ITEMS** – Member Haney suggested a future discussion item to consider having VCOG meet once each month rather than every other month. He felt VCOG was and should be an important medium to discuss important issues facing Ventura County and that VCOG could and should be part of the solution to many of the problems the county faces. Chair Crosswhite suggested the Admin Committee discuss the idea at their next meeting. Member Luevanos suggested a program from the Ventura County Economic Development Collaborative specifically about their work to assist businesses and advise how the business community can contribute to leveling the jobs.


**9. ADJOURNMENT** – Chair Crosswhite adjourned the meeting at 7:02 p.m. to Nov. 4, 2021.



## ITEM 6B

### MEMORANDUM

**TO:** Council Members and Alternates

**FROM:** Hugh R. Riley, Executive Director 

**SUBJECT:** Financial Report for July 1, 2021 to October 29, 2021

**DATE:** November 4, 2021

**Recommendation:**

Receive and file Financial Report for Period ending October 29, 2021

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**Discussion:**

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the Budget Period from July 1, 2021 to October 29, 2021

**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- 7/31/20	Rate	Balance
Bank of A	Maximizer 2635	N/A	\$ 1.53	0.03%*	\$62,660.19

\* Variable

The 2020-2021 F.Y. Budget was approved by the Council on July 8, 2021. The Financial Report for this period reflects all expenditures including REAP Activity which included preparation of the Program Application and Project Expenses. Reimbursement Requests Nos. 1 through 4 totaling \$29,691.00 submitted to SCAG have been paid. Requests 5, 6 and 7 totaling \$13,509.04 are outstanding.

**ATTACHMENTS:** Balance Sheet – As of October 29, 2021  
Budget vs. Actual - July 1, 2021 to October 29, 2021



# Ventura Council of Governments

## Balance Sheet As of October 29, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BofA - 5797	0.00
BofA - 9045	75,744.57
BofA MM - 2635	62,660.19
<b>Total Bank Accounts</b>	<b>\$138,404.76</b>
Accounts Receivable	
Accounts Receivable (A/R)	13,509.04
<b>Total Accounts Receivable</b>	<b>\$13,509.04</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$151,913.80</b>
Other Assets	
Fraud	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$151,913.80</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
Payroll Liabilities	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
Long-Term Liabilities	
Unearned Income	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	104,091.04
Unrestricted Net Assets	6,905.99
Net Income	40,916.77
<b>Total Equity</b>	<b>\$151,913.80</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$151,913.80</b>

# Ventura Council of Governments

Budget vs. Actuals: FY 2022 Budget(7/1/21 to 6/30/22) - FY22 P&L

July 2021 - June 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Annual Dinner Sponsorship	9,000.00	6,000.00	-3,000.00
Annual Dinner Tickets	450.00	300.00	-150.00
Dues Assessments	64,992.00	64,992.00	0.00
Investments			
Interest-Savings, Short-term CD	1.53		-1.53
<b>Total Investments</b>	<b>1.53</b>		<b>-1.53</b>
Other Types of Income			
Bank Interest		10.00	10.00
<b>Total Other Types of Income</b>		<b>10.00</b>	<b>10.00</b>
REAP Income	13,509.04	395,300.00	381,790.96
Research Grant Appropriation		800.00	800.00
<b>Total Income</b>	<b>\$87,952.57</b>	<b>\$467,402.00</b>	<b>\$379,449.43</b>
<b>GROSS PROFIT</b>	<b>\$87,952.57</b>	<b>\$467,402.00</b>	<b>\$379,449.43</b>
Expenses			
Contract Services			
Accounting Fees	293.75	2,000.00	1,706.25
Audit		5,500.00	5,500.00
Executive Administration	9,812.50	45,000.00	35,187.50
Legal Fees		300.00	300.00
Research Grant - CLU	800.00	800.00	0.00
<b>Total Contract Services</b>	<b>10,906.25</b>	<b>53,600.00</b>	<b>42,693.75</b>
Operations			
Printing and Copying	111.86	1,150.00	1,038.14
Supplies		500.00	500.00
Website	860.00	1,000.00	140.00
<b>Total Operations</b>	<b>971.86</b>	<b>2,650.00</b>	<b>1,678.14</b>
Other Types of Expenses			
Insurance - Liability, D and O	2,470.88	2,200.00	-270.88
<b>Total Other Types of Expenses</b>	<b>2,470.88</b>	<b>2,200.00</b>	<b>-270.88</b>
REAP Project Costs			
Project - 1 - TASK A		2,731.00	2,731.00
Project 1 - TASK B	2,287.50	23,500.00	21,212.50
Project 1 - TASK C	500.00	21,279.00	20,779.00
Project 2 - TASK A		4,200.00	4,200.00
Project 2 - TASK B	325.00		-325.00
Project 3 - TASK A	6,600.00	28,400.00	21,800.00
Project 3 - TASK B	9,955.00		-9,955.00
Project 4 - NEW TASK A		50,000.00	50,000.00
Project 4 - TASK A	275.00		-275.00
Project 4 - TASK B	250.00		-250.00

# Ventura Council of Governments

Budget vs. Actuals: FY 2022 Budget(7/1/21 to 6/30/22) - FY22 P&L

July 2021 - June 2022


	TOTAL		
	ACTUAL	BUDGET	REMAINING
Project 5 - TASK A	3,492.31	7,000.00	3,507.69
Project 5 - TASK B	796.51	175,600.00	174,803.49
Project 5 - TASK C		82,590.00	82,590.00
<b>Total REAP Project Costs</b>	<b>24,481.32</b>	<b>395,300.00</b>	<b>370,818.68</b>
Travel and Meetings	70.00		-70.00
Annual Dinner	6,315.93	8,000.00	1,684.07
Conference and Meetings	775.00	4,842.00	4,067.00
Meals	8.00		-8.00
Travel	1,036.56	810.00	-226.56
<b>Total Travel and Meetings</b>	<b>8,205.49</b>	<b>13,652.00</b>	<b>5,446.51</b>
<b>Total Expenses</b>	<b>\$47,035.80</b>	<b>\$467,402.00</b>	<b>\$420,366.20</b>
<b>NET OPERATING INCOME</b>	<b>\$40,916.77</b>	<b>\$0.00</b>	<b>\$ -40,916.77</b>
<b>NET INCOME</b>	<b>\$40,916.77</b>	<b>\$0.00</b>	<b>\$ -40,916.77</b>



**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:** November 4, 2021

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**Recommendation:**

Approve the Register of Warrants for expenditures and Debit Card Transactions incurred from July 1, 2021 to October 29, 2021

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**Discussion:**

This report presents expenditures including bank debit card transactions incurred by the Ventura Council of Governments for the period July 1, 2021, to October 29, 2021

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**  
**November 4, 2021**  
**Transactions from July 1, 2021 to November 1, 2021**

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
445	07/18/21	Hugh Riley, Pro. Management, LLC	07/02/21	Reimbursement-Conf. Reg.	\$ 625.00
446	07/27/21	V.C. Transportation Commission	07/27/21	REAP- Project No. 5 Expense	\$ 1,996.54
447	08/01/21	Caroline Carter	07/31/21	Accounting Services 7-21	\$ 196.25
448	08/01/21	Hugh Riley, Pro. Management, LLC	08/01/21	Executive Administration- July	\$ 3,062.50
449	08/01/21	Hugh Riley, Pro. Management, LLC	08/01/21	REAP Application & Oversight	\$ 875.00
450	08/02/21	Chris Williamson	08/01/21	Consulting Services (REAP)	\$ 1,775.00
451	08/05/21	VC Digital	07/31/21	Printing & Copying	\$ 111.86
452	08/02/21	VCCF Non Profit Center	08/02/21	Fac. Usage- Nov. 4 VCOG Mtng.	\$ 150.00
453	08/31/21	Chris Williamson	08/31/21	Consulting Services (REAP)	\$ 900.00
454	09/01/21	Hugh Riley, Pro. Management, LLC	09/01/21	Executive Administration- Aug	\$ 2,187.50
455	09/01/21	Hugh Riley, Pro. Management, LLC	09/01/21	REAP Application & Oversight	\$ 562.50
456	09/01/21	Caroline Carter	09/01/21	Accounting Services Aug.	\$ 65.00
457	09/04/21	Schneider & Associates	09/01/21	REAP Project No. 3 Expense	\$ 5,850.00
458	09/28/21	Museum of Ventura County	09/28/21	Facility Use Dep.-Annual Dinner	\$ 100.00
459	09/30/21	Alliant Insurance Services	09/10/21	SLIP Insurance Premium	\$ 2,470.88
460	10/01/21	Chris Williamson	10/01/21	Consulting Services (REAP)	\$ 1,050.00

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
461	10/01/21	Hugh Riley, Pro. Management, LLC	10/01/21	REAP Application & Oversight	\$ 500.00
462	10/01/21	Hugh Riley, Pro. Management, LLC	10/01/21	Executive Administration- Sept. Car Rental- Annual Conf. Total: 462	\$ 4,562.50 \$ 331.11 \$ 4,893.61
463*	10/05/21	VCCF Non Profit Center	08/02/21	Fac. Usage- Nov. 4 VCOG Mtng.	\$ 150.00
464	10/06/21	Museum of Ventura County	09/28/21	Facility Use-Final.-Annual Dinner	\$ 250.00
465	10/06/21	Rabalais Bistro	10/06/21	Annual Dinner- 100 Cookies	\$ 200.00
466	10/11/21	MhStudioPro Productions	10/11/21	Annual Dinner- Entertainment	\$ 180.00
467	10/13/21	Schneider & Associates	10/12/21	REAP Project No. 3 Expense	\$ 9,955.00
468	10/12/21	Caroline Carter	10/12/21	Accounting Services Sept.	\$ 32.50
469	10/13/21	Bruce Baum (Performer)	10/13/21	Annual Dinner- Entertainment	\$ 500.00
470	10/15/21	Texis Flower Shop	10/15/21	Annual Dinner-Floral Decoration	\$ 570.00
471	10/15/21	805 Pies	10/15/21	Annual Dinner- Desserts	\$ 253.30
472	10/17/21	Chef David's Kitchen & Catering	10/21/21	Annual Dinner Catering Services	\$ 2,216.25
473	10/21/21	Affordable Linen Supply	10/19/21	Annual Dinner- Table Cloths	\$ 288.00
474	10/21/21	Liz Hernandez- Folklorico Dancers	10/18/21	Annual Dinner- Entertainment	\$ 400.00
475	10/21/21	Danza Azteca -Dancers	10/18/21	Annual Dinner – Entertainment	\$ 450.00
476	10/21/21	Rincon Brewery, Inc.	10/20/21	Annual Dinner- Gift Bag Items	\$ 373.00
477	10/21/21	Delia's Panaderia & Bakery	10/20/21	Annual Dinner- Desserts	\$ 106.95

\* Duplicate Check Not Issued

478	10/21/21	Ventura Signs & Screen Printing	10/21/21	Annual Dinner- Gift Bags	\$	428.43
479	10/25/21	V.C. Transportation Commission	10/25/21	REAP- Project No. 5 Expense	\$	1,017.28
480	08/31/21**	California Lutheran University	08/31/21	Comm. Benefit Grant-Final Pmt.	\$	800.00

\*\*Payment held for submission of final Project Report

# Register of Debit Card Transactions Ventura Council of Governments November 4, 2021

Transactions from July 1, 2021 to November 1, 2021

<u>Card #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
2950	7/6/21	Southwest Airlines	7/08/21	Air Fare- Sacramento-Cal Cities Conf.	\$ 186.95
2950	7/6/21	Southwest Airlines	7/08/21	Early Bird- Sacramento-Cal Cities Conf.	\$ 25.00
2950	7/6/21	Southwest Airlines	7/08/21	Early Bird- Sacramento-Cal Cities Conf.	\$ 25.00
2950	8/10/21	Intuit-Quickbooks	8/10/21	Annual Quickbooks Program Subscription	\$ 860.00
2950	9/24/21	Hyatt Regency Sacramento		Lodging- Sacramento-Cal Cities Conf.	\$ 546.50
2950	9/24/21	Hyatt Regency Sacramento		Water charge Hyatt Regency	\$ 8.00
2950	9/24/21	Hyatt Regency Sacramento		Credit-Water Charge-Hyatt Regency.	\$ -8.00






**VENTURA COUNCIL  
OF GOVERNMENTS**

**ITEM 6D**

**MEMORANDUM**

**TO:** Council Members and Alternates

**FROM:** Hugh Riley, Executive Director 

**SUBJECT:** Engagement Letter- EideBailly for 2020-2021 Independent Audit

**DATE:** November 4, 2021

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**Recommendation:**

Receive Audit Engagement Letter with EideBailly for Independent Audit for VCOG F.Y. 2020-2021 for a fee not to exceed \$5,500 and Authorize Executive Director to acknowledge and accept the Audit Engagement Letter.

**Discussion:**

On January 14, 2010, VCOG approved an Agreement for Professional Auditing Services for Fiscal Year 2009/2010 with Vavrinek, Trine, Day & Co, CPAs. That contractual agreement has been extended through succeeding years via an Engagement Letter. In 2018, Vavrinek, Trine, Day & Co, CPAs. was acquired by EideBailly, CPAs and Business Advisors and the service agreement was continued with that company via VCOG Action approving successive Engagement Letters.

The fee for services for the 2019-2020 Audit was \$5,250. EideBailly is proposing a fee not to exceed \$5,500 for the 2020-2021 Audit. The increase is due to the additional transactions relating to the Regional Early Action Program (REAP) Grant obtained by VCOG. A portion of the audit cost may be reimbursable with REAP Funds.

The Engagement Letter for Professional Auditing Services for the 2020-2021 Fiscal Year is attached.

**ATTACHMENTS:** Engagement Letter



October 7, 2021

Ventura Council of Governments  
Moorpark, California

The following represents our understanding of the services we will provide to the Ventura Council of Governments (Council).

You have requested that we audit the governmental activities and the general fund of the Council, as of June 30, 2021, and for the year then ended, and the related notes, which collectively comprise the Council's basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

Budgetary Comparison Schedule – General Fund

#### **Auditor Responsibilities**

We will conduct our audit in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*, and/or state or regulatory audit requirements. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and, if applicable, in accordance with *Government Auditing Standards* and/or state or regulatory audit requirements.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Council's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:

- i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; and
  - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare or assist with preparing financial statements in conformity with U.S. generally accepted accounting principles based on information provided by you.

The Council's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

## **Reporting**

We will issue a written report upon completion of our audit of the Council's basic financial statements. Our report will be addressed to the governing body of the Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

## **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Kinnaly Soukhaseum is the engagement partner for the audit services specified in this letter. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our audit on approximately February 2022.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices are payable upon presentation. We estimate that our fee for the audit will be \$5,500. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Council's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board of Directors of the Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Eide Bailly LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to the oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability office pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability office. The oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability office may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

*Government Auditing Standards* require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

Eide Bailly LLP is a member of HLB International, a worldwide organization of accounting firms and business advisors, ("HLB"). Each member firm of HLB, including Eide Bailly LLP is a separate and independent legal entity and is not owned or controlled by any other member of HLB. Each member firm of HLB is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of HLB or any other member firm of HLB and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of HLB.

Eide Bailly LLP formed The Eide Bailly Alliance Network, a network for small to mid-sized CPA firms across the nation. Each member firm of The Eide Bailly Alliance, including Eide Bailly LLP, is a separate and independent legal entity and is not owned or controlled by any other member of The Eide Bailly Alliance. Each member firm of The Eide Bailly Alliance is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of The Eide Bailly Alliance or any other member firm of The Eide Bailly Alliance and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of The Eide Bailly Alliance.

Eide Bailly, LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. It is not anticipated that any of the non-licensee owners will be performing audit services for the Council.

## **DISPUTE RESOLUTION**

The following procedures shall be used to resolve any disagreement, controversy or claim that may arise out of any aspect of our services or relationship with you, including this engagement, for any reason ("Dispute"). Specifically, we agree to first mediate.

### ***Mediation***

All Disputes between us shall first be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator. The mediator will be selected by mutual agreement, but if we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA").

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute. Mediation will be conducted with the parties in person in the Rancho Cucamonga, California office.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Either party may commence suit on a Dispute after the mediator declares an impasse.

## **INDEMNITY**

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively "Eide Bailly") shall be responsible for or liable to you for any misstatements in your financial statements that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

If a claim is brought against you by a third-party that arises out of or is in any way related to the services provided under this engagement, you agree to indemnify Eide Bailly LLP, its partners, affiliates, officers and employees against any losses, including settlement payments, judgments, damage awards, punitive or exemplary damages, and the costs of litigation (including attorneys' fees) associated with the services performed hereunder provided that the services were performed in accordance with professional standards, in all material respects.

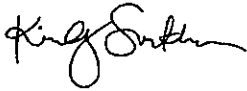
## **ASSIGNMENTS PROHIBITED**

You agree that you will not and may not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly LLP, its partners, affiliates, officers and employees, to any other person or party, or to any trustee, receiver or other third party.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,



Kinnaly Soukhaseum, CPA  
Partner

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Ventura Council of Governments by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_






**VENTURA COUNCIL  
OF GOVERNMENTS**

**ITEM 6E**

**MEMORANDUM**

**TO:** Council Members and Alternates

**FROM:** Hugh Riley, Executive Director 

**SUBJECT:** 2022-SCAG Regional Council Elections- Districts 46

**DATE:** November 4, 2021

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**Recommendation:**

Direct Staff to Issue Election Notice and Call for Candidates for Representative to SCAG Regional Council for Sub-region District 46.

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**Discussion:**

SCAG-Sub-Regional District Election Process

There are three (3) Sub-Regional Districts in Ventura County- Districts 45, 46, and 47.

1. District 45- Cities of Oxnard, Port Hueneme and Camarillo
2. District 46- Cities of Moorpark, Simi Valley, and Thousand Oaks
3. District 47- Cities of Ventura, Ojai, Fillmore, and Santa Paula

VCOG selects one City Council Member from each District to serve on the SCAG, Regional Council. The term for the current Representative from District 46 will expire in April 2022. VCOG's past practice which conforms to SCAG Regional Council Selection Guidelines, has been to issue a Call for Candidates from the District where the vacancy will occur and, with the assistance of SCAG, administer any election that may be required.

To ensure the vacant seat for District 46 is filled before May 2022, staff recommends that the Council authorize the Executive Director to issue a Call for Candidates directed to the City Council Members from Moorpark, Simi Valley, and Thousand Oaks. The Call for Candidates explains the election procedure. If more than one individual declares their candidacy, a second notice for an election will be issued and an election scheduled.

**ATTACHMENTS:** 1. Call for Candidates-SCAG Regional Council Representative-District 46  
2. SCAG Regional Council District Representative Election Procedure



**VENTURA COUNCIL  
OF GOVERNMENTS**

**NOTICE OF 2022 SCAG  
REGIONAL COUNCIL DISTRICT REPRESENTATIVE  
SPECIAL ELECTION FOR DISTRICT #46**

**CALL FOR CANDIDATES**

Date: November 5, 2021

To: All Mayors and City Council Members within SCAG Regional Council District #46  
(This District includes the cities of Moorpark, Simi Valley, and Thousand Oaks)

From: Hugh Riley, Executive Director, Ventura Council of Governments

Subject: 2022 SCAG Regional Council District Representative – Special Election

This is to notify all Mayors/Council Members of Southern California Association of Governments (SCAG) Regional Council District #46 The term for David Pollock, who is currently serving as the District's Regional Council Representative. Will expire in March 2022. Therefore, an election will need to take place to fill the District 46 Seat. An election has been tentatively scheduled for:

Thursday, March 10, 2022 at 1:00 p.m.  
City of Moorpark City Hall (Apricot Room)  
799 Moorpark Ave.  
Moorpark, CA, Ca 93021

**CALL FOR CANDIDATES**

Nominations (name and title) for Regional Council Representative must be submitted by either letter or email to Hugh Riley, VCOG Executive Director, P.O. Box 157, Moorpark, CA 91320; email [ridgeriley@msn.com](mailto:ridgeriley@msn.com). All nominations must be received no later than 5:00 p.m. on Monday, January 24, 2022.

**ELECTION PROCEDURE**

The District Representative is elected by local elected officials of the cities within that district, voting as individuals, by a majority of a quorum. A quorum is defined as at least one (1) elected official from 2/3 of the member cities within a district. Proxy votes will not be accepted. If there is only one candidate, that individual shall be declared the SCAG District Representative without having to conduct an election.

**TERM OF OFFICE**

The District Representative is elected to the SCAG Regional Council for a two-year term commencing in April 2022. The Regional Council meets on the first Thursday of every month in the SCAG Offices in downtown Los Angeles.

If you have any questions regarding the election procedures or the activities of a Regional Council Member, please contact Hugh Riley, VCOG Executive Director, at (805) 217-9448, Maggie Augilar, SCAG Clerk of the Board, at (213) 630-1420 or [aguilarm@scag.ca.gov](mailto:aguilarm@scag.ca.gov), or Rachel Wagner, SCAG Regional Affairs Officer, at (213) 236-1960 or [wagner@scag.ca.gov](mailto:wagner@scag.ca.gov).

**ATTENTION CITY CLERKS: PLEASE POST THIS NOTICE**

Ventura Council of Governments Mailing Address: P.O. Box 157, Moorpark, CA 993020



**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG)  
REGIONAL COUNCIL DISTRICT REPRESENTATIVE  
ELECTION PROCEDURES  
(Regional Council Policy Manual, Article I, Section 1.1)**

SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS  
900 Wilshire Blvd., Ste. 1700  
Los Angeles, CA 90017  
T: (213) 236-1800  
www.scag.ca.gov

**REGIONAL COUNCIL OFFICERS**

**President**  
Margaret E. Finlay, Duarte

**First Vice President**  
Alan D. Warner, Ontario

**Second Vice President**  
Bill Jahn, Big Bear Lake

**Immediate Past President**  
Michele Martinez, Santa Ana

**COMMITTEE CHAIRS**

**Executive/Administration**  
Margaret E. Finlay, Duarte

**Community, Economic &  
Human Development**  
Rex Richardson, Long Beach

**Energy & Environment**  
Carmen Ramirez, Oxnard

**Transportation**  
Curt Hagman, San Bernardino County

**I. First Notice: Call for Candidates**

- All elected officials serving on City Councils from SCAG member cities within the District are eligible candidates.
- The subregional organization communicates to all eligible candidates in the SCAG District the Date, Time and Location of the SCAG District election at least thirty (30) days prior to the election.
- The First Notice may be communicated by the subregional organization to the local elected officials by electronic mail or by U.S. Postal Service.
- Eligible elected officials should express their candidacy within two (2) weeks from the date of the First Notice.

**II. Second Notice: Election Date, Time and Location**

- Once candidates have been determined, the subregional organization sends the Second Notice to all elected officials serving on City Councils from SCAG member cities within the District. The Second Notice identifies the candidates and confirms the Date, Time and Location of the SCAG District election. (Note: District elections must be completed one (1) month prior to the General Assembly on May 3, 3018).
- The Second Notice may be communicated by the subregional organization to the elected officials by electronic mail or by U.S. Postal Service.
- The Second Notice must be sent to each City Clerk from SCAG member cities within the District with a request to post the Election Notice.
- The Election should be scheduled in connection with a regularly scheduled subregional governing board meeting.
- District Representatives shall be elected by a majority of a quorum. A quorum is defined as at least one (1) elected official from 2/3 of the member cities within a district.
- All elected officials from all member cities can vote and may also participate in the election by teleconferencing into the meeting, provided that all applicable rules of the Brown Act are followed.
- Proxy votes are not permitted.
- Elected officials from non-member cities are not eligible to vote or be candidates.
- If there is only one candidate, that individual shall be declared the SCAG District Representative without having to conduct an election.

**NOTE: Above does not apply to single-city districts, such as: RC District Nos. 14, Irvine; 16, Santa Ana; 19, Anaheim; 30, Long Beach; 64, Huntington Beach; 68, Riverside; and ALL districts within the City of Los Angeles. In these cases, the RC District Representative will be selected by their respective City Councils.**




**VENTURA COUNCIL  
OF GOVERNMENTS**

**Item 6F**

**MEMORANDUM**

**TO:** Council and Alternates

**FROM:** Hugh Riley, Executive Director 

**SUBJECT:** Adoption of 2022 Schedule of Meetings for VCOG Council and Administrative Committee

**DATE:** November 4, 2021

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**Recommendation:**

Adopt VCOG 20220 Meeting Schedule for the Council and Administrative Committee.

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**Discussion:**

On September 30, 2021, the VCOG Administrative Committee recommended the attached Meeting Schedule for the Council and Administrative Committee for the 2022 Calendar Year. The proposed schedule includes moving the Annual VCOG Dinner from June to September to avoid scheduling to dinner events in the same fiscal year.

Attached: VCOG Meeting Schedule - 2022



**VENTURA COUNCIL  
OF GOVERNMENTS**

**Schedule of VCOG Meetings for 2022**

**Board Meeting- Camarillo City Council Chambers**  
**Thursdays** from 4:00 p.m. to 6:30 p.m.

January 13, 2022  
March 10, 2022  
May 12, 2022  
July 14, 2022,  
Sept. 8, 2022 (Annual Dinner- Camarillo)  
Oct. 13, 2022  
November 10, 2022

**Administrative Committee – Admin or Central Conference Room-**  
**Camarillo City Hall**  
**Thursdays** from 2:00 p.m. to 4:00 p.m.

January 27, 2022  
March 24, 2022  
May 26, 2022  
June 23, 2022  
July 21, 2022  
October 20, 2022  
November 17, 2022




**VENTURA COUNCIL  
OF GOVERNMENTS**

**Item 6G**

**MEMORANDUM**

**TO:** Council and Alternates

**FROM:** Hugh Riley, Executive Director 

**SUBJECT:** REAP Project No. 4- Regional ADU Program- Draft, Joint Project Memorandum of Understanding and Scope of Work with OCCOG and GCCOG

**DATE:** November 4, 2021

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**Recommendation:**

Approve Memorandum of Understanding (MOU) with the Orange County Council of Governments (OCCOG, and Gateway Cities Council of Government (GCCOG) for Scope of Work related to accessory dwelling unit (ADU) support, housing website, and model ordinance development.

**Summary:**

VCOG received \$432,000 in suballocated funds from the Southern California Association of Governments (SCAG) as part of the Subregional Partners Program of the Regional Early Action Planning (REAP) Grant Program. The Council has previously approved a program of projects to support our member jurisdictions in developing their housing elements and completing other planning activities related to increasing the amount of housing that is able to be built in Southern California. Staff is asking for approval to enter into a Memorandum of Understanding (MOU) with two subregional councils of governments, the Gateway Cities Council of Government (GCCOG) and Orange County Council of Governments (OCCOG) to complete a specified scope of work related to ADU production, model ordinance development, and completion of the housing website. (VCOG -REAP Project No. 4.)

VCOG anticipates that there will be an opportunity to reallocate funds from previous REAP list of projects due to partnering with OCCOG and GCCOG. Additionally, VCOG has been informed that SCAG will be making an additional 5% of funds already allocated available to the subregions for the Subregional Partners Program. This translates to an additional \$21,600 for the VCOG region. Staff will be working on identifying uses for the additional funding and returning to the Council in January to modify our list of projects to submit to SCAG for use of the additional funding.

## **Background:**

VCOG has five projects that were submitted with our application for the REAP program:

- PROJECT 1 Included preparation of the REAP Application and Administration.
- PROJECT 2: Localized Content for Documents, Presentations, and Public Information
- PROJECT 3: Regional Inclusionary Ordinance
- PROJECT 4: Regional Accessory Dwelling Unit (ADU) Program for Prefabricated and Garage Conversion ADU's
- PROJECT 5: Regional CEQA Streamlining VMT Adaptive Management and Mitigation Program

VCOG's RFP for to procure consulting services for Project No. 4, received no responses from area firms. Our Initial plan for pre-approved ADU plans and specifications was modified based on feedback from SCAG and other regional jurisdictions. We Moved away from procuring an architectural consultant for developing plans and specs and, Instead, opted to collaborate with other COGs to a) provide a clearinghouse for plans/specs already available; b) work with building departments on securing approvals for plans and specs already procured via SCAG and other jurisdictions; c) develop interactive data-driven website that will enable property owners to see what plans are available at their address. Checklist that will help simplify the ADU permitting process; d) develop a vendor portal/marketplace that will include financing, contractors, designers/architects.

Staff has been in lengthy discussions with OCCOG and GCCOG who were each planning similar projects to VCOG's planned project, jointly work together on an innovative approach to ADU pre-approved plans and specifications, a housing resource website and model ordinance development.

The Council is being presented here with an outline of the proposed MOU and Scope of Work for review and approval. A final MOU and Scope of Work will be presented in January. Each COG will contribute REAP funding to the project. VCOG's share will be the \$50,000 remaining in the REAP Program Budget. Each COG Council will approve the final MOU.

The Joint Project provides the following program advantages:

1. Opportunity for already-budgeted OCCOG staff time to be funded in part by contributions from the partners, allowing us to stretch our REAP dollars further.
2. SCAG will provide access to their already procured bench of consultants to shorten procurement time and provide invoicing support, thereby easing a portion of the administrative burden. This will be offset using our REAP funds for administration.
3. The Scope will now include the model ordinance development as that can also be used across the region and will have a cost savings by pooling resources.

**Next Steps:**

- VCOG and GCCOG Boards will review and approve the MOU and Scope of Work
- OCCOG will release RFP for consultant services, and return to Board for approval in March 2022
- OCCOG Staff is working on an RFP for on-call consultant resources to support member jurisdictions to be released in January 2022

**Attachments:**

- A. Proposed MOU terms
- B. Proposed Scope of Work and Timeline



## **ATTACHMENT A - Draft MOU Terms**

### **OCCOG will:**

- Provide up to \$100,000 in funding
- Provide contract staff to manage the project
- Provide contract staff to design: the website, infographics, logos, complementary printed assets for use by jurisdictions (not including printing costs), presentation(s), social media posts, etc.
- Provide contract staff to develop content for: the website and ADU How-To materials including FAQs, checklist(s), presentation(s), handouts/brochures, social media posts, etc.
- Procure consultant for the following scope, see Attachment B
- Prepare monthly invoices for SCAG approval and payment
- Prepare quarterly reports for the project for SCAG approval
- Prepare annual reports for the project
- Timely payment of invoices to vendor(s)

### **VCOG will**

- Provide up to \$50,000 in funding
- Provide point of contact/ project manager for your organization
- Assist with the development of the Scope of Work
- Provide a representative for the selection committee
- Provide a representative for regular project progress meetings
- Participate in stakeholder outreach/focus groups; identify any stakeholders that need to participate from your COG or subregion; provide contact information for jurisdictions
- Participate in beta testing of the site
- Provide comments during editing of ADU How-To and website tools
- Review and approve monthly, quarterly, and annual reporting

### **GCCOG will:**

- Provide up to \$94,000 in funding
- Provide point of contact/ project manager for your organization
- Assist with the development of the Scope of Work
- Provide a representative for the selection committee
- Provide a representative for regular project progress meetings
- Participate in stakeholder outreach/focus groups; identify any stakeholders that need to participate from your COG or subregion provide contact information for jurisdictions
- Participate in beta testing of the site
- Provide comments during editing of ADU How-To and website tools
- Review and approve monthly, quarterly, and annual reporting

**All Will:** Adhere to SCAG REAP requirements

## **Attachment B - Proposed Scope of Work and Timeline**

### **OCCOG Contract Staff will be responsible for the following:**

- Secure the website domain(s) and ISP
- Design a mobile-friendly responsive website, including applicable logo and branding
- Design public facing ADU How-To Tool Kit including customizable checklists, brochures/handouts, presentation, social media posts
- Provide content for website and toolkit including FAQs for website, infographics, narrative etc.
- Work with Baird & Driscoll to secure access to Chan Zuckerberg-funded tool
- Incorporate the interactive Chan Zuckerberg-funded ADU calculator tool into the website
- Incorporate the property-specific tool developed by the consultant into the website
- Maintain the website for a term of 3 years, including monitoring SEO and metrics, report same to SCAG and/or HCD as required per REAP terms

### **Consultant will be responsible for the following:**

- Conduct scoping meetings with partners and COG-identified stakeholders
- Develop a survey for COG jurisdictions, administer survey, provide, and interpret results
- Conduct stakeholder outreach/ focus groups with COG jurisdictions
- Identify already-designed plans and specs that are to be listed on the site
- Secure rights to plans as needed, including payment if required
- Work with building departments in jurisdictions across the subregions to secure approval of use of those plans and specs
- Develop a database/ lookup tool that can be accessed via the website that will bring up ordinances, permitting requirements including covenants/agreements, specific plans and specs that can be used at that property and zoning rules for that property
- Develop a framework for an online vendor marketplace to be included on the website to include designers/architects/engineers, contractors, funding tools/ approaches, financial institutions
- Assist in identifying property owners to feature as case study or success stories on the website
- Provide Spanish translation for website or assist OCCOG to enable Spanish translation of the website
- Under direction from COG staff, develop of model ordinances for use by COG jurisdictions for at least the following:
  1. ADUs
  2. SB 9, 10
  3. Motel Conversions
  4. Up to five other housing production-related ordinances as directed by COG staff
- Additional services, as requested by participating COGs could include public outreach services
- Prepare monthly/quarterly/annual progress reports as required by REAP

**Proposed Timeline:**

- October–December 2021- Approval of MOU and REAP Scope Change
- January 3, 2022 - Release RFP for response
- February 1, 2022 - RFP deadline
- Week of February 14-18, 2022 - Interviews (if needed)
- February- March 2022 - Approval of selected consultant contract by respective Boards
- March 2022 - Notice to Proceed to Consultant
- March 2022 - Kickoff meeting with partners and key stakeholders
- March-April 2022 - Stakeholder meetings/focus groups
- March-April 2022 - Website framework developed
- March- June 2022 - Development of ADU How-To materials
- March-October 2022 Consultant work: plans/specs; building department outreach and coordination; development of interactive tool
- August-September 2022 Website Beta developed
- October 2022 Website testing




**VENTURA COUNCIL  
OF GOVERNMENTS**

**ITEM 7A**

**MEMORANDUM**

**TO:** Council Members and Alternates

**FROM:** Hugh R. Riley, Executive Director 

**SUBJECT:** California Lutheran University (CLU) Final Project Report-  
Ventura County Family Justice Center Evaluation Study

**DATE:** November 4, 2021

**Recommendation:**

Hear Report and Discuss -

**Discussion:**

Dr. Molly George, Associate Professor of Criminology & Criminal Justice, California Lutheran University (CLU)\*; Dr. Jamshid Damooei, Professor, Economics Program and Executive Director of Center for Economics of Social Issues (CESI), CLU; and Dr. Leslie Abel, Full-time Lecturer, Department of Sociology, Cal State University, Channel Islands, will present the final Report on Domestic Violence in the Wake of COVID-19 and an Acute Needs Assessment of the Ventura County Family Justice Center vcfjc0.

On September 10, 2020, VCOG approved a CLU Proposal for a Community Benefit Research Grant for \$8,000 to conduct an evaluation and needs assessment of the VCFJC. The VCFJC provides invaluable services and support to the most vulnerable members of Ventura County's population who have been victims of family violence, sexual assault, and human trafficking. In the wake of the Covid-19 Pandemic, the need for such services is expected to increase dramatically.

The goal of the Research Study is to provide rigorous, objective assessment of victim's needs and the VCFJC's capacity to provide the necessary assistance and referral to additional resources. Hopefully, the ultimate result will be to use the data developed for crucial problem analysis and needs assessment to create evidence-based policies, programs, and practices for VCFJC, as well as a demonstration of worthiness of the VCFJC to receive other state and federal assistance.

The Final Project Report was sent to VCOG Council Members and Alternates for advance review on October 4, 2021. A bound copy of the report will be available at the Council Meeting.


\*Dr. George will be participating via Zoom from New York.



**VENTURA COUNCIL  
OF GOVERNMENTS**

**ITEM 7B**

**MEMORANDUM**

**TO:** Council Members and Alternates  
**FROM:** Hugh R. Riley, Executive Director   
**SUBJECT:** Presentation by Livable California  
**DATE:** November 4, 2021

**Recommendation:** Hear Report and Discuss

**Discussion:**

Livable California is a nonprofit organization that advocates for empowerment of local governments to foster equitable, livable, and truly affordable housing. Its guiding principles are to:

- Support Housing as a basic right
- Fight for truly affordable housing
- Assure Self-determination of local government
- Preserve quality of life in our communities
- Achieve smart and balanced growth
- Respect Lifestyle Choices
- Protect home Ownership

For more information about Livable California go to: <https://www.livablecalifornia.org/>

Rick Hall, President of Livable California and Bill Brand, Mayor of Redondo Beach, California, will discuss the Livable California Movement and the Statewide Ballot Initiative "Stop the Sacramento Land Grab." The initiative will amend the State Constitution to put cities back in charge of neighborhood planning and will fight gentrification and promote affordable housing. It will ensure that all decisions regarding local land-use controls, including zoning regulations, are made by the affected communities in accordance with applicable law. If passed by California voters, this initiative would give communities the ability to undo the damage caused by bills like SB 330, SB 35, SB 9, and SB 10.

The proponents have changed the name of the initiative from "Californians for Community Planning" to "Stop the Sacramento Land Grab." The initiative was filed on 8/25/21 and

after a 30-day comment period an amended version was filed on 10/1/21. Within a few weeks, the Attorney General will issue a title and ballot summary. Then, the proponents have 180 days to gather 1.3 million signatures to qualify for the 2022 ballot.

**Learn more about the Initiative at its website, here:**

<https://www.StopSacramento.org/>