



**VENTURA COUNCIL
OF GOVERNMENTS**

**AGENDA
VENTURA COUNCIL OF GOVERNMENTS
ADMINISTRATIVE COMMITTEE
(ZOOM Conference Call)
Thursday, August 20, 2026, 2:30 p.m.
[Join Zoom 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 and at the principal VCOG business office 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:

David Tennesen – 601 Carmen Dr., Camarillo, CA 93010 (City Hall)
Leslie Cornejo – 505 E Main St, Santa Paula, CA 93060 (Business)
Chris Enegren - 444 Zachary St # 120, Moorpark, CA 93021 (Business)
Elaine Litster – 2929 Tapo Canyon Road, Simi Valley, CA 93063 (City Hall)
Laura Hernandez, 2620 Captains Avenue, Port Hueneme, CA 93041 (Residence)

2. Public Statements

3. Adoption of July 16, 2026, Committee Meeting Summary - Page 2

4 Executive Director's Report

- a) Financial Controls Policy
- b) REAP 2.0 Update
- c) Broadband Standing Committee

5. Agenda Items for September 10, 2026, VCOG Council meeting

- **Financial Controls Policy**
- **E-bikes Across Ventura County**

6. Future Agenda Items: VCOG Council meeting

- Visit from the Naval Base Ventura County Commander
- Presentation from the Air Pollution Control Board on air quality issues
- Economic Development Collaborative of Ventura County
- Tri-County Alliance of Chambers of Commerce
- West Coast Business Alliance
- Oxnard Harbor District

Adjournment- Next Admin Committee Meeting- September 17, 2026



**VCOG ADMINISTRATIVE COMMITTEE
July 16, 2026
ZOOM CONFERENCE CALL
Meeting Summary**

Subject: VCOG Administrative Committee Meeting Summary — July 16, 2026

1. Call to Order

The VCOG Administrative Committee called the meeting to order at 2:30 PM via Zoom. A quorum was established, and committee members and invited participants joined remotely. Members present on the Zoom call included David Tennessen, Leslie Cornejo, Laura Hernandez, and Elaine Litster.

Also present: VCOG Executive Director David Pollock, Moorpark Assistant to the City Manager Brian Chong, and Thousand Oaks Legislative Affairs Manager Mina Layba.

2. Public Statements

No public comments were received.

3. Approval of the June 18, 2026 Committee Meeting Summary

The Committee adopted the June 18, 2026 Committee Meeting Summary unanimously.

4. Executive Director's Report

Audit and Financial Controls

- The FY 2024–2025 audit was reported as complete, with a clean report and two findings related to cash handling.
- Audit costs increased from approximately \$5,000 to \$8,400.
- The committee reviewed invoice approval, disbursement responsibilities, signature authority, and approval thresholds.
- The committee recommended a two-signature approval process for payments over \$5,000 and discussed the practical implications for ACH payments.

- The financial controls policy will clarify the prohibition on splitting payments, approved-vendor-list and W-9 procedures, quarterly review of bank reconciliations and disbursements, and the transition from cash to semi-accrual accounting.
- The revised policy is to be presented to the full council in September. David Pollock will consult with the auditor about whether two invoice approvals can substitute for two physical check signatures for ACH payments, and committee members will review the draft before submission.

5. REAP 2.0 and Broadband Standing Committee Updates

- The committee approved additional funds to extend REAP projects. Reimbursement delays had created cash-flow challenges, although payments were accelerating.
- The final REAP reimbursement invoice was due to SCAG by July 21.
- The Broadband Standing Committee met without a quorum and continued work on a flyer for broadband companies and on standardizing micro-trenching requirements across jurisdictions.

6. Agenda Items for the September 10, 2026 VCOG Council Meeting

- The September council agenda is expected to include consideration of the financial controls policy and an e-bike enforcement presentation by the sheriff's department.

7. Future Agenda Items and Legislative Coordination

- Future topics included disaster preparedness and El Niño impacts, possible collaboration at the Emergency Operations Center, an informal update from the Naval Base Ventura County Commander, economic development and regional chamber reports, and an Oxnard Harbor District site tour.
- The committee identified fireworks enforcement following the civil grand jury report as a potential future agenda item.
- The committee proposed the overdue legislative platform review for the September meeting. The committee discussed using Ventura County Council of Mayors and Managers and League of California Cities updates to support unified VCOG positions, with member input and unanimous consent for position letters.
- David Pollock will coordinate with League of California Cities' Dave Mullinax regarding concise bi-monthly legislative updates, potentially by call-in.

8. Adjournment

With no further business, the meeting was adjourned. The next VCOG Administrative Committee meeting was scheduled for August 20, 2026.

A handwritten signature in dark ink, appearing to read 'D. Pollock', is positioned above a horizontal line.

David Pollock, Executive Director