



**VENTURA COUNCIL  
OF GOVERNMENTS**

**AGENDA  
VENTURA COUNCIL OF GOVERNMENTS  
ADMINISTRATIVE COMMITTEE  
(ZOOM Conference Call)  
Thursday, May 22, 2025, 2:30 p.m.  
Join Zoom Meeting  
[bit.ly/45gUZva](https://bit.ly/45gUZva)**

Agenda reports and other disclosable public records related to open session agenda items are available on the VCOG website under agenda and minutes at [www.venturacog.org](http://www.venturacog.org) and at the principal VCOG business office located at 1777 E. Los Angeles Ave. Ste. 105, Simi Valley, , California by appointment [(805) 501-6182] during regular business hours, Monday through Friday, 9:00 a.m. to 4:00 p.m. The Public is invited and may attend this remote meeting using the Access Number provided above

**1. Call to Order – Roll Call**

**COMMITTEE MEMBER REMOTE LOCATIONS:**

Chris Enegren - 444 Zachary St # 120, Moorpark, CA 93021 (Business)  
David Tennesen – 601 Carmen Dr., Camarillo, CA, 93010 (City Hall)  
Elaine Litster – 2929 Alamo Street, Simi Valley, CA 93063 (City Hall)  
Carrie Broggie- 421 Edgewood Drive, Fillmore, 93015 (Residence)  
Laura Hernandez, 250 N Ventura Road, Port Hueneme, CA 93041 (City Hall)

**2. Public Statements**

**3. Adoption of March 20, 2025 Committee Meeting Summary *(Attached)***

**4 Executive Directors Report**

- a) REAP 2.0 Update (Chris)
- b) Broadband Standing Committee- Organization & First Meeting
- c) Transition to New Executive Director- Progress
- d) Annual VCOG Dinner October 16, 2025- Moorpark (Location TBA)

**5. Agenda Topics to Consider for July 10, 2025 VCOG Council meeting**

- Visit from Naval Base Ventura Commander
- Regional Defense Partnership- Coastal Resilience Presentation
- Report from Ventura County Fire Chief and Fire Marshal on new Fire Hazard Severity Maps- Released March 10, 2025
- Other Suggestions from Council at May 15 VCOG Meeting

**Adjournment- Next Admin Committee Meeting- June 19, 2025**



## ITEM 3

**VCOG ADMINISTRATIVE  
COMMITTEE  
March 20, 2025  
ZOOM CONFERENCE CALL  
Meeting Summary**

1. **Call to Order** - The meeting was called to order by Chair-Elect Tennesen at 2:37 PM. Members on Zoom Call: Member-at-Large Broggie, Member-at-Large Hernandez.

Chair Enegren joined the meeting at 2:50 PM and IP-Chair Litster joined the meeting at 3:15 PM.

2. **Public Statements-** There were no public statements

3. **Meeting Summary for January 16, 2025** A motion was made by Broggie and seconded by Tennesen to approve the meeting summary for the January 16 Committee Meeting Summary. The motion was carried without opposition.

4. **Executive Director's Report-**

- a) Staff Travel Request- SCAG Annual Conference & General Assembly 4/30-5/2- Riley asked the committee for authority for he and Pollock to attend the Annual SCAG Conference and General Assembly in Palm Desert on April 30-May 2, 2025. Eligible costs for the travel including lodging and mileage are \$1,346.84. Conference Registration is complementary from SCAG. There are sufficient funds remaining in the budget to cover these costs.

A **motion** was made by Broggie and **seconded** by Hernandez to authorize the staff travel requested. Roll call vote was Ayes 3; Nos– 0. The motion carried.

- b) Designation of David Pollock as VCOG Treasurer per Section 13 of the JPA Agreement) & Changes to VCOG Bank Account Authorized Signature Record – Riley made reference to Section 13 of the JPA Agreement which provides that the Council designate a VCOG Auditor/Treasurer. Past practice has been to name the Executive Director to that position. With Mr. Pollock to assume the position of VCOG Executive Director, it is now appropriate that he be named VCOG Auditor/Treasurer. This is also the appropriate time to Amend the VCOG Bank Account Authorized Signature Record. Staff is recommending the addition of David Pollock and current VCOG Chair Chris Enegren to the record of authorized signatures and removing Hugh Riley, outgoing Executive Director and Kevin Kildee, past VCOG Chair.

A **motion** was made by Hernandez and **seconded** by Broggie to designate David Pollock as VCOG Auditor/Treasurer effective April 1, 2025 and Amend the VCOG Bank Account Authorized Signature Record. With the addition of David Pollock and current VCOG Chair

Chris Enegren to the record and removing Hugh Riley, outgoing Executive Director and Kevin Kildee, past VCOG Chair. The motion was carried without opposition.

- c) REAP 2.0 Update – Chris Williamson provided a report on recent REAP 2.0 Activity. He summarized the objectives of the REAP 2.0 project and outlined the various aspects of the technical assistance that will be available to VCOG Members. Four consulting firms have been retained to be available to members on request. The consultants are Placeworks, Inc., MNS Engineers, Inc., Jensen Design and Survey, Inc., and Rincon Consultants, Inc. Williamson provided some examples of the kinds of projects that could be eligible for these technical assistance services
- d) Transition to New Executive Director – Riley informed the committee about efforts to insure a successful transition for David Pollock to assume the position of VCOG Executive Director effective April 1, 2025. He and Pollock have been attending various meetings as an orientation and introduction including the March 13 VCOG Meeting, Broadband Team Committee Meetings, the past two meetings of the Ventura County City Managers Group, they have toured the remodeled City Council Chambers at Camarillo City Hall and attended other local gatherings. They have also been working together on preparation for the future. Pollock admitted that he wanted to be as prepared as possible to take over the position and that Mr. Riley has been extremely helpful to that end.

Chair Enegren joined the meeting at 2:50 PM. And presided for the remainder of the meeting. Riley briefed Enegren on the meeting discussion so far.

**5. Agenda Topics to Consider for May 15, 2025 Council Meeting** – The Committee discussed possible topics. A possible item discussed was the New Fire Hazard Severity Maps issued by the State Fire Marshal on March 10. The new maps will have a significant impact on the residences and businesses in Ventura County. Chair-Elect Tennesen suggested a presentation from representatives from the Regional Defense Partnership (RDP) reporting on their most recent lobbying trip to Washington DC on behalf of our bases coupled with a visit from the Naval Base Ventura Commander as a better idea for the May 15 meeting and that are report from OES on how elected officials should be involved during disasters could be combined with a discussion of the fire hazard maps from the Fire District Officials at the July VCOG Meeting.

The committee generally agreed with these suggestions and directed Riley to arrange Agenda topics for May and July VCOG Meetings. Riley advised that due to some scheduling issues the May 13 VCOG Meeting would be held at the Camarillo Library. He advised that approval of the VCOG Annual Operating Budget and presentation of the Annual VCOG Audit and Financial Statements would also appear on the May 15, Meeting Agenda.

**6. Review of Proposed VCOG Annual Operating Budget- 2025-2026** – Riley presented the proposed VCOG Budget for 2025-2026 which will include an Increase to VCOG Member Annual Dues Assessment to accommodate staff compensation changes and increases in expenses due to CPI and other adjustments as summarized below:

Member Agency	2020 Population	Current 2025 Assessment	Annual Assessment Proposed
Camarillo	70,738	5,338	6,670
Fillmore	16,423	2,364	2,910
Moorpark	36,290	3,529	4,285
Ojai	7,628	1,916	2,301
Oxnard	202,071	13,328	15,763
Port Hueneme	21,958	2,784	3,293
San Buenaventura	110,738	7,761	9,439
Santa Paula	30,674	3,232	3,896
Simi Valley	126,367	8,746	10,521
Thousand Oaks	126,967	8,911	10,563
Ventura County (Uninc.)	<u>95,001</u>	<u>7,083</u>	<u>8,350</u>
<b>TOTAL</b>	<b>844,855</b>	<b>64,922</b>	<b>77,990</b>

Mr. Tennesen remarked that the member assessments had not been increased for many years and that, in the future they would be revisited annually. Member Hernandez advised that her City Manager would be looking to identify the return on investment from entities that are seeking fee increases. Riley added that he believed VCOG would have little difficulty in demonstrating the return on investment provided by VCOG Membership.

Riley reviewed the income and expense items noting that these were significantly reduced from the previous year since both the REAP 1.0 and LATA Projects would be completed by June 30 2025. The proposed Fiscal Year 2025-2026 Budget totals \$369,632 to continue operations and programming of VCOG. Member Agency Dues Assessments have been adjusted to reflect the proposed increase based on the member's 2020 Population in accordance with Section 24 of the JPA Agreement.

Member Litster commented that she was happy that an assessment increase was avoided for nine years and that it showed Mr. Riley's generosity for keeping his compensation the same. She stated she felt that any future increases should be tied to a specific action or new requirement.

Member Hernandez asked that we consider presenting the budget with discretionary and non-discretionary income and expense items separately. She felt that it should be clear that the grant funding is not a part of VCOG's Operating Budget. Riley agreed to revise the proposed budget accordingly. Riley continued to present the overall proposed budget. Tennesen asked if the committee needed to approve the budget at this meeting. Riley answered that the committee would be forwarding their recommendation for the budget to the full VCOG Council at their May 15 Council Meeting.

A **motion** was made by Tennesen and **seconded** by Enegren to recommend approval of the proposed VCOG 2025-2026 Budget and Member Assessment Increase to the full council for their consideration at the May 15, 2025 VCOG Meeting. Roll call vote was Ayes 5; Nos– 0. The motion carried.

**Adjournment-** The Meeting concluded at 3:30 p.m. The next committee meeting will be May 22, 2025 at 2:30 p.m. VIA Zoom.

A handwritten signature in black ink, appearing to read 'D. Pollock', written over a horizontal line.

David Pollock, Executive Director

May 19, 2025

Date