



**VENTURA COUNCIL
OF GOVERNMENTS**

**Thursday, July 13, 2023, 4:00 p.m.
601 Carmen Dr., Camarillo, CA
City Council Chambers
AGENDA**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Council meeting, please contact VCOG staff at 805-217-9448. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting

**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.**

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

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 – The Report will be distributed at the meeting

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. County of Ventura -Legislative Analyst
- E. Other

MEMBERS

City of Camarillo
Kevin Kildee, IP Chair
M. Martinez-Bravo, Alternate

City of Fillmore
Carrie Broggie
Albert Mendez, Alternate

City of Moorpark
Chris Enegren, Member
Dan Groff, Alternate

City of Ojai
Leslie Rule, 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, Chair-Elect
Bill McReynolds, Alternate

City of Santa Paula
Jenny Crosswhite,
Carlos Juarez, Alternate

City of Simi Valley
Elaine Litster, Chair
Mike Judge, Alternate

City of Thousand Oaks
Kevin McNamee, Member
Bob Engler, Alternate

County of Ventura
Janice Parvin, Member
Jeff Gorell, Alternate

6. CONSENT CALENDAR

- A. **Summary of May 11, 2023 Meeting p. 4** – Approve Meeting Summary for the May 11, 2023 VCOG Meeting. **Action:** Approve Meeting Summary as published.
- B. **Financial Report p. 9**- Approve Ventura Council of Governments Financial Report for the Budget Period from May 5, 2023 to July 7, 2023. **Action:** Approve Financial Report
- C. **Register of Warrants & Debit Card Transactions p. 12** - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from May 5, 2023.to July 7, 2023. **Action:** Approve Register of Warrants and Debit Card Transactions.
- D. **Amendment No. 1 - VCOG REAP 1.0 Grant MOU p. 15** - Review Amended MOU with the Southern California Association of Government (SCAG) for VCOG REAP 1.0 Grant and Ratify approval. **Action:** Approve Staff Recommendation
- E. **Amendment No. 1- VCOG Operating Budget 2023-2024 p. 21** Adopt VCOG Resolution No. 2023-03 amending the 2023-2024 VCOG Operating Budget to provide for adjustments to REAP – 1.0, 2.0 and LATA Grants. **Action:** Adopt VCOG Resolution No. 2023-03.
- F. **Audited Financial Statements- 2021-2022 p.26** Receive and file Ventura Council of Governments, Audited Financial Statements for Period July 1, 2021 to June 30, 2022. **Action:** Approve Staff Recommendation.
- G. **Notice of Award and Consent Form Agreement for \$490,860 Grant for Non-Tribal Local Agency Technical Assistance (LATA) p. 51** - Accept Award of Grant for Non-tribal local Agency Technical Assistance (LATA) and authorize Executive Director to Execute Consent Form Agreement with the California Public Utilities Commission. **Action:** Approve Staff Recommendation
- H. **Change Location for VCOG Council Meetings for November 2023 and for the Full Year 2024. P. 58** – Approve VCOG Council Meeting Location change from Camarillo City Hall to Simi Valley, City Hall for the November 2023 and all 2024 Meetings. **Action:** Approve Staff Recommendation.

7. PRESENTATION ITEMS

- A. **Presentation by Michael Nigh, Chief Executive Officer, Ventura County Area Housing Authority p. 60** - Receive Report on administration, programs, and current projects from Michael Nigh, Executive Director.
- B. **Update report from the Broadband Team on the status of VCOG's application to the CPUC for LATA Funding. P. 62** - Receive Report from Broadband Team on status of VCOG Application for LATA Funding from the California Public Utilities Commission.

8. BOARD MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Any Council Member present may propose items for placement on a future agenda. Members should limit their proposed topics to issues that conform to VCOG's adopted Program of Priorities. Members may discuss whether the item should be placed on a future agenda and the description of the agenda item.

9. ADJOURNMENT: Next Meeting- September 14, 2023 at Camarillo City Hall

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

**601 Carmen Dr.
Camarillo, CA 93012
May 11, 2023**

1. CALL TO ORDER & FLAG SALUTE – The meeting was called to Order at 4:01 PM by Chair Litster. The Flag Salute was led by Member Rule.

1. ROLL CALL:

Present:

Elaine Litster, Chair, City of Simi Valley
Kevin Kildee, Immediate Past Chair, City of Camarillo
Mike Johnson, Chair-Elect, City of San Buenaventura
Janice Parvin, County of Ventura
Chris Enegren, City of Moorpark
Kevin McNamee, City of Thousand Oaks
Bert Perello, City of Oxnard
Albert Mendez, Alternate, City of Fillmore
Carlos Juarez, Alternate, City of Santa Paula

Absent: Jenny Crosswhite, City of Santa Paula, Carrie Broggie, City of Fillmore, Steven Gama, City of Port Hueneme,

Staff Present:

Hugh Riley, Executive Director, VCOG

Partner Agency Representatives and Agency Support Staff:

Rachel Wagner, Sr. Government Affairs Officer, SCAG,
Michelle Guzman, County of Ventura, Legislative Analyst
Bill Simmons, Coordinator, Pacific Broadband Consortium
Bruce Stenslie, President/CEO, V.C. Economic Development Collaborative
Mina Layba, Legislative Affairs Manager, City of Thousand Oaks;
Brian Chong, Assistant to the City Manager, City of Moorpark

Guests: Jennifer Harkey, Continuum of Care, Ventura County Executive Office

3. PUBLIC COMMENT – NONE

4. Executive Directors Report- Executive Director Riley presented his Report which had been distributed to member along with the Agenda Materials.

- **2022 Legislative Update** – Riley referenced the Legislative information included in his May 9 Executive Directors Report. He reported that the deadline for introducing bills was June 2, 2023, and that nearly 2,700 new bills had been introduced by the February 17, 2023 deadline. A Summary of the bills VCOG is tracking was included in the report.

Riley introduced Michelle Guzman, Legislative Analyst for the County of Ventura. Michelle made reference to the report of Bills of interest to the County and included in the Executive Directors Report.

- **Regional Early Action Program (REAP) Update** – Riley made referenced the REAP Update provided in his written report and reported on the status of the REAP 1.0 Projects and the REAP 2.0 Project Application. The Final Report draft for REAP Project No. 5, Vehicle Miles Traveled Adaptive Mitigation Program, will be presented to the Ventura County Transportation Commission on May 13. Riley advised that he would be attending the VCTC Meeting to represent VCOG. VCOG Staff has been meeting with SCAG and HCD Staff periodically to develop VCOG's REAP 2.0 Application. The proposed application is presented in Item 6D of the Consent Calendar for this meeting. The application primarily involves providing technical assistance to VCOG's Member Cities to implement affordable housing development features in approved Housing Elements or those pending approval.
- **SCAG Update for May 2023** – The SCAG Update for May 2023 from Rachel Wagner including highlights from the May SCAG, Regional Council Meeting were referenced and included with Riley's written report.
- **VCOG Administrative Committee**-Riley announced that the Administrative Committee would meet on May 25, 2023, via ZOOM Conference Call. The Committee will be planning for the VCOG Council Meeting on July 13, 2023, and
- **VCOG Meeting Schedule**- The schedule for the remaining VCOG Council and Committee Meetings was attached to Riley's report as a reminder.

Riley asked the Council to consider adding VCOG as a signatory on a State-wide letter to Speaker Rendon and Assembly Republican Leader Gallagher urging the Legislature to take further action this year to address the fentanyl crisis. A copy of the Draft Letter prepared by CalCities was distributed.

Member McNamee suggested that VCOG could not consider the matter as it was not included on this meeting's agenda. Riley suggested that the item could be added to the meeting's agenda by a super-majority vote of the Council since the deadline for a response was May 13 and the matter arose after the publishing of the May 11, 2023 VCOG Agenda.

A **MOTION** was made by Member Johnson to add the item to the VCOG Agenda making the finding that the deadline for a response was May 13 and the matter arose after the publishing of the May 11, 2023 VCOG Agenda. The motion was **SECONDED** by Member Parvin. The motion was considered with a roll call vote: Ayes- 10; Nays- 0. The motion passed with a super-majority.

The Council then considered approving VCOG as a signatory on the Fentanyl Crisis Letter. A **MOTION** was made by Member Kildee to approve adding VCOG as a signatory to Fentanyl Crisis Letter. The Motion was **SECONDED** by Member Parvin. The motion was considered with a roll call vote: Ayes- 10; Nays- 0. The motion passed.

5. **AGENCY REPORTS – SCAG** – Rachel Wagner provided a brief report on the May Regional Council Meeting held at the Annual Conference in Desert Hot Springs and invited all to attend the upcoming SCAG Connect SoCal Open House Workshops on May 15 & 16 in Ventura County. A Flier announcing the workshops was distributed. There were no other Agency Representatives present.

6. CONSENT CALENDAR

- A. Summary of March 9, 2023 Meeting – Approve Meeting Summary for the March 9, 2023 VCOG Meeting. **Action:** Approve Meeting Summary as published.
- B. Financial Report - Approve Ventura Council of Governments Financial Report for the Budget Period from March 3, 2023 to May 5, 2023. **Action:** Approve Financial Report
- C. Register of Warrants & Debit Card Transactions - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from March 3, 2023 to May 5, 2023. **Action:** Approve Register of Warrants and Debit Card Transactions.
- D. VCOG REAP 2.0 Grant Application - Review VCOG REAP 2.0 Grant Application and Direct Staff to Continue Application Process with the Southern California Association of Governments (SCAG). **Action:** Approve Staff Recommendation
- E. Amendment No. 2- VCOG Operating Budget 2022-2023 Adopt VCOG Resolution No. 2023-02 amending the 2022-2023 VCOG Operating Budget to provide funding for reimbursable expenses needed to prepare VCOG REAP 2.0 Grant Application. **Action:** Adopt VCOG Resolution No. 2023-02.

Chair Litster asked that Items D & E (at Staff's request) be pulled for discussion.

A **MOTION** was made by Member Parvin to approve staff recommendations for the Consent Calendar Items A thru C. The motion was **SECONDED** by Member Enegren. The motion was considered with a roll call vote: Ayes- 7; Nays- 0 with Mr. Rule, Member Mendez and Member Juarez abstaining for Item 6A as they were not present at the March 9 Meeting. The motion passed.

Consent Calendar Item 6D VCOG REAP 2.0 Grant Application and 6E Amendment No. 2- VCOG Operating Budget 2022-2023 were discussed for consideration. For Item 6D, Chair asked for clarification of the term "disinvestment" as used in the REAP 2.0 Application. Riley and Wagner will seek a clarification as soon as possible. For Item 6E, Riley advised that the proposed Amendment would transfer \$6,600 from Conference and Meetings Line Item to pay for preliminary expenses for staff time to prepare the REAP 2.0 Application and that these funds would be reimbursable from the eventual REAP 2.0 Grant from SCAG.

A **MOTION** was made by Member Enegren to approve. Staff recommendations for Consent Calendar Items 6D and 6E. The motion was **SECONDED** by Member Johnson. The motion was considered with a roll call vote: Ayes- 10, Nays- 0. The motion passed

7. Adoption of VCOG Annual Operating Budget for 2023-2024- Riley presented the proposed VCOG Operating Budget for F.Y. 2023-2024 and VCOG Resolution No. 2023-03 approving the Operating Budget and Member Assessments for 2023-2024. **Action:** Adopt VCOG Resolution No. 2023-03. Riley presented the propose 2023-2024 Operating Budget and referred to the Item 7 Agenda Report included with the meeting agenda. The expected Income includes \$9,000 from three Annual Dinner Sponsors; Waste Management, Southern California Edison and SCAG; Assessments to Member Agencies, Investment Interest earnings, and the REAP Grant Funding (\$105,000) totaling \$179,002. Riley reported that the remaining REAP Grant amount were staff's best estimate based in input from project partners and consultants and that the budget would need to be amended in when the grant amounts were finalized and if a REAP 2.0 Grant is forthcoming.

Operating Expenses would be very similar to the previous year with a reduction in Audit expense based on quoted for services from the auditor, Moss, Levy & Hartzheim LLP and a slight inflationary increase in Insurance Premium and Intuit Services (bookkeeping program) costs. \$15,000 has been budgeted for Conference, Meeting and Travel Expenses for VCOG Staff to attend the CalCities Annual Conference in Sacramento in September 2023 and the SCAG Annual Conference and General Assembly in Desert Hot Springs in May 2024.

Member Perello asked if VCOG, in accepting the Annual Dinner Contribution from Waste Management would create a conflict of interest since this waste hauler has contracts with many of VCOG's member agencies. Riley suggested that there would be no conflict since the contributions were being made to VCOG and not directly to member agencies. Chair Litster advised that communication with Waste Management had been with VCOG Staff only.

A **MOTION** was made by Member Kildee to approve. Staff recommendations for the proposed 2023-2024 VCOG Operating Budget with expenses totaling \$179,002. The motion was **SECONDED** by Member Parvin. The motion was considered with a roll call vote: Ayes- 10, Nays- 0. The motion passed

PRESENTATION ITEMS (Taken Out of Order to Preserve Time)

B. Update report from the Broadband Team on the status of VCOG's application to the CPUC for LATA Funding. – Bruce Stenslie reported on the status of the VCOG Application for LATA Funding from the California Public Utilities Commission. (CPUC) Staff has delayed its recommendation on the application, asking the same duplication of effort question as was asked and answered in January. In response to this repeated question, Staff responded with a letter to Brewster Fong, the Staff Analyst at CPUC. And reference to letters of support and participation from all the cities and county of Ventura County, which includes the jurisdictions of Port Hueneme, Santa Paula, City of Ventura and County of Ventura. In the letter the Project Team again responded that, while the physical boundaries of the VCOG project are the same as the county's application, and includes cities that have received LATA Grants for their own projects, there is no duplication of work. The tasks set forth do not overlap with what the other applicants proposed. Overlapping jurisdictions are allowable if the work is different. The VCOG application proposes to perform work in the region that only compliments what is being done elsewhere. Positive Commission action on VCOG's application is now expected after the June Commission Meeting.

A. A. Presentation by Jennifer Harkey, Continuum of Care, and Ventura County Executive Office - Ms. Harkey gave her report on the 2023 Homeless Count and executive summary including the sheltered and unsheltered data from our point in time count in January 2023 and city details on subpopulations as well as additional information on State and Federal Resources for local governments... Several members asked questions and offered comments:

- Does the count differentiate between women and children?
- Are persons recently released from incarceration considered as a category?
- Why do Moorpark and Fillmore have such a low count?
- The count results should be expressed by per/1000 population
- Tiny homes should be considered as viable solutions rather than conversion of commercial buildings such as motels and hotels.
- Has leasing property from Naval Base Ventura County been considered?

- There were numerous comments and questions relating to drug use and mental health issues as a cause.

9. BOARD MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS-

Member Perello asked that the Initiative 21-0042A1 (California Business Roundtable) a 2024 Ballot Measure, be considered for the July 13 VCOG Meeting. He advised that the Oxnard City Council had a presentation during their April 18, 2023 Council Meeting and offered to invite Oxnard City Manager Alex Nguyen to attend the VCOG Meeting to make a presentation. Chair Litster suggested that VCOG should invite representative(s) from both sides of the issue.

10. ADJOURNMENT: The meeting was adjourned by Chair Litster at 5:59 PM.


Next Meeting- July 13, 2023



ITEM 6B.

MEMORANDUM

TO: VCOG Members and Alternates

FROM: Hugh R. Riley, Executive Director 

SUBJECT: Financial Report

DATE: July 13, 2023

Recommendation:

Receive and file Financial Report for Period July 1, 2023 to July 7, 2023

Discussion:

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the Budget Period from May 5, 2023 to July 7, 2023

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-12/31/22	Rate	Balance
Bank of A	Maximizer 2635	N/A	\$ 20.81	0.04%*	\$62,697.30

* Variable

VCOG has received payment from SCAG for all VCOG-REAP-Reimbursement Invoices though May 2023. Invoice No. 28 for \$7,668.43 for June is pending.

The auditor, Moss, Levy & Hartzheim, LLP, CPA's completed their field work with staff on April 26. The Report and Audited VCOG Financial Statements are presented in Item 6F.

ATTACHMENTS: Balance Sheet – As of July 7, 2023
Budget vs. Actual Report – July 1, 2023 to July 7, 2023

Ventura Council of Governments

Balance Sheet

As of July 7, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BofA - 5797	0.00
BofA - 9045	66,081.70
BofA MM - 2635	62,697.30
Total Bank Accounts	\$128,779.00
Accounts Receivable	
Accounts Receivable (A/R)	67,992.00
Total Accounts Receivable	\$67,992.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$196,771.00
Other Assets	
Fraud	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$196,771.00
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Payroll Liabilities	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$0.00
Long-Term Liabilities	
Unearned Income	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Opening Balance Equity	111,291.04
Year End Close Out Account	14,487.96
Net Income	70,992.00
Total Equity	\$196,771.00
TOTAL LIABILITIES AND EQUITY	\$196,771.00

Ventura Council of Governments

Budget vs. Actuals: FY 2023-2024 Budget (7/1/23 to 6/30/24) - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Annual Dinner Sponsorship	9,000.00	9,000.00	0.00	100.00 %
Dues Assessments	64,992.00	64,992.00	0.00	100.00 %
Other Types of Income				
Bank Interest		10.00	-10.00	
Total Other Types of Income		10.00	-10.00	
SCAG - REAP 1.0 Contract Income		105,000.00	-105,000.00	
Total Income	\$73,992.00	\$179,002.00	\$ -105,010.00	41.34 %
GROSS PROFIT	\$73,992.00	\$179,002.00	\$ -105,010.00	41.34 %
Expenses				
Contract Services				
Accounting Fees		2,500.00	-2,500.00	
Audit		5,000.00	-5,000.00	
Executive Administration		45,000.00	-45,000.00	
Legal Fees		300.00	-300.00	
Total Contract Services		52,800.00	-52,800.00	
Operations				
Printing and Copying		800.00	-800.00	
Supplies		500.00	-500.00	
Website		1,200.00	-1,200.00	
Total Operations		2,500.00	-2,500.00	
Other Types of Expenses				
Insurance - Liability, D and O		3,702.00	-3,702.00	
Total Other Types of Expenses		3,702.00	-3,702.00	
REAP 1.0 Project Costs				
Project 1 - TASK B		5,000.00	-5,000.00	
Project 5 - TASK C		100,000.00	-100,000.00	
Total REAP 1.0 Project Costs		105,000.00	-105,000.00	
Travel and Meetings				
Annual Dinner		9,000.00	-9,000.00	
Conference and Meetings		2,500.00	-2,500.00	
Travel		3,500.00	-3,500.00	
Total Travel and Meetings		15,000.00	-15,000.00	
Total Expenses	\$0.00	\$179,002.00	\$ -179,002.00	0.00%
NET OPERATING INCOME	\$73,992.00	\$0.00	\$73,992.00	0.00%
NET INCOME	\$73,992.00	\$0.00	\$73,992.00	0.00%




**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: July 13, 2023

Recommendation:

Approve the Register of Warrants for expenditures and Debit Card Transactions incurred from May 5, 2023 to July 7, 2023.

Discussion:

This report presents expenditures including bank debit card transactions incurred by the Ventura Council of Governments for the period May 5, 2023 to July 7, 2023. It is prepared in addition to the Financial Report so that the Council may be fully informed as to the actual expenditure of funds for services and other costs to the organization.

ATTACHMENTS: Warrant and Debit Card Registers

Register of Warrants
Ventura Council of Governments
July 13, 2023
May 5, 2023 to July 7, 2023

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
602	05/08/23	Iteris, Inc.	05/08/23	REAP Proj. No. 5-#156997	\$ 3,912.28
603	05/08/23	Caroline Carter	05/08/23	Bookkeeping Svcs.- Inv. # 423	\$ 143.00
604	06/01/23	Dr. Chris Williamson	06/01/23	Consulting Svcs.-REAP 2.0-Apr.	\$ 2,707.50
605	06/01/23	Dr. Chris Williamson	06/01/23	Consulting Svcs.-REAP 1.0-May.	\$ 1,624.50
606	06/05/23	Hugh Riley Pro. Management, LLC	06/01/23	Project Management-REAP-May.	\$ 750.00
607	06/05/23	Hugh Riley Pro. Management, LLC	06/01/23	Admin Services- Exec. Dir.-May.	\$ 5,875.00
608	05/31/23	Hugh Riley Pro. Management, LLC	05/01/23	Proj. Management-REAP-2.0	\$ 937.50
609	06/14/23	V.C. Digital	05/31/23	Printing and Copying	\$ 41.57
610	06/30/23	Dr. Chris Williamson	06/30/23	Consulting Svcs-REAP 1.0-June.	\$ 3,420.50
CHECKS 611 to 620 VOIDED DUE TO PRINTING FLAW (ERROR)					
621	06/30/23	Dr. Chris Williamson	06/30/23	Consulting Svcs-REAP 2.0-June.	\$ 370.50
622	06/30/23	Hugh Riley Pro. Management, LLC	06/30/23	Proj. Management-REAP-June.	\$ 343.75
623	06/30/23	Hugh Riley Pro. Management, LLC	06/30/23	Admin Services- Exec. Dir.-May.	\$ 3,593.75
624	06/30/23	Caroline Carter	06/30/23	Bookkeeping Svcs.- Inv. # 441	\$ 214.50
625	06/30/23	Iteris, Inc.	06/30/23	REAP Proj. No. 5- #159149	\$ 3,904.72

Register of Debit Card Transactions Ventura Council of Governments July 13, 2023 Transactions from May 5, 2023 to July 7, 2023

<u>Card #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
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NONE



ITEM 6D.

MEMORANDUM

TO: VCOG Members and Alternates

FROM: Hugh R. Riley, Executive Director 

SUBJECT: Amendment No. 1 - VCOG REAP 1.0 Grant MOU

DATE: July 13, 2023

Recommendation:

Review and Confirm Amendment No. 1 to MOU with the Southern California Association of Government (SCAG) for VCOG REAP 1.0 Grant and Ratify Chair's signature.

Discussion:

On March 11, 2021, VCOG Approved a Memorandum of Understanding (MOU) with the Southern California Association of Governments for a Regional Early Action Program (REAP) Grant for \$432,000 to carry out projects designed to accelerate housing production within VCOG's jurisdiction. Projects funded under REAP 1.0 were to be completed by June 30, 2023. Otherwise, we would be required to initiate an entirely new MOU.

As REAP Projects were implemented throughout the SCAG Region, additional unclaimed funds were made available to VCOG totaling \$21,600 of 5% of the original REAP 1.0 Grant amount of \$21,600. These funds will be allocated to REAP Project No. 4 – Joint ADU Website for ADU Development Technical Assistance.

Upon VCOG's request, an amendment to the original MOU was prepared to authorize the additional funding for a total amended grant amount of \$453,600 and to extend the project completion date to February 29, 2024. The Final Amendment was prepared by SCAG but not received by VCOG until June 16, 2023. SCAG Required that the Amendment be signed before June 30, 2023. On June 20, 2023, VCOG's Administrative Committee authorized the Chair to execute the document in advance of Council review and to submit the document to SCAG pending confirmation by the full VCOG Council.

Amendment No. 1 to the REAP 1.0 - MOU No. M0018-21 is attached and presented for Council review and to ratify Chair's signature..

ATTACHMENT: Amendment No. 1 to MOU No. 018-21

**AMENDMENT NO. 01
MEMORANDUM OF UNDERSTANDING
No. M-018-21**

SCAG Overall Work Program (OWP) No: 300-4889Y0.01

Federal/State Awarding Agency: State of California, Department of Housing and Community Development

CFDA Number and Name: N/A

Federal Award Identification Number (FAIN) No: N/A

Federal Award Date: N/A

Total Amount of the Federal Award: N/A

Federal Award Project Description: N/A

Federal Awarding Official: N/A

Sub-Recipient Name: Ventura Council of Governments (VCOG)

Sub-Recipient's UEI No: N/A

Total Amount of Federal Funds Obligated to the Sub-Recipient: \$0

Total Amount of Non-Federal Funds Obligated to the Sub-Recipient: \$453,600

Total Amount of the Sub-Award: \$453,600

Subaward Period of Performance Start Date: March 18, 2021

Subaward Period of Performance End Date: February 29, 2024

Type of Contract: Project Specific

Method of Payment: See Section 6 of this MOU

Project R&D: N/A

Indirect Cost Rate for the Federal Award: N/A

Subaward Project Title: VCOG Regional Early Action Planning (REAP) Grant Partnerships and Outreach

Subaward Project Description: VCOG Regional Early Action Planning (REAP) Grant Partnerships and Outreach will utilize REAP funding to implement planning projects to further the development of housing within the VCOG jurisdiction.

AMENDMENT NO. 01
SCAG MEMORANDUM OF UNDERSTANDING
No. M-018-21

BETWEEN THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG)
AND VENTURA COUNCIL OF GOVERNMENTS
FOR THE VCOG REGIONAL EARLY ACTION PLANNING (REAP) GRANT
PARTNERSHIPS AND OUTREACH

(SCAG Project/OWP No. 300-4889Y0.01)

This Amendment No. 01 ("Amendment") to the Memorandum of Understanding No. M-018-21 ("MOU" or "Agreement") is by and between the **Southern California Association of Governments** ("SCAG") and the Ventura Council of Governments (VCOG) ("Sub-Recipient"), for VCOG Regional Early Action Planning (REAP) Grant Partnerships and Outreach, subsequently herein referred to as "Project." SCAG and the Sub-Recipient are individually referred to herein as "Party" and may be collectively referred to herein as "Parties."

RECITALS

WHEREAS, SCAG and the Sub-Recipient are parties to that certain Agreement dated March 18, 2021;

WHEREAS, Section 10 of the Agreement permits the parties to amend the Agreement through written amendment;

WHEREAS, California Senate Bill 197 amended the expenditure deadline for the Local Government Planning Support Grants Program and requires each recipient of funds under the Local Government Planning Support Grants Program to expend the funds no later than December 31, 2024;

WHEREAS, SCAG has realized cost savings in implementing the REAP 1.0 programs and is shifting the cost savings to the Subregional Partnership Program;

WHEREAS, the Sub-Recipient is eligible for up to an additional five percent (5%) funding;

WHEREAS, the additional five percent (5%) funding may only be used for program management or approved tasks as identified in the executed Scope of Work Approval form, it may not be used for administrative costs and is subject to conditions as communicated from SCAG to Sub-Recipient; and

WHEREAS, the purpose of this Amendment No. 01 is to extend the period of performance to February 29, 2024, to extend the term of this Agreement to February 29, 2024, change program management, and to increase the funding award by five percent (5%) to include up to Twenty-One Thousand Six Hundred Dollars (\$21,600) for program management or approved tasks, for a total award of up to Four Hundred Fifty-Three Thousand Six Hundred Dollars (\$453,600) to the Sub-Recipient.

NOW THEREFORE, IT IS MUTUALLY AGREED THAT:

1. Section 2b. (Scope of Work) is amended to read as follows:

SCAG shall only be obligated to make payments to the Sub-Recipient from REAP Program funding that SCAG actually receives and only for work performed as part of the Scope of Work regarding the Projects, up to the maximum amount of Four Hundred Fifty-Three Thousand Six Hundred Dollars (\$453,600). SCAG intends to use state funds to meet its funding obligations described herein.

2. Section 3 (Term) is amended to read as follows:

The Term of this Agreement shall begin on the Effective Date of the Agreement and continue until February 29, 2024, hereinafter referred to as the "Completion Date," unless terminated earlier as provided herein. Time is of the essence in the performance of services under this MOU. All consultant work must be completed by February 29, 2024, and all invoices and reports related to the Project must be received by SCAG from Sub-Recipient by March 21, 2024.

3. Section 5a. (Funding) is amended to read as follows:

SCAG's contribution to the Project is funded wholly with state REAP Program funds, in an amount not to exceed Four Hundred Fifty-Three Thousand Six Hundred Dollars (\$453,600). SCAG shall not be obligated to make payments for any Project costs that exceed Four Hundred Fifty-Three Thousand Six Hundred Dollars (\$453,600). SCAG shall not be obligated to pay for any increase in Project costs which exceeds SCAG's obligated funding amount. SCAG shall not be obligated to make payments from any source other than funds provided by HCD to SCAG pursuant to the REAP Program. SCAG shall only be obligated to make payments to the Sub-Recipient from REAP Program funding that SCAG actually receives and only for work performed as part of the Scope of Work regarding the Project, up to the maximum amount of Four Hundred Fifty-Three Thousand Six Hundred Dollars (\$453,600).

4. Section 4b. Program Management is amended to update for SCAG as follows:

For purposes of this MOU, SCAG designates the following individual as its Project Manager:

David Kyobe

Housing Program Manager

(213) 236-1858

kyobe@scag.ca.gov

5. Section 6i. (Invoices and Progress Reports) is amended to read as follows:

As each project is finalized, and no later than March 21, 2024, the Sub-Recipient shall submit a Close-Out Report for each project, in a format to be determined by the SCAG Project Manager. At the time of the drafting of this MOU, the Awarding Agency, State of California, Department of Housing and Community Development has not provided the requirements for the Close-Out Report due to the Department by all grantees at the conclusion of the grant performance period. Therefore, the Close-Out Report format required by SCAG of Sub-Recipients is not available at this time, but will be provided to the Sub-Recipient Project Manager by SCAG Project Manager once it becomes available.

6. Section 6j. (Invoices and Progress Reports) is amended to read as follows:

On all documents submitted to SCAG for the Projects, including Invoices, Quarterly Reports, Annual Reports, and Close Out Form, the Project Number (OWP No. 300-4889Y0.01) shall be referenced from the Effective Date through February 29, 2024.

In all other respects, the terms and conditions of the Agreement shall remain in full force and effect.

[Signatures on Following Page]

**SIGNATURE PAGE TO
AMENDMENT NO. 01
MEMORANDUM OF UNDERSTANDING
No. M-018-21**

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by their duly authorized representatives as of the dates indicated below:

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS ("SCAG")

By: _____
Cindy Giraldo
Chief Financial Officer
Date _____


APPROVED AS TO FORM:

By: _____
Jeffery Elder
Senior Deputy Legal Counsel
Date _____

VENTURA COUNCIL OF GOVERNMENTS (VCOG) ("Sub-Recipient")

By: _____
Elaine Litster
Chair
Date _____

APPROVED AS TO FORM:

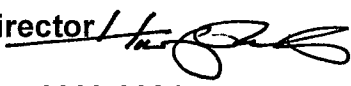
By:  _____
Hugh Riley
Executive Director
Date June 23, 2023



**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 6E.

MEMORANDUM

TO: Council Members and Alternates
FROM: Hugh Riley, Executive Director 
SUBJECT: Budget Amendment No. 1 – 2023-2024
DATE: July 13, 2023

Recommendation:

Review the proposed Amendment No. 1 to the VCOG Operating Budget for F.Y. 2023-2024 and Adopt VCOG Resolution No. 2023-04.

Discussion:

The VCOG Joint Powers Authority Agreement Section 23 requires that a budget be adopted, and dues be approved, at the last regular meeting of the Governing Body prior to June 30 of each year or at the first meeting, regular or special, of the Governing Body after June 30. This report transmits proposed VCOG Budget Amendment No. 1 for Fiscal Year 2023/2024.

On May 11, 2023, the VCOG Council Adopted VCOG Resolution No. 2023-03 approving a proposed VCOG Operating Budget for 2023-2024. Adjustments to the approved budget are required to account for the following:

1. Anticipated REAP 2.0 Grant (\$419,000)
2. REAP 1.0 Budget Carry-over
3. Amendment No. 1 to REAP 1.0 MOU No. 018-21
4. Reimbursable preliminary expense for the LATA Grant (Approved on June 29, 2023)

This report presents Amendment No. 1 to the Budget. Line Item changes to the original approved budget are listed below:

INCOME:

- Add \$419,000 for Anticipated REAP 2.0 Grant
- Adjust REAP 1.0 Income to \$217,076 for carry-over from 2022-2023 Budget
- Reflect SCAG MOU amendment adding \$21,600 to REAP 1 Project 4.
- Add \$17,809 from LATA Grant Approved Budget

EXPENSE:

- Adjust REAP 1.0 Project Expenses
 - Project 1- TASK B 19,089
 - Project 4- New Task A 6,387
 - Task A (transfer to OCCOG) 71,600
 - Project 5
 - Task A -0-
 - Task B -0-
 - Task C 120,000
 - Total REAP 1.0 217,076
- Add REAP 2.0 Project Expenses (New Grant)
 - Project 1 21,000
 - Project 2 300,000
 - Project 3 50,000
 - Project 4 48,000
 - Total REAP 2.0 419,000
- ADD LATA Admin Expense 17,809

The remainder of the Fiscal Year 2023/2024 is unchanged. The amended budget is presented in Exhibit A to Resolution 2023-04. Member agency Dues Assessments (Attachment, Exhibit B) have been maintained at the same level as in eight previous years. The amended Budget totals \$727,887 to continue VCOG Operations and Programs from July 1, 2023 to June 30, 2024.

ATTACHMENT: VCOG Resolution 2023-04 and Exhibits-Budget Amendment No. 1 for 2023-2024

ATTACHMENT

**VENTURA COUNCIL OF GOVERNMENTS RESOLUTION
NO. 2023-03
A RESOLUTION OF THE GOVERNING BODY OF
THE VENTURA COUNCIL OF GOVERNMENTS
AMENDING THE 2023-2024 BUDGET**

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

SECTION 1: The Governing Body adopted VCOG Operating Budget for Fiscal Year 2023-2024 on May 11, 2023.

SECTION 2: In anticipation of the receipt of a REAP 2.0 Grant, and pursuant to Amendment No. 1 to the REAP 1.0 Memorandum of Understanding No. M-018-21, and the eventual receipt of the Local Agency Technical Assistance (LATA) Grant from the State Public Utilities Commission which includes VCOG Admin Funds, certain adjustments to the VCOG Operating Budget for Fiscal Year 2023-2024 are required.

SECTION 3: The Governing Body agrees that the 2023-2024 VCOG shall be amended as shown in the attached Exhibit A for an amended total of \$727,887, and that there are no changes by this amendment to Member Dues Assessments for Fiscal Year 2032-2024 contained in Exhibit B.

PASSED AND ADOPTED this 13th day of July, 2023.

Elaine Litster, Chair

Attest:

Hugh Riley, Executive Director

Exhibit A
VENTURA COUNCIL OF GOVERNMENTS
FISCAL YEAR 2023/2024
PROPOSED BUDGET (AMENDMENT NO. 1)

Budget Item	Fiscal Year 2022/2023 Final Amended Budget	Fiscal Year 2022/2023 Approved Budget	Fiscal Year 2023/2024 Amendment No. 1
INCOME			
Annual Dinner Sponsorships	8,500	9,000	9,000
Annual Dinner Tickets	-	-	-
Dues Assessments	64,992	64,992	64,992
Sub Total Income	73,492	73,992	73,992
Other Types of Income			
Bank Interest	10	10	10
SCAG- REAP 1.0 Contract	165,654	105,000	217,076 (carryover)
SCAG- REAP 2.0 Contract	-	-	419,000
LATAAdmin Costs	-	-	17,809
Sub Total-Other Income	165,664	105,010	653,895
TOTAL INCOME	239,156	179,002	727,887
EXPENSES			
Operation Expenses			
Contract Services			
Accounting Services	1,500	2,500	2,500
Audit	5,500	5,000	5,000
Executive Administration	45,000	45,000	45,000
Legal Fees	300	300	300
Research Grant-CLU	-	-	-
Total Contract Services	52,300	52,800	52,800
Printing and Copying	1,150	800	1,150
Supplies	250	500	250
Website & Programs	1,000	1,200	1,000
Total Operations	2,400	2,500	2,400
Other Types of Expenses			
Insurance D and O	2,500	3,702	3,702
Total Other Expenses	2,500	3,702	3,702
TOTAL Operational Expenses	57,200	59,002	58,902
REAP 1.0 Project Costs			
Project 1	18,454	5,000	19,089
Project 4	11,915	-	6,387
TASK A (to OCCOG)	72,100	-	71,600
Project 5			
TASK A	29,379		
TASK B	27,932		
TASK C	5,874	100,000	120,000
Total REAP 1	165,654	105,000	217,076
REAP 2 Application Costs	6,600	-	-
REAP 2 Costs (Proposed)			
Project 1	-	-	21,000
Project 2	-	-	300,000
Project 3	-	-	50,000
Project 4	-	-	48,000
TOTAL REAP 2			419,000
LATA VCOG Admin Costs	-	-	17,809
Travel and Meetings			
Annual Dinner	9,000	9,000	9,000
Conference and Meetings	500	2,500	2,500
Travel and Lodging	202	3,500	3,600
Total - Travel and Meetings	9,702	15,000	15,100
TOTAL EXPENSES	239,156	179,002	727,887

EXHIBIT B

VENTURA COUNCIL OF GOVERNMENTS FISCAL YEAR 2023/2024 DUES ASSESSMENT BY MEMBER

VCOG Member Agency	Population	Pop %**	3/4 Population Distribution**	1/4 Equal Distribution**	Total Assessment**
Camarillo	67,154	7.92%	\$3,861	\$1,477	\$5,338
Fillmore	15,441	1.82%	887	1,477	2,364
Moorpark	35,727	4.21%	2,052	1,477	3,529
Ojai	7,612	0.90%	439	1,477	1,916
Oxnard	206,148	24.31%	11,851	1,477	13,328
Port Hueneme	22,768	2.68%	1,307	1,477	2,784
San Buenaventura	109,338	12.89%	6,284	1,477	7,761
Santa Paula	30,556	3.60%	1,755	1,477	3,232
Simi Valley	126,483	14.91%	7,269	1,477	8,746
Thousand Oaks	129,349	15.25%	7,434	1,477	8,911
Ventura County - Unincorporated	97,497	11.50%	5,606	1,477	7,083
Total	848,073	100.00%	\$48,745	\$16,247	\$64,992

* Based on the California Department of Finance population estimates (January 1, 2015).

** May not total exactly due to rounding.



VENTURA COUNCIL
OF GOVERNMENTS

Item 6F.

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh R. Riley, Executive Director 

SUBJECT: VCOG Audited Financial Statements- 2021-2022

DATE: July 13, 2023

Recommendation:

Receive and file Ventura Council of Governments, Audited Financial Statements for Period July 1, 2021 to June 30, 2022.

Discussion:

This report transmits the Ventura Council of Governments (VCOG) Audited Financial Statement for the period ending June 30, 2022

The VCOG Fiscal Year 2021/2022 Audited Financial Statements are presented in conformity with accounting principles generally accepted in the United States (GAAP) and audited in accordance with generally accepted auditing standards by independent certified public accountants.

Management assumes full responsibility for the completeness and reliability of all of the information presented in this report, based upon a framework of internal controls established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

There were no irregularities noted and no corrective actions recommended by the auditor. The Ventura Council of Governments ended Fiscal Year 2020/2021 with an unrestricted ending fund balance of \$ 119,515.

The VCOG 2021-2022 Audited Financial Statements and supporting documents will be submitted to the Ventura County Auditor-Controller and to SCAG and will be posted on VCOG's Website - www.venturacog.org.

Attachments:

1. Basic Financial Statements with Independent Auditors' Report
2. SAS 114 Letter
3. Independent Auditors' Report on Internal Control Over Financial Reporting and Compliance

VENTURA COUNCIL OF GOVERNMENTS

FINANCIAL STATEMENTS

June 30, 2022

VENTURA COUNCIL OF GOVERNMENTS
TABLE OF CONTENTS
June 30, 2022

FINANCIAL SECTION

Independent Auditors' Report.....	1
Management's Discussion and Analysis	3
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position	7
Statement of Activities	8
Fund Financial Statements:	
Balance Sheet – Governmental Fund	9
Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Fund.....	10
Notes to Basic Financial Statements	11

REQUIRED SUPPLEMENTARY INFORMATION SECTION

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual – General Fund.....	19
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INDEPENDENT AUDITORS' REPORT

The Board of Directors
Ventura Council of Governments
Moorpark, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of Ventura Council of Governments (the Council) as of and for the fiscal year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Ventura Council of Governments (the Council) as of and for the fiscal year ended June 30, 2022, and the respective changes in financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Ventura Council of Governments and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Ventura Council of Governments' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Ventura Council of Governments' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Ventura Council of Governments' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and the budgetary information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Report on Summarized Comparative Information

The financial statements of the Ventura Council of Governments as of and for the fiscal year ended June 30, 2021, were audited by a predecessor auditor. An unmodified opinion was issued June 17, 2022 by the predecessor auditor. In our opinion, the summarized comparative information presented herein as of and for the fiscal year ended June 30, 2021, is consistent in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 23, 2023, on our consideration of the Ventura Council of Governments' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Moss, Remy & Haugheim LLP

Santa Maria, California
June 23, 2023

Management's Discussion and Analysis

As management of the Ventura Council of Governments (Council), we offer readers of VCOG's financial statements this narrative overview and analysis of VCOG's financial activities for the fiscal year ended June 30, 2022.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to VCOG's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required supplementary information.

Government-wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of VCOG's finances in a manner similar to a private-sector business.

The statement of net position presents information on all of VCOG's assets and liabilities, with the difference between assets and liabilities reported as net position. Over time, increases or decreases in net position may serve as a useful indication on whether the financial position of VCOG is improving or deteriorating.

The statement of activities presents information showing how VCOG's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this same statement for some items that will only result in cash flows in future fiscal periods. The government-wide financial statements may be found on pages 7 & 8.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. VCOG, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements. VCOG consists of a single governmental fund. The fund financial statements may be found on pages 9 & 10.

Notes to the Basic Financial Statements. The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

The total net position of VCOG was \$119,515 at June 30, 2022 (as noted in Table 1 below). In comparison, the total net position of VCOG at June 30, 2021 was \$109,001. VCOG's net position at June 30, 2022 was unrestricted, meaning there are no external restrictions placed on the future use of the organization's net position.

Ventura Council of Governments Net Position at June 30, 2022

	Governmental Activities		Percent Change
	2022	2021	
Assets			
Current assets	\$ 119,515	\$ 116,998	2.2%
Liabilities			
Current liabilities		7,997	-100.0%
Net Position			
Unrestricted	119,515	109,001	9.6%
Total net position	\$ 119,515	\$ 109,001	9.6%

The total net position for VCOG increased by \$10,514, or 9.6%, during fiscal year 2021-2022. This means the revenues exceeded expenses, on a full accrual basis, by \$10,514 for the year. Revenues increased by 112.8% and expenses increased by 104.6% in fiscal year 2021-22. These were due to the receipt of the REAP 1.0 Grant from the Southern California Association of Governments and because VCOG obtained an additional \$2,500 sponsor for the Annual Dinner.

Changes in Net Position for the Fiscal Ended June 30 2022

	Governmental Activities		Percent
	2022	2021	Change
Revenues			
Program revenues			
Dues assessments	\$ 64,992	\$ 64,992	0.0%
Operating grants and contributions	135,699	29,241	364.1%
General revenues			
Investment income	14	76	-81.6%
Total revenues	200,705	94,309	112.8%
Expenses			
General government	190,191	92,969	104.6%
Change in net position	10,514	1,340	684.6%
Net position - beginning of year	109,001	107,661	
Net position - end of year	\$ 119,515	\$ 109,001	9.6%

Financial Analysis of the General Operating Fund

VCOG maintains a single government fund called the General Fund. As of June 30, 2022, total assets, liabilities, revenues, and expenditures of the General Fund are the same as total assets, liabilities, revenues, and expenses as shown on the government-wide financial statements.

VCOG's revenues for fiscal year 2021-2022 came from membership dues, grant income (REAP Project), and investment income. There were no changes in the dues structure from fiscal year 2020-21 to fiscal year 2021-22.

General Operating Fund Budgetary Highlights

The VCOG Council adopted a formal budget for the fiscal year ended June 30, 2022 on May 13, 2021. Grant Income of \$135,699 was received from The Regional Early Action Program (REAP), a sub-regional partnership with the Southern California Association of Governments designed to stimulate the production of new, affordable housing units in Ventura County. The REAP Grant awarded in September 2020 totaled \$432,000 for a two-year program which has been extended through February 29, 2024.

Contacting VCOG Management

Questions concerning any of the information provided in this report or requests for additional information should be addressed to the VCOG Executive Director, 33 East High Street, Suite 200, Moorpark, CA 93021, P.O. Box 157, Moorpark, California 93020.

VENTURA COUNCIL OF GOVERNMENTS
STATEMENT OF NET POSITION
June 30, 2022 (With Comparative Totals for June 30, 2021)

	Governmental Activities	
	2022	2021
ASSETS		
Cash and investments	\$ 104,073	\$ 106,160
Accounts receivable	15,442	10,838
Total assets	119,515	116,998
LIABILITIES		
Accounts payable		1,997
Unearned income		6,000
Total liabilities		7,997
NET POSITION		
Unrestricted	119,515	109,001
Total net position	\$ 119,515	\$ 109,001

The notes to basic financial statements are an integral part of this statement.

VENTURA COUNCIL OF GOVERNMENTS

STATEMENT OF ACTIVITIES

For the Fiscal Year Ended June 30, 2022 (With Comparative Totals for the Fiscal Year Ended June 30, 2021)

		<u>Program Revenues</u>	<u>Governmental Activities</u>	
			<u>2022</u>	<u>2021</u>
	<u>Expenses</u>	<u>Operating Contributions and Grants</u>	<u>Net (Expense) Revenue and Changes in Net Position</u>	<u>Net (Expense) Revenue and Changes in Net Position</u>
Governmental activities:				
General government	\$ 190,191	\$ 135,699	\$ (54,492)	\$ (63,728)
Total governmental activities	<u>\$ 190,191</u>	<u>\$ 135,699</u>	<u>\$ (54,492)</u>	<u>(63,728)</u>
General Revenues:				
Dues assessments			64,992	64,992
Use of money and property			<u>14</u>	<u>76</u>
Total general revenues			<u>65,006</u>	<u>65,068</u>
Change in net position			10,514	1,340
Net position, beginning of fiscal year			<u>109,001</u>	<u>107,661</u>
Net position, end of fiscal year			<u>\$ 119,515</u>	<u>\$ 109,001</u>

The notes to basic financial statements are an integral part of this statement.

VENTURA COUNCIL OF GOVERNMENTS
GOVERNMENTAL FUND
BALANCE SHEET
June 30, 2022 (With Comparative Totals for June 30, 2021)

	General Fund	
	2022	2021
ASSETS		
Cash and investments	\$ 104,073	\$ 106,160
Accounts receivable	15,442	10,838
Total assets	<u>\$ 119,515</u>	<u>\$ 116,998</u>
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts payable	\$ -	\$ 1,997
Unearned income		6,000
Total liabilities		<u>7,997</u>
Fund Balance:		
Committed		67,000
Unassigned	119,515	42,001
Total fund balance	<u>119,515</u>	<u>109,001</u>
Total liabilities and fund balance	<u>\$ 119,515</u>	<u>\$ 116,998</u>

The notes to basic financial statements are an integral part of this statement.

VENTURA COUNCIL OF GOVERNMENTS**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
GOVERNMENTAL FUND****For the Fiscal Year Ended June 30, 2022 (With Comparative Totals for the Fiscal Year Ended June 30, 2021)**

	General Fund	
	2022	2021
Revenues:		
Dues assessments	\$ 64,992	\$ 64,992
Operating grants and contributions	135,699	29,241
Investment income	14	76
Total revenues	200,705	94,309
Expenditures:		
Professional services	51,496	58,520
Operations	1,529	1,117
Travel and meetings	10,341	56
REAP project costs	124,354	31,407
Other	2,471	1,869
Total expenditures	190,191	92,969
Net change in fund balance	10,514	1,340
Fund balance at the beginning of the year:	109,001	107,661
Fund balance at the end of the year:	<u>\$ 119,515</u>	<u>\$ 109,001</u>

The notes to basic financial statements are an integral part of this statement.

VENTURA COUNCIL OF GOVERNMENTS
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

The Ventura Council of Governments (Council) was established by a voluntary joint powers agreement on December 1, 1992 representing the 10 cities within Ventura County as well as the County. This Joint Powers Agency was established under Organization of Title 1, Division 7, Chapter 5 of the California Government Code Section 6503.5. The purpose of the Council is to facilitate cooperative sub-regional and regional planning, coordination, and technical assistance on issues of mutual concern.

There are many other governmental agencies, including the County of Ventura and the Ventura County Transportation Commission, providing services within the area served by the Council. These other governmental agencies have independently elected governing boards and consequently are not under the direction of the Council. Financial information for these agencies is not included in the accompanying financial statements.

The Council complies with U.S. Generally Accepted Accounting Principles and all relevant Governmental Accounting Standards Board pronouncements. These technical pronouncements establish criteria for determining the Council's activities and functions that are included in the financial statements of a governmental unit. The general ledger and budgetary projections are maintained by the Council.

B. Reporting Entity

The reporting entity is the Ventura Council of Governments. There are no component units included in this report which meet the criteria of the Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statements No. 39, No. 61, No. 80, and No. 90.

C. Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the Council. *Governmental activities* are normally supported by taxes and intergovernmental revenues.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

D. Basis of Presentation

Government-wide financial statements:

The government-wide financial statements are prepared using the economic resources measurement focus. This approach differs from the manner in which governmental fund financial statements are prepared. Governmental fund financial statements, therefore, include reconciliation with brief explanations to better identify the relationship between the government-wide financial statements and the statements for the governmental funds.

The government-wide financial statement of activities presents a comparison between direct expenses and program revenues for each function or program of the Council's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The Council does not allocate indirect expenses to functions in the statement of activities. Program revenues include charges paid by the recipients of goods or services offered by a program, as well as grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues of the Council, with certain exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Council.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Basis of Presentation (Continued)

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

Fund financial statements:

Fund financial statements report detailed information about the Council. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances for these funds present increases, (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

E. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting.

Revenues – exchange and non-exchange transactions:

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. “Available” means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the Council, “available” means collectible within the current period or within 60 days after fiscal year-end.

Non-exchange transactions, in which the Council receives value without directly giving equal value in return, include property taxes and grants. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the fiscal year when the resources are to be used or the fiscal year when is first permitted; matching requirements, in which the Council must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the Council on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Expenses/expenditures:

On the accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds.

When both restricted and unrestricted resources are available for use, it is the Council’s policy to use restricted resources first then unrestricted resources as they are needed.

VENTURA COUNCIL OF GOVERNMENTS
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Fund Accounting

The accounts of the Council are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. The Council's resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The Council's accounts are organized into one major fund, as follows:

The *General Fund* is the general operating fund of the Council. It is used to account for all financial resources of the general government.

G. Budgets and Budgetary Accounting

In accordance with the California Government Code and other statutory provisions, on or before June 30 for each fiscal year, the Council must prepare and submit a budget to the County Auditor. The annual budget is adopted for the general fund. The Council budget is prepared on a modified accrual basis of accounting consistent with accounting principles generally accepted in the United States of America. Annually, the Board of Directors conducts a public hearing for the discussion of a proposed budget. At the conclusion of the hearings, the Board adopts the final fiscal budget. The legal level of budgetary control (the level at which expenditures may not legally exceed appropriation) is maintained at the object level. Any changes in the annual budget must be within the revenues and reserves estimated by the Council or the revenue estimates must be changed by a vote of the Board.

H. Cash and Investments

The Council maintains cash and cash equivalents in accordance with its investment policy. The investment policy complies with, or is more restrictive than, applicable state statutes. The cash of the Council is deposited in a non-interest bearing checking account and an interest-bearing bank account.

I. Receivables

Receivables are recorded in the Council's Statement of Net Position and in the Governmental Fund Balance Sheet net of any allowance for uncollectible. All receivables are deemed to be collectible at June 30, 2022, and, as such, the Council has no allowance for uncollectible accounts for these receivables.

J. Prepaid Items

Payments made to vendors for services that will benefit periods beyond June 30, 2022 are recorded as prepaid items.

K. Unearned Revenue

Unearned revenue is money received by an individual or company for a service or product that has yet to be provided or delivered.

L. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, as prescribed by the GASB and the American Institute of Certified Public Accountants, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

M. Fund Balances

Fund balances of the governmental funds are classified as follows:

Nonspendable Fund Balance – represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid expenditures) or legally required to remain intact (such as notes receivable or principal of a permanent fund).

Restricted Fund Balance – represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

Committed Fund Balance – represents amounts that can only be used for a specific purpose because of a formal action by the Council's governing board. Committed amounts cannot be used for any other purpose unless the governing board removes those constraints by taking the same type of formal action. Committed fund balance amounts may be used for other purposes with appropriate due process by the governing board. Commitments are typically done through adoption and amendment of the budget. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation.

Assigned Fund Balance – represents amounts which the Council intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. Intent may be stipulated by the governing board or by an official or body to which the governing board delegates the authority. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service or permanent fund are assigned for purposes in accordance with the nature of their fund type or the fund's primary purpose. Assignments within the general fund convey that the intended use of those amounts is for a specific purpose that is narrower than the general purpose of the Council.

Unassigned Fund Balance – represents amounts which are unconstrained in that they may be spent for any purpose. Only the general fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification because of overspending for specific purposes for which amounts had been restricted, committed or assigned.

When an expenditure is incurred for a purpose for which both restricted and unrestricted fund balance is available, the Council considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Council considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

N. Net Position

GASB Statement No. 63 requires that the difference between assets added to the deferred outflows of resources and liabilities added to the deferred inflows of resources be reported as net position. Net position is classified as either net investment in capital assets, restricted, or unrestricted.

Net position that is net investment in capital assets consist of capital assets, net of accumulated depreciation, and reduced by the outstanding principal of related debt. Restricted net position is the portion of net position that has external constraints placed on it by creditors, grantors, contributors, laws, or regulations of other governments, or through constitutional provisions or enabling legislation. Unrestricted net position consists of net position that does not meet the definition of net investment in capital assets or restricted net position.

O. Future Accounting Pronouncements

GASB Statements listed below will be implemented in future financial statements:

Statement No. 91 "Conduit Debt Obligations"

The provisions of this statement are effective
for fiscal years beginning after December 15, 2021.

VENTURA COUNCIL OF GOVERNMENTS
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Q. Future Accounting Pronouncements (Continued)

Statement No. 93	"Replacement of Interbank Offered Rates"	The provisions of this statement except for paragraphs 11b, 13, and 14 are effective for fiscal years beginning after June 15, 2020. Paragraph 11b is effective for fiscal years beginning after December 31, 2021. Paragraphs 13 and 14 are effective for fiscal years beginning after June 15, 2021.
Statement No. 94	"Public-Private and Public-Public Partnerships and Availability Payment Arrangements"	The provisions of this statement are effective for fiscal years beginning after June 15, 2022.
Statement No. 96	"Subscription-Based Information Technology Arrangements"	The provisions of this statement are effective for fiscal years beginning after June 15, 2022.
Statement No. 99	"Omnibus 2022"	The provisions of this statement are effective in April 2022 except for the provisions related to leases, PPPs, SBITAs, financial guarantees and derivative instruments. The provisions related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022. The provisions related to financial guarantees and derivative instruments are effective for fiscal years beginning after June 15, 2023.
Statement No. 100	"Accounting Changes and Error Corrections - an amendment of GASB Statement No. 62"	The provisions of this statement are effective for fiscal years beginning after June 15, 2023.
Statement No. 101	"Compensated Absences"	The provisions of this statement are effective for fiscal years beginning after December 15, 2023.

NOTE 2 - CASH AND INVESTMENTS

On June 30, 2022, the Council had the following cash on hand:

Cash held by banks	\$ 104,073
Total cash	\$ 104,073

Cash is presented on the accompanying basic financial statements, as follows:

Cash, statement of net position	\$ 104,073
Total cash	\$ 104,073

The Council categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Council does not have any investments valued under levels 1, 2 or 3 as of June 30, 2022.

VENTURA COUNCIL OF GOVERNMENTS
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2022

NOTE 2 - CASH AND INVESTMENTS (Continued)

Investments Authorized by the Council's Investment Policy

The table below identifies the investment types that are authorized for the Council by the California Government Code. The table also identifies certain provisions of the California Government Code that address interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage Of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Bankers' Acceptances	180 days	40%	30%
Negotiable Certificates of Deposit	5 years	None	None
County Pooled Investment Fund	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	\$75,000,000

Concentration of Credit Risk

The investment policy of the Council contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments (other than external investment pools) in any one issuer that represent 5% or more of total Council investments.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the Council's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 100% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the Council's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

As of June 30, 2022, none of the Council's deposits with financial institutions in excess of federal depository insurance limits were held in collateralized accounts.

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code does not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

NOTE 3 – COMMITMENTS, CONTINGENCIES, AND RELATED PARTY

Litigation

According to the Council's management and attorney, no contingent liabilities or lawsuits are pending of any financial consequence as of June 30, 2022.

VENTURA COUNCIL OF GOVERNMENTS
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2022

NOTE 3 – COMMITMENTS, CONTINGENCIES, AND RELATED PARTY (Continued)

State and Local Allowances, Awards, and Grants

The Council occasionally receives grant monies as reimbursements for specific costs incurred in certain projects it administers that may be subject to review and audit by the reimbursing agencies. Although such audits could generate expenditure disallowances under the terms of the grants, it is believed that any required reimbursements will not be material. REAP funding of \$126,349 was received or accrued and \$124,352 was spent in the fiscal year ended June 30, 2022.

Related Party

The Council has no employees. The Council contracts with its current Executive Director. During the fiscal year ended June 30, 2022, the Council paid a total of \$53,875 for Executive Director support services to perform management and administrative services including \$10,031 related to REAP Project Oversight. The expenditures for the Council are included in professional services in the fund financial statements. All transactions relating to the General Manager services are reviewed and approved for payment by the Board of Directors.

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VENTURA COUNCIL OF GOVERNMENTS
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2022

	Budgeted Amounts		Actual Amounts	Variance Favorable (Unfavorable)
	Original	Final		
Revenues:				
Dues assessments	\$ 64,992	\$ 64,992	\$ 64,992	\$ -
Operating grants and contributions	365,800	424,000	135,699	(288,301)
Investment income	15	10	14	4
Total revenues	430,807	489,002	200,705	(288,297)
Expenditures:				
Professional services	57,350	53,350	51,496	1,854
Operations	3,000	2,650	1,529	1,121
Travel and meetings	13,657	14,502	10,341	4,161
REAP project costs	354,700	416,300	124,354	291,946
Other	2,100	2,200	2,471	(271)
Total expenditures	430,807	489,002	190,191	298,811
Net change in fund balance			10,514	10,514
Fund balance at the beginning of the year	109,001	109,001	109,001	
Fund balance at the end of the year	<u>\$ 109,001</u>	<u>\$ 109,001</u>	<u>\$ 119,515</u>	<u>\$ 10,514</u>



June 23, 2023

To the Board of Directors
Ventura Council of Governments

We have audited the basic financial statements of the Ventura Council of Governments as of and for the fiscal year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 23, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Ventura Council of Governments are described in Note 1 to the financial statements. We noted no transactions entered into by the governmental unit during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 23, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Audit Adjustments and Recommendations:

We recommended an adjustment to the accounts receivable and revenue as of and for the fiscal year ended June 30, 2022 to accrue a REAP reimbursement. The reimbursement was for expenditures incurred prior to June 30, 2022 but was the money wasn't received until after the fiscal year-end. This adjustment was to match the revenue with the expenditures in the same accounting period. We recommend that the Council should review funding received in the 60 days post fiscal year-end and ensure that accruals are recorded to match reimbursement revenue with their associated expenditures if necessary.

Other Matters

This information is intended solely for the use of the Board of Directors and management of Ventura Council of Governments and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Moss, Remy & Haugheim LLP

Santa Maria, California



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
Ventura Council of Governments
Moorpark, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Ventura Council of Governments (the Council), as of and for the fiscal year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued our report thereon dated June 23, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Council's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Moss, Levy & Hartzheim LLP

Santa Maria, California
June 23, 2023




**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 6G.

MEMORANDUM

TO: VCOG Council Members and Alternates

FROM: Hugh R. Riley, Executive Director 

SUBJECT: Notice of Award and Consent Form Agreement for \$490,860
Grant for Non-Tribal Local Agency Technical Assistance (LATA)

DATE: July 13, 2023

Recommendation:

Accept Award of Grant for Non-tribal local Agency Technical Assistance (LATA) and authorize Executive Director to Execute Consent Form Agreement with the California Public Utilities Commission with respect to Administrative Requirements for the Grant.

Discussion:

On June 29, 2023, the California Public Utilities Commission (CPUC) approved RESOLUTION T-17793 providing \$490,860 to VCOG for the formation of a Ventura County Regional Broadband Collaborative.

This project creates a broadband joint power authority (JPA) between VCOG members. The JPA will be responsible for creating a strategic broadband plan focused on regional collaboration among VCOG members.

On January 12, 2023 VCOG approved a Memorandum of Agreement (MOA) between VCOG and the Economic Development Collaborative of Ventura County (EDC). (Attachment 3)

Under this MOA, VCOG will serve as the applicant and grant recipient for Local Agency Technical Assistance (LATA) funding and will designate EDC as its partner responsible for the implementation of the work plan, execution, and the development of projects related to Ventura County's regional broadband efforts. VCOG will be responsible for invoicing and related administrative tasks with the CPUC, and EDC agrees to provide, invoicing and backup documentation to VCOG in a format and schedule required by the CPUC in accordance with the LATA Grant Agreement.

EDC will contract for consultant services to perform public outreach, stakeholder coordination, prepare technical meetings and agendas, create a Joint Powers Authority for Broadband, complete development of a regional broadband strategy and prepare for the receipt and execution of Last Mile Broadband funding.

EDC will provide interim financing until expenditure reimbursements are received from CPUC. EDC performance of services shall continue until completion but no later than one year beyond receipt of Local Area Technical Assistance (LATA) funding, or as may be extended by mutual agreement between the EDC and VCOG.

- ATTACHMENT:**
1. Notice of Award Letter
 2. Consent Form
 3. Memorandum of Agreement (MOA)



PUBLIC UTILITIES COMMISSION
STATE OF CALIFORNIA
505 VAN NESS AVENUE | SAN FRANCISCO, CALIFORNIA 94102
300 CAPITOL MALL | SACRAMENTO, CALIFORNIA 95814

July 6, 2023

Hugh Riley
ridgeriley@msn.com
Re: Ventura County Regional Broadband Collaborative Formation

Dear Hugh Riley:

Congratulations! The California Public Utilities Commission is pleased to inform you that the Ventura Council of Governments' (VCOG) application for Local Agency Technical Assistance grant funding for Ventura County Regional Broadband Collaborative Formation in the amount of up to **\$490,860** has been approved. Your application was received on December 14, 2022, and was posted on the CPUC's Local Agency Technical Assistance webpage. Per Resolution T-17793, the Commission has approved your award.

The award is predicated on the VCOG's agreement to provide technical assistance as detailed in its application. In its application, the VCOG agreed to comply with the specified Ministerial Review criteria as well as to fulfill all requirements, guidelines, and conditions associated with a grant of Local Agency Technical Assistance funds as specified in D.22-02-026 including but not limited to execution and performance, payment, reporting and award acceptance requirements listed in Attachments 1 and 2 of this letter. Please sign and submit the following: 1. A Consent Form binding your organization to the terms of the grant and 2. A State of California Government Agency Tax Payer ID Form for tax reporting purposes. **You must submit these documents within 30 days of the date of this letter. If you do not, this award is void.**

Thank you for your application and please direct any questions to Brewster Fong (brewster.fong@cpuc.ca.gov) and/or refer to the Grantee Administrative Manual, available at <https://bit.ly/CPUCLATA>.

We appreciate your efforts to provide service to our fellow Californians.

Sincerely,

Maria Ellis

Maria I. Ellis
Deputy Director of Broadband
Communications Division

California Public Utilities Commission
Local Agency Technical Assistance Program

CONSENT FORM
Acknowledgement and Acceptance of Terms

Applicant Name: Ventura Council of Governments

Key Project Contact: Hugh Riley, Executive Director

The Grantee identified above acknowledges receipt of the California Public Utilities Commission Resolution T- 17793 or Award Letter Dated 7/6/2023 and agrees to comply with all grant terms, conditions, and requirements set forth in the Resolution or Approval Letter including those in the Local Agency Technical Assistance Rules.

Undersigned representative of Ventura Council of Governments [Name of Grantee] is duly authorized to execute this Consent Form on behalf of the Grantee and to bind the Grantee to the terms, conditions, and requirements set forth in California Public Utilities Commission Resolution T- 17793 or Award Letter.

Dated this _____ day of _____, 20____.

Signature of Local Agency/Tribe:

Title Executive Director

Printed Name Hugh Riley

Organization or Name of Local Agency or Tribe:

Ventura Council of Governments

Business Address (include street address, suite/apt. number, city, state, and ZIP Code):

336. High St., Ste. 200, Moorpark, CA 93021

Telephone Number: 805 217 9448

Email Address: ridge.riley@mcg.com

MEMORANDUM OF AGREEMENT
BETWEEN THE ECONOMIC DEVELOPMENT COLLABORATIVE (EDC)
AND THE VENTURA COUNCIL OF GOVERNMENTS (VCOG)
TO ESTABLISH A REGIONAL BROADBAND JOINT POWERS AUTHORITY
2023-2024

This MEMORANDUM OF AGREEMENT (MOA) is entered into by and between the ECONOMIC DEVELOPMENT COLLABORATIVE (EDC) and the VENTURA COUNCIL OF GOVERNMENTS (VCOG) for the purpose of performing the planning activities specified as follows:

WHEREAS, Senate Bill (SB) 156 provides the statutory framework to implement the broadband provisions contained in the 2021 budget package. This bill contains necessary statutory changes to implement the broadband provisions included in the 2021-22 budget package and establishes funding and provisions for middle mile, last mile, and digital equity investments; and

WHEREAS, VCOG is a voluntary joint powers authority representing the 10 cities of Ventura County as well as the County. VCOG's goal is to facilitate cooperative subregional and regional planning, coordination, and technical assistance on issues of mutual concern; and

WHEREAS, the EDC is home to the Broadband Consortium of the Pacific Coast (BCPC), a tri-county initiative funded by the California Public Utilities Commission. In addition to CPUC funding, this last year the BCPC received additional funding from the Southern California Association of Governments (SCAG) for Transportation Broadband Strategies to Reduce Vehicle Miles Traveled (VMT) and Green House Gases (GHG), the Santa Barbara County Association of Governments (SBCAG) for development of a regional strategy and the California Emerging Technology Foundation for a Digital Equity Regional Leadership Grant; and

WHEREAS, VCOG brings a focus to issues of common concern that often extend beyond the purview of local jurisdictions and agencies, requiring insight and input from a wide range of affected interests. VCOG works efficiently by utilizing existing resources to the greatest extent possible, collaboratively finding new ways to perform needed activities for less, while eliminating duplication of effort:

NOW, THEREFORE, the EDC and VCOG DO HEREBY AGREE as follows:

1. VCOG will serve as applicant and grant recipient for Local Agency Technical Assistance (LATA) funding and designates EDC as its partner responsible for the implementation of the work plan, execution, development of projects related to Ventura County's regional broadband efforts.
2. In coordination with VCOG, EDC will contract for consultant services to perform public outreach, stakeholder coordination, prepare technical meetings and agendas, create a Joint Powers Authority for Broadband, complete development of a regional broadband strategy and prepare for the receipt and execution of Last Mile Broadband funding. EDC performance of services shall continue until completion but no later than one year beyond receipt of Local Area Technical Assistance (LATA) funding, or as may be extended by mutual agreement between the EDC and VCOG.

3. With the support of its board, VCOG will assume the role of Policy, Coordination Communications, and Leadership (Governance) to regional broadband initiatives. The EDC will issue a Request for Proposal (RFP) and hire consultant(s) to create a Joint Powers Agreement (JPA) on behalf of Ventura County's municipalities to codify the function within the VCOG's oversight of strategy, plans, initiatives, and coordination efforts. Specific guidance, coaching, and development of legal documents will be sought. Presentation to the VCOG board of directors, followed by acceptance and completion of the necessary documents will be the work products.
4. On behalf of VCOG, the EDC will be responsible for the coordination, execution, & development broadband grants, projects, and eventual oversight of publicly owned fiber optic assets. Status and financial updates to VCOG staff & committees will occur monthly and decision making related to direction, and policy and high-level operational decisions will be coordinated with the VCOG for input, guidance, and approval.
5. In coordination with VCOG, EDC will contract for consultant services to perform public outreach, stakeholder coordination, prepare technical meetings and agendas, create a Joint Powers Authority for Broadband, complete development of a regional broadband strategy and prepare for the receipt and execution of Last Mile Broadband funding.
6. For completion of a regional broadband strategy, VCOG will oversee the EDC's engagement and collection of existing strategies and plans with the county and cities, identify priority areas, and development business processes that encompass the execution of broadband construction projects, fiber ownership maintenance & management, and communications & innovation.
7. For Last Mile Collaboration & Funding, VCOG will support EDC's efforts to develop partnerships and strategies for projects to complete the Last Mile upon receipt of CPUC funding. Tasks involve the convening of stakeholders, development of an overall plan of action, establishment of partnership agreements, tracking of status of receipt, preparation of a response (application), and development of momentum through the conduct of pilot initiatives.
8. Overall, EDC and VCOG will coordinate and collaborate on scope of work, product descriptions, and schedules in the performance of these efforts in accordance with this Memorandum of Agreement.
9. VCOG will be responsible for invoicing and related administrative tasks with the CPUC, and EDC agrees to provide backup documentation to VCOG in a format and schedule required by the CPUC in accordance with the LATA agreement.
10. EDC will provide interim financing until expenditure reimbursements are received from CPUC.

Signatures on the following page

This Memorandum of Agreement is effective upon signature by both parties.

Ventura Council of Governments

By: Kevin Kildee

Kevin Kildee, Chair

ECONOMIC DEVELOPMENT COLLABORATIVE

By: _____

_____, Chair

Approved as to Form

By: Hugh Riley

Hugh Riley, Executive Director

By: _____

Bruce Stenslie, President / CEO

1-07-23




VENTURA COUNCIL
OF GOVERNMENTS

ITEM 6H.

MEMORANDUM

TO: VCOG Council Members and Alternates

FROM: Hugh R. Riley, Executive Director 

SUBJECT: Change Location for VCOG Council Meetings for November 2023 and for the Full Year 2024.

DATE: July 13, 2023

Recommendation:

Approve Change of VCOG Meeting Location.

Discussion:

VCOG has been notified that the City of Camarillo is planning some major renovations to its City Hall including the Council Chambers and the space will not be available beginning in the fall of 2023 or January 2024. Staff has contacted with several alternative venues including the Camarillo Public Library, Ventura County Office of Education, and the Pleasant Valley Recreation and Parks District in Camarillo. However neither of these venues is able to accommodate VCOG's Meeting Requirements.

The City of Simi Valley, City Council Chambers are available for the required VCOG Meeting dates.



City of Camarillo

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

Office of the City Clerk (805) 388-5397 • Fax (805) 388-5318

cityclerk@cityofcamarillo.org

June 28, 2023

To: Agencies with Current Facility Reservations

From: City of Camarillo

Re: Camarillo Council Chambers Facility Reservations – Update and Closure

As a follow-up to the letter dated March 14, 2023, in which agencies were first notified of the upcoming City of Camarillo Council Chambers remodel capital improvement project, this update will provide additional details regarding the expected closure dates.

The remodel project is anticipated to begin this winter and the Camarillo Council Chambers facility is tentatively expected to be unavailable starting in mid-December. Construction is predicted to last approximately 9 months and the Council Chambers will not be available to outside agencies for meeting reservations and will be closed for the duration of the construction project. Agencies are again encouraged to make alternative facility reservations to support the remainder of the calendar year and the entirety of the closure.

The City will provide updates to all agencies throughout the project and, as the remodel nears completion, will provide dates for resuming facility rentals and filming services. We recognize this closure may cause an inconvenience and appreciate your patience as we work to provide a newly remodeled facility with upgraded technology and modernized equipment for improved accessibility.

Please contact me with any questions you might have. We look forward to providing agencies with an enhanced meeting facility for future reservations.

Sincerely,

Kristy Buxkemper, City Clerk

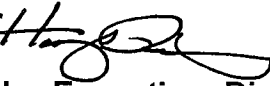


VENTURA COUNCIL
OF GOVERNMENTS

ITEM 7A.

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: Presentation by Michael Nigh, Executive Director, Ventura County Area Housing Authority

DATE: July 13, 2023

Recommendation:

Receive and file Report

Discussion:

Michael Nigh has been employed by the Area Housing Authority of the County of Ventura (AHA) for over 34 years, Michael's passion for helping others began long before he became Executive Director for the AHA in 2015. Michael leads a team of over 50 staff, oversees an annual budget over \$52 million and assists over 3,300 households in seven communities. Since taking on the top executive leadership role, Michael has consistently demonstrated fiscal stewardship, implemented sustainable management protocols, and infused the organization with process-driven tools

The AHA is a public entity formed on February 24, 1972, under the laws of the State of California's Health and Safety Code for the purpose of providing decent, safe and sanitary housing for qualified low-income individuals. The AHA serves the Cities of Camarillo, Fillmore, Moorpark, Ojai, Simi Valley, Thousand Oaks and the unincorporated areas of Ventura County.

The AHA contracts with the U.S. Department of Housing and Urban Development (HUD) to operate the Section 8 Housing Choice Voucher Program and the Low Income Public Housing Program. HUD has consistently recognized the AHA as a high performing agency in operating these programs.

The AHA also develops, owns and manages non-HUD affordable housing as both Low Income Housing Tax Credit (LIHTC) properties and Agency Owned properties. Since 1995 the AHA has developed or preserved 23 affordable housing properties adding over 900 affordable units in Ventura County.

The AHA is currently co-developing 50 affordable senior units on Lewis Road and another 68 affordable units on Barry Street in Camarillo. Both of these projects are in construction with anticipated completion in 12-18 months.

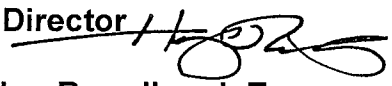


VENTURA COUNCIL
OF GOVERNMENTS

ITEM 7B.

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: Update report from the Broadband Team on the status of VCOG's application to the PUC for LATA Funding.

DATE: July 13, 2023

Recommendation:

Receive and file Report

Discussion:

On June 29, 2023, the California Public Utilities Commission (CPUC) approved RESOLUTION T-17793 providing \$490,860 to VCOG for the formation of a Ventura County Regional Broadband Collaborative. VCOG's funding request was the second to the last granted in the \$45M of funds set aside. Also occurring at the meeting, the requests from some 20 other municipalities submitted following VCOGs on December 14 were declined. In total 97 awards of LATA funding have occurred. It's unknown at this time whether additional funding will be available next year.

As a reminder, this initiative creates a broadband joint power of authority (JPA) between VCOG members. The JPA will be responsible for creating a strategic broadband plan focused on regional collaboration among VCOG members. To support this effort, a portion of LATA funding will go towards a partnership with the Economic Development Collaborative (EDC) to manage future broadband funding and aid in the analysis, planning, and organizational development necessary to fulfill the objective of the JPA.

Coinciding with CPUC's decision on June 29 was the notification of the opening of the application window for the Federal Funding Account on June 30 for last-mile broadband infrastructure projects to connect unserved Californians with high-speed broadband services. The application window will close on September 29, 2023, at 4 p.m. A presentation updating status and next steps will be provided today.

Finally, based on the recent notification of approval, it is recommended that VCOG authorize the Executive Director to sign a Consent Form Agreement with the CPUC acknowledging the Grants Administrative Requirements and prepare to provide oversight/feedback in the organization and planning to occur over the next few months.