



VENTURA LOCAL AGENCY FORMATION COMMISSION  
**AGENDA**

Wednesday, November 16, 2016

9:00 A.M.

Hall of Administration, Board of Supervisors Hearing Room  
800 S. Victoria Avenue, Ventura CA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review  
Consider and approve, by majority vote, minor revisions to Commission items and/or attachments and any item added to, or removed/continued from, the LAFCo agenda and changes to the order of business to accommodate a special circumstance.
5. Commission Presentations and Announcements  
Presentation to Commissioners Cunningham, Dandy, and Morehouse for their service on LAFCo.
6. Public Comments  
This is an opportunity for members of the public to speak on items not on the agenda.

The Ventura Local Agency Formation Commission encourages all interested parties to speak on any issue on this agenda in which they have an interest; or on any matter subject to LAFCo jurisdiction. It is the desire of LAFCo that its business be conducted in an orderly and efficient manner. All speakers are requested to fill out a Speaker Card and submit it to the Clerk before the item is taken up for consideration. All speakers are requested to present their information to LAFCo as succinctly as possible. Members of the public making presentations, including oral and visual presentations, may not exceed five minutes unless otherwise increased or decreased by the Chair, with the concurrence of the Commission, based on the complexity of the item and/or the number of persons wishing to speak. Speakers are encouraged to refrain from restating previous testimony.

COMMISSIONERS AND STAFF

<b>COUNTY:</b> Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett	<b>CITY:</b> Carl Morehouse, Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	<b>DISTRICT:</b> Bruce Dandy Elaine Freeman, Vice Chair <i>Alternate:</i> Mary Anne Rooney	<b>PUBLIC:</b> Lou Cunningham  <i>Alternate:</i> David J. Ross
<b>Executive Officer</b> Kai Luoma, AICP	<b>Analyst</b> Andrea Ozdy	<b>Office Manager/Clerk</b> Richelle Beltran	<b>Legal Counsel</b> Michael Walker

## CONSENT ITEMS

7. Minutes of the Ventura LAFCo September 21, 2016 Meeting
8. Ventura LAFCo 2017 Meeting Calendar
9. Budget to Actual Reports: September and October 2016

RECOMMENDED ACTION: Approval of Items 7, and 8; and Receive and File Item 9

## ACTION ITEMS

10. Appointment of Alternate Public Member  
Appoint Patrick Richards as the alternate public member of the Commission to fill a four-year term beginning January 1, 2017.

RECOMMENDED ACTION: Approval

11. LAFCo 16-07 – City of Ventura Reorganization - Northbank  
Receive and file an update on the status of the City of Ventura’s Northbank reorganization proposal that includes an annexation to the City of Ventura to develop 193 residential units on 25 acres currently located in the unincorporated community of Saticoy.

RECOMMENDED ACTION: Receive and File

12. Professional Services Agreement for Audit Services – Fiscal Year Ended June 30, 2016  
Receive and file the executed engagement letter from Vavrinek, Trine, Day & Co., LLP to the Ventura LAFCo dated September 27, 2016, and signed by the Commission Chair on November 8, 2016.

RECOMMENDED ACTION: Receive and File

## INFORMATIONAL ITEMS

Application Received:

LAFCo 16-08 – OASA City of Thousand Oaks – 1094 Kathleen Drive

## EXECUTIVE OFFICER’S REPORT

The next LAFCo meeting will be held on January 18, 2017

## COMMISSIONERS’ COMMENTS

## ADJOURNMENT

WEB ACCESS:

LAFCo Agendas, Staff Reports and Adopted Minutes can be found at: [www.ventura.lafco.ca.gov](http://www.ventura.lafco.ca.gov)

**Written Materials** – Written materials relating to items on this Agenda that are distributed to the Ventura Local Agency Formation Commission within 72 hours before they are scheduled to be considered will be made available for public inspection at the LAFCo office, 800 S. Victoria Avenue, Administration Building, 4<sup>th</sup> Floor, Ventura, CA 93009-1850, during normal business hours. Such written materials will also be made available on the Ventura LAFCo website at [www.ventura.lafco.ca.gov](http://www.ventura.lafco.ca.gov), subject to staff's ability to post the documents before the meeting.

**Public Presentations** – Except for applicants, public presentations may not exceed five (5) minutes unless otherwise increased or decreased by the Chair, with the concurrence of the Commission. Any comments in excess of this limit should be submitted in writing at least 10 days in advance of the meeting date to allow for distribution to, and full consideration by, the Commission. Members of the public who wish to make audio-visual presentations must provide and set up their own hardware and software. Set up of equipment must be complete before the meeting is called to order. All audio-visual presentations must comply with the applicable time limit for oral presentations and thus should be planned with flexibility to adjust to any changes to the time limit established by the Chair. For more information about these policies, please contact the LAFCo office.

**Quorum and Voting** – The By-Laws for the Ventura LAFCo Commissioner's Handbook provide as follows:  
**1.1.6.1 Quorum:** Four (4) members shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time.

**1.1.6.2 Voting:** Unless otherwise provided by law or these By-Laws, four affirmative votes are required to approve any proposal or other action. A tie vote, or any failure to act by at least four (4) affirmative votes, shall constitute a denial.

**Americans with Disabilities Act** – In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the LAFCo office (805) 654-2576. Notification 48 hours prior to the meeting will enable LAFCo to make reasonable arrangements to ensure accessibility to this meeting.

**Disclosure of Campaign Contributions** – LAFCo Commissioners are disqualified and are not able to participate in any proceeding involving an "entitlement for use" if, within the 12 months preceding the LAFCo decision, the Commissioner received more than \$250 in campaign contributions from the applicant, an agent of the applicant, or any financially interested person who actively supports or opposes the LAFCo decision on the matter. Applicants or agents of applicants who have made campaign contributions totaling more than \$250 to any LAFCo Commissioner in the past 12 months are required to disclose that fact for the official record of the proceeding.

Disclosures must include the amount of the contribution and the recipient Commissioner and may be made either in writing to the Clerk of the Commission prior to the hearing or by an oral declaration at the time of the hearing.

The foregoing requirements are set forth in the Political Reform Act of 1974, specifically Government Code Section 84308.



VENTURA LOCAL AGENCY FORMATION COMMISSION  
MEETING MINUTES

Wednesday, September 21, 2016  
Hall of Administration, Board of Supervisors Hearing Room  
800 S. Victoria Avenue, Ventura CA

**OPENING**

1. Call to Order

The meeting was called to order at 9:01 a.m.

2. Pledge of Allegiance

Chair Morehouse led the pledge of allegiance.

3. Roll Call

The following Commissioners were present:

- Commissioner Cunningham
- Commissioner Dandy
- Commissioner Freeman
- Commissioner Parks
- Commissioner Zaragoza
- Chair Morehouse
- Alt. Commissioner Ramirez
- Alt. Commissioner Rooney
- Alt. Commissioner Ross

Alt. Commissioner Ramirez sat as a voting member in the absence of city member Parvin.

4. Agenda Review

Hear Closed Session Item 21 prior to Item 20.

Motion: Approve

Moved by Lou Cunningham, seconded by Bruce Dandy

Vote: Motion carried 7-0

Yes: Lou Cunningham, Bruce Dandy, Elaine Freeman, Linda Parks, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

COMMISSIONERS AND STAFF

<b>COUNTY:</b> Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett	<b>CITY:</b> Carl Morehouse, Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	<b>DISTRICT:</b> Bruce Dandy Elaine Freeman, Vice Chair <i>Alternate:</i> Mary Anne Rooney	<b>PUBLIC:</b> Lou Cunningham  <i>Alternate:</i> David J. Ross
<b>Executive Officer</b> Kai Luoma, AICP	<b>Analyst</b> Andrea Ozdy	<b>Office Manager/Clerk</b> Richelle Beltran	<b>Legal Counsel</b> Michael Walker

## OPENING, CONTINUED

5. Commission Presentations and Announcements

There were no presentations or announcements.

6. Public Comments

Charles Vanoni commented on the City of Ventura's application to LAFCo for annexation and reorganization of the Vanoni-Northbank site - Project No. 6270.

Vince Daly commented on the City of Ventura's application to LAFCo for annexation and reorganization of the Vanoni-Northbank site - Project No. 6270, and requested that the item be put on the LAFCo agenda.

Jeff Lambert commented on the City of Ventura's application to LAFCo for annexation and reorganization of the Vanoni-Northbank site - Project No. 6270, and requested that the item be heard by the Commission.

## CONSENT ITEMS

7. Minutes of the Ventura LAFCo May 18, 2016, Meeting

Motion: Approve

Moved by Bruce Dandy, seconded by Lou Cunningham

Vote: Motion carried 5-0

Yes: Lou Cunningham, Linda Parks, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

Abstain: Bruce Dandy, and Elaine Freeman.

8. LAFCo 16-05 Calleguas Municipal Water District Annexation - Pleasant Valley Venture, LLC

Annexation of two Assessor parcels and portions of the Pleasant Valley Road and Etting Road rights-of-way to the Calleguas Municipal Water District (CMWD) to allow for potable water service to a 171-unit residential development recently approved by the City of Oxnard; pursuant to the California Environmental Quality Act (CEQA), the Commission, as a responsible agency will review and consider the Final Mitigated Negative Declaration prepared by the City of Oxnard and the Addendum to the Mitigated Negative Declaration prepared by the CMWD; and adoption of a resolution making determinations on the proposal.

Motion: Approve

Moved by Bruce Dandy, seconded by John Zaragoza

Vote: Motion carried 7-0

Yes: Lou Cunningham, Bruce Dandy, Elaine Freeman, Linda Parks, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

Ventura LAFCo Minutes

September 21, 2016

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## CONSENT ITEMS, CONTINUED

9. Budget to Actual Reports: May, June, July, and August 2016

Motion: Receive and File

Moved by Bruce Dandy, seconded by John Zaragoza

Vote: Motion carried 7-0

Yes: Lou Cunningham, Bruce Dandy, Elaine Freeman, Linda Parks, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

## PUBLIC HEARING ITEM

10. Review of the LAFCo Conflict of Interest Code

Review the LAFCo Conflict of Interest Code and determine that no changes are necessary; and authorize the Executive Officer to sign the 2016 Local Agency Biennial Notice and transmit to the Clerk of the Board of Supervisors.

The Commission held a public hearing.

Kai Luoma presented the Staff Report.

There were no public speakers.

Motion: Approve

Moved by Elaine Freeman, seconded by John Zaragoza

Vote: Motion carried 7-0

Yes: Lou Cunningham, Bruce Dandy, Elaine Freeman, Linda Parks, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

## ACTION ITEMS

11. Presentation by Ventura County Resource Management Agency, Planning Division Staff, regarding the Ventura County General Plan Update.

Shelley Sussman made the presentation.

Motion: Receive and File

Moved by John Zaragoza, seconded by Bruce Dandy

Vote: Motion carried 7-0

Yes: Lou Cunningham, Bruce Dandy, Elaine Freeman, Linda Parks, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

## ACTION ITEMS, CONTINUED

12. Contract for Professional Audit Services

Authorize the Chair to review and execute the audit services contract with Vavrinek, Trine, Day & Co. for the fiscal year ended June 30, 2016 to be prepared by staff and reviewed by LAFCo Legal Counsel, in an amount not to exceed \$8,500.

Kai Luoma presented the Staff Report.

Motion: Approve

Moved by John Zaragoza, seconded by Carmen Ramirez

Vote: Motion carried 7-0

Yes: Lou Cunningham, Bruce Dandy, Elaine Freeman, Linda Parks, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

13. Commissioner's Handbook Section 1.4.3 - LAFCo as a Responsible Agency

CONTINUED FROM MAY 18, 2016, ITEM 12

Kai Luoma presented the Staff Report.

The following persons commented: Lynn Jensen, Vince Daly, Jeff Lambert, and Kim Prillhart.

Motion: Approve as Modified: replace the sentence, "Mitigation measures that could be considered in the environmental document include, but are not necessarily limited to," with "Examples of mitigation measures that could be considered at the discretion of the lead agency, if feasible, include"; remove the language, "When considering mitigation measures, lead agencies should also consider related factors, including, but not necessarily limited to, the following"; clarify "fee title"; and seek input from the Planning Directors for the cities and County.

Moved by Linda Parks, seconded by Carmen Ramirez

Vote: Motion carried 7-0

Yes: Lou Cunningham, Bruce Dandy, Elaine Freeman, Linda Parks, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

## ACTION ITEMS, CONTINUED

Item Nos. 14 – 18 were heard following Item Nos. 20 and 21.

### 14. Appointment of the Public Member and Alternate Public Member Seats

Consider the following options to fill the public member and alternate public member seats for the four-year terms beginning January 1, 2017:

Option 1:

- a. Appoint the current alternate public member as the public member for the four-year term beginning January 1, 2017, and
- b. Direct staff to initiate a process to recruit and select a new alternate public member for the four-year term beginning January 1, 2017.

Option 2:

Appoint two members of the public as the new public member and new alternate public member for the four-year terms beginning January 1, 2017.

Option 3:

Direct staff to initiate a process for the recruitment and selection of a new public member and a new alternate public member for the four-year terms beginning January 1, 2017.

Option 4:

Provide other direction as appropriate.

Kai Luoma presented the Staff Report.

Motion: Approve Option 1

Moved by Lou Cunningham, seconded by Carmen Ramirez

Vote: Motion carried 6-0

Yes: Lou Cunningham, Elaine Freeman, Linda Parks, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

Absent: Bruce Dandy, and Mary Anne Rooney.

After the motion, the Commission formed an ad hoc committee, consisting of Commissioners Freeman, Morehouse, and Parks, for the recruitment and selection of the new alternate public member for the four-year term beginning January 1, 2017.

### 15. Update on the Formation of the Cuyama Basin Water District

Motion: Receive and File

Moved by John Zaragoza, seconded by Elaine Freeman

Vote: Motion carried 5-0

Yes: Lou Cunningham, Elaine Freeman, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

Absent: Bruce Dandy, Linda Parks, and Mary Anne Rooney.

## **ACTION ITEMS, CONTINUED**

16. CALAFCO 2016-17 Board of Directors Nominations

Authorization for the Chair to submit nominations for the 2016-17 CALAFCO Board of Directors for the county member and district member seats as approved by the Commission.

Kai Luoma presented the Staff Report.

Motion: Nominate Commissioner Freeman for the district member seat for the 2016-17 CALAFCO Board of Directors election.

Moved by Carmen Ramirez, seconded by John Zaragoza

Vote: Motion carried 5-0

Yes: Lou Cunningham, Elaine Freeman, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

Absent: Bruce Dandy, Linda Parks, and Mary Anne Rooney.

17. CALAFCO 2016-17 Board of Directors Election - Voting Delegate

Approval of the Commission's designation of a voting delegate and an alternate for the 2016-17 CALAFCO Board of Directors election.

Motion: Nominate Lou Cunningham as the designated voting delegate for the 2016-17 CALAFCO Board of Directors election.

Moved by Elaine Freeman, seconded by Carmen Ramirez

Vote: Motion carried 5-0

Yes: Lou Cunningham, Elaine Freeman, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

Absent: Bruce Dandy, Linda Parks, and Mary Anne Rooney.

Motion: Nominate John Zaragoza as the designated alternate voting delegate for the 2016-17 CALAFCO Board of Directors election.

Moved by Carmen Ramirez, seconded by Elaine Freeman

Vote: Motion carried 5-0

Yes: Lou Cunningham, Elaine Freeman, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

Absent: Bruce Dandy, Linda Parks, and Mary Anne Rooney.

18. Cancellation of the October 19, 2016, Regular Meeting

Motion: Approve

Moved by Carmen Ramirez, seconded by Elaine Freeman

Vote: Motion carried 5-0

Yes: Lou Cunningham, Elaine Freeman, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

Absent: Bruce Dandy, Linda Parks, and Mary Anne Rooney.

## **ACTION ITEMS, CONTINUED**

19. Attendance of Alternate Commissioners at Closed Session

Determine whether the alternate commissioners have an "essential role to play" in the closed session described in Item 21 and thus may attend the closed session.

Motion: Determine that alternate commissioners have an essential role to play in Closed Session Item 21 and allow alternate commissioners to attend.

Moved by Elaine Freeman, seconded by Bruce Dandy

Vote: Motion carried 7-0

Yes: Lou Cunningham, Bruce Dandy, Elaine Freeman, Linda Parks, Carmen Ramirez, John Zaragoza, and Carl Morehouse.

20. Compensation of the Executive Officer

Consideration of granting a merit increase for the LAFCo Executive Officer.

Motion: Approve a 7% merit increase for the LAFCo Executive Officer

Moved by Lou Cunningham, seconded by Carmen Ramirez

Vote: Motion failed 3-4

Yes: Lou Cunningham, John Zaragoza, and Carmen Ramirez.

No: Elaine Freeman, Linda Parks, Mary Anne Rooney, and Carl Morehouse.

Absent: Bruce Dandy.

Motion: Approve a 5% merit increase for the LAFCo Executive Officer

Moved by Linda Parks, seconded by Mary Anne Rooney

Vote: Motion carried 7-0

Yes: Lou Cunningham, Elaine Freeman, Linda Parks, Carmen Ramirez, Mary Anne Rooney, John Zaragoza, and Carl Morehouse.

Absent: Bruce Dandy.

Alt. Commissioner Rooney sat as a voting member on Item 20 in the absence of special district member Dandy, and left the meeting immediately following Item 20 and before action was taken on Items 14 – 18.

## **CLOSED SESSION**

21. Pursuant to Government Code Section 54957, the Ventura Local Agency Formation

Commission will meet in closed session to consider the following item: Public Employee Performance Evaluation - Title: LAFCo Executive Officer

Special district member Dandy left the meeting immediately following Item 21 which was heard prior to Item 20.

**EXECUTIVE OFFICER'S REPORT**

Kai Luoma updated the Commission on the CALAFCO conference to be held in Santa Barbara on October 26 - 28, 2016; and the next LAFCo meeting will be held on November 16, 2016.

**INFORMATIONAL ITEMS**

Application Received:

16-06 & 16-06S - Ojai Valley Sanitary District Reorganization Spring-Ventura-Grand; and SOI Amendment

**COMMISSIONERS' COMMENTS**

Chair Morehouse commented that the organization, Housing Opportunities Made Easier, will hold the 15th Annual Housing Conference on October 4 at the Ventura County Office of Education in Camarillo; and Southern California Association of Governments will hold the California Housing Summit on October 11 in Los Angeles.

**ADJOURNMENT**

The meeting was adjourned at 12:06 p.m.

These minutes were approved on November 16, 2016.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Abstain: \_\_\_\_\_

\_\_\_\_\_

Carl Morehouse, Chair, Ventura Local Agency Formation Commission



VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: November 16, 2016

(Consent)

**TO:** LAFCo Commissioners  
**FROM:** Kai Luoma, Executive Officer  
**SUBJECT:** LAFCo 2017 Meeting Calendar

**RECOMMENDATION:**

Approve the 2017 calendar for meetings of Ventura LAFCo.

**DISCUSSION:**

Attached is a recommended meeting calendar for Ventura LAFCo for 2017. Adoption is recommended for scheduling and public information purposes. The calendar is consistent with the Commission’s by-laws, including scheduling regular meetings on the third Wednesday of the month except for June when the meeting is scheduled for the second Wednesday to accommodate adoption of the budget before June 15 pursuant to Government Code Section 56381(a). The Commission’s by-laws also state that there are no regular meetings scheduled for August and December.

No action canceling any meeting or setting any special meetings is proposed at this time. Any scheduled meeting may be cancelled by majority vote of the Commission or by the Commission Chair with the consent of the Vice Chair, if it is determined that there is insufficient business to justify the scheduled meeting. A meeting should not be cancelled less than 72 hours prior to its schedule date. Upon cancellation the Executive Officer shall give public notice of the meeting cancellation in accordance with provisions of the Government Code.

If approved, this 2017 meeting calendar will be posted on the Ventura LAFCo website and otherwise made publicly available.

**Attachment:**

1. 2017 LAFCo Meeting Calendar

COMMISSIONERS AND STAFF

<b>COUNTY:</b> Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett	<b>CITY:</b> Carl Morehouse, Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	<b>DISTRICT:</b> Bruce Dandy Elaine Freeman, Vice Chair <i>Alternate:</i> Mary Anne Rooney	<b>PUBLIC:</b> Lou Cunningham  <i>Alternate:</i> David J. Ross
<b>Executive Officer:</b> Kai Luoma, AICP	<b>Analyst</b> Andrea Ozdy	<b>Office Manager/Clerk</b> Richelle Beltran	<b>Legal Counsel</b> Michael Walker



VENTURA LOCAL AGENCY FORMATION COMMISSION

2017 LAFCo Regular Meeting Schedule

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**DARK**

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**DARK**



VENTURA LOCAL AGENCY FORMATION COMMISSION  
**STAFF REPORT**

Meeting Date: November 16, 2016  
*(Consent)*

**TO:** LAFCo Commissioners  
**FROM:** Kai Luoma, Executive Officer   
**SUBJECT:** Budget to Actual Reports – September and October 2016

**RECOMMENDATION:**

Receive and file the Budget to Actual Reports for September and October of the 2016-17 fiscal year.

**DISCUSSION:**

Pursuant to the Commissioner’s Handbook policies, the Executive Officer is to provide monthly budget reports to the Commission as soon as they are available. The attached reports have been prepared with the assistance of the County Auditor-Controller staff. No adjustments to the budget are being recommended at this time.

Attachments:

1. Budget to Actual Report, September 2016
2. Budget to Actual Report, October 2016

COMMISSIONERS AND STAFF

<p><b>COUNTY:</b>                  Linda Parks                  John Zaragoza  <i>Alternate:</i>                  Steve Bennett</p>	<p><b>CITY:</b>                  Carl Morehouse, Chair                  Janice Parvin  <i>Alternate:</i>                  Carmen Ramirez</p>	<p><b>DISTRICT:</b>                  Bruce Dandy                  Elaine Freeman, Vice Chair  <i>Alternate:</i>                  Mary Anne Rooney</p>	<p><b>PUBLIC:</b>                  Lou Cunningham    <i>Alternate:</i>                  David J. Ross</p>
<p><b>Executive Officer:</b>                  Kai Luoma, AICP</p>	<p><b>Analyst</b>                  Andrea Ozdy</p>	<p><b>Office Manager/Clerk</b>                  Richelle Beltran</p>	<p><b>Legal Counsel</b>                  Michael Walker</p>



**BUDGET TO ACTUAL FY 2016-17**  
**YEAR TO DATE ENDING SEPTEMBER 30, 2016 (25% of year)**  
**Fund O720, Division/Unit 6170**

Summary	Budget	Adj. Budget	To Date
Estimated Sources:	703,028	703,028	686,423
Appropriations	703,028	703,028	121,559

Account Number	Title	BUDGET			ACTUAL YTD			Variance Favorable (Unfavorable)	
		Budget	Proposed Adjustments	Adjusted Budget	Actual	Encumbered	Total Revenue/Obligation		
<b>FUND BALANCE</b>									
	Beginning Balance	463,029		463,029	463,028.52		463,028.52	0.00	
5700	Committed	100,000		100,000	100,000.00		100,000.00	0.00	
5995	Unassigned	298,029		298,029	298,028.52		298,028.52	0.00	
5995	Unassigned - Appropriated	65,000		65,000	65,000.00		65,000.00	0.00	
<b>REVENUE</b>									
8911	Investment Income	1,000		1,000	(940.89)		(940.89)	(1,940.89)	-94%
9371	Other Governmental Agencies	617,028		617,028	616,814.00		616,814.00	(214.00)	100%
9790	Miscellaneous Revenue	20,000		20,000	5,550.00		5,550.00	(14,450.00)	28%
	<b>Total Revenue</b>	<b>638,028</b>	<b>0</b>	<b>638,028</b>	<b>621,423.11</b>		<b>621,423.11</b>	<b>(16,604.89)</b>	<b>97%</b>
	<b>TOTAL SOURCES</b>	<b>703,028</b>	<b>0</b>	<b>703,028</b>	<b>686,423.11</b>		<b>686,423.11</b>	<b>(16,604.89)</b>	<b>98%</b>
<b>EXPENDITURES</b>									
1101	Regular Salaries	330,000		330,000	65,019.60		65,019.60	264,980.40	20%
1106	Supplemental Payments	13,500		13,500	2,336.85		2,336.85	11,163.15	17%
1107	Terminations (Buydowns)	15,500		15,500	0.00		0.00	15,500.00	0%
1121	Retirement Contribution	70,500		70,500	12,424.44		12,424.44	58,075.56	18%
1122	OASDI Contribution	20,000		20,000	3,804.56		3,804.56	16,195.44	19%
1123	FICA Medicare	5,500		5,500	952.67		952.67	4,547.33	17%
1128	Retiree Health Payment 1099	10,000		10,000	4,764.90		4,764.90	5,235.10	48%
1141	Group Insurance	23,500		23,500	5,473.43		5,473.43	18,026.57	23%
1142	Life Insurance for Department Heads and Management	150		150	31.89		31.89	118.11	21%
1143	State Unemployment Insurance	350		350	62.64		62.64	287.36	18%
1144	Management Disability Insurance	2,750		2,750	456.21		456.21	2,293.79	17%
1165	Worker Compensation Insurance	2,500		2,500	482.40		482.40	2,017.60	19%
1171	401K Plan	12,500		12,500	884.64		884.64	11,615.36	7%
	<b>Salaries and Benefits</b>	<b>506,750</b>	<b>0</b>	<b>506,750</b>	<b>96,694.23</b>	<b>0.00</b>	<b>96,694.23</b>	<b>410,055.77</b>	<b>19%</b>
2032	Voice Data ISF	2,500		2,500	403.32		403.32	2,096.68	16%
2071	General Insurance Allocation ISF	2,000		2,000	0.00		0.00	2,000.00	0%
2114	Facilities and Materials Sq. Ft. Allocation ISF	15,600		15,600	3,876.00		3,876.00	11,724.00	25%
2115	Facilities Projects ISF	0		0	0.00		0.00	0.00	0%
2116	Other Maintenance ISF	500		500	0.00		0.00	500.00	0%
2131	Memberships and Dues	7,300		7,300	6,591.00		6,591.00	709.00	90%
2158	Cost Allocation Plan Charges	18,250		18,250	0.00		0.00	18,250.00	0%
2163	Books and Publications	500		500	277.48		277.48	222.52	56%
2164	Mail Center ISF	2,500		2,500	9.41		9.41	2,490.59	0%
2165	Purchasing Charges ISF	100		100	16.50		16.50	83.50	17%
2166	Graphics Charges ISF	500		500	0.00		0.00	500.00	0%
2167	Copy Machine Charges ISF	500		500	0.00		0.00	500.00	0%
2168	Stores ISF	50		50	0.00		0.00	50.00	0%
2179	Miscellaneous Office Expenses	5,500		5,500	902.28		902.28	4,597.72	16%
2181	Board and Commission Member Compensation 1099	5,000		5,000	400.00		400.00	4,600.00	8%
2185	Attorney Services (County Counsel)	22,500		22,500	653.25		653.25	21,846.75	3%
2199	Other Professional and Specialized Non ISF	16,000		16,000	0.00		0.00	16,000.00	0%
2202	Information Tech ISF	1,800		1,800	413.86		413.86	1,386.14	23%
2203	County Geographical Information Systems Expense ISF	24,500		24,500	2,801.01		2,801.01	21,698.99	11%
2205	Public Works ISF Charges	3,000		3,000	0.00		0.00	3,000.00	0%
2206	Special Services ISF	100		100	0.00		0.00	100.00	0%
2221	Publications and Legal Notices	5,000		5,000	178.50		178.50	4,821.50	4%
2244	Storage Charges ISF	500		500	82.57		82.57	417.43	17%
2261	Computer Equipment < \$5,000	3,100		3,100	0.00	2,723.39	2,723.39	376.61	88%
2262	Furniture and Fixtures < \$5,000	1,000		1,000	0.00		0.00	1,000.00	0%
2272	Conferences / Seminars ISF (Training ISF)	500		500	0.00		0.00	500.00	0%
2273	Education Training Conferences and Seminars	1,000		1,000	0.00		0.00	1,000.00	0%
2291	Private Vehicle Mileage	7,000		7,000	1,249.22		1,249.22	5,750.78	18%
2292	Travel Expenses (Conferences / Seminars)	15,500		15,500	4,287.36		4,287.36	11,212.64	28%
2303	Motorpool ISF	500		500	0.00		0.00	500.00	0%
	<b>Services and Supplies</b>	<b>162,800</b>	<b>0</b>	<b>162,800</b>	<b>22,141.76</b>	<b>2,723.39</b>	<b>24,865.15</b>	<b>137,934.85</b>	<b>15%</b>
6101	Contingency	33,478		33,478	0.00		0.00	33,478.00	0%
	<b>TOTAL EXPENDITURES</b>	<b>703,028</b>	<b>0</b>	<b>703,028</b>	<b>118,835.99</b>	<b>2,723.39</b>	<b>121,559.38</b>	<b>581,468.62</b>	<b>17%</b>
							0.00		

Note: Amounts with "( )" in the ACTUAL column reflect FY15 accruals in excess of actual expenditures to date



**BUDGET TO ACTUAL FY 2016-17**  
**YEAR TO DATE ENDING OCTOBER 31, 2016 (33.33% of year)**  
**Fund O720, Division/Unit 6170**

Summary	Budget	Adj. Budget	To Date
Estimated Sources:	703,028	703,028	689,235
Appropriations	703,028	703,028	169,457

Account Number	Title	BUDGET			ACTUAL YTD			Variance Favorable (Unfavorable)	
		Budget	Proposed Adjustments	Adjusted Budget	Actual	Encumbered	Total Revenue/Obligation		
<b>FUND BALANCE</b>									
	Beginning Balance	463,029		463,029	463,028.52		463,028.52	0.00	
5700	Committed	100,000		100,000	100,000.00		100,000.00	0.00	
5995	Unassigned	298,029		298,029	298,028.52		298,028.52	0.00	
5995	Unassigned - Appropriated	65,000		65,000	65,000.00		65,000.00	0.00	
<b>REVENUE</b>									
8911	Investment Income	1,000		1,000	(470.44)		(470.44)	(1,470.44)	-47%
9371	Other Governmental Agencies	617,028		617,028	616,905.00		616,905.00	(123.00)	100%
9790	Miscellaneous Revenue	20,000		20,000	7,800.00		7,800.00	(12,200.00)	39%
	<b>Total Revenue</b>	<b>638,028</b>	<b>0</b>	<b>638,028</b>	<b>624,234.56</b>		<b>624,234.56</b>	<b>(13,793.44)</b>	<b>98%</b>
	<b>TOTAL SOURCES</b>	<b>703,028</b>	<b>0</b>	<b>703,028</b>	<b>689,234.56</b>		<b>689,234.56</b>	<b>(13,793.44)</b>	<b>98%</b>
<b>EXPENDITURES</b>									
1101	Regular Salaries	330,000		330,000	88,312.09		88,312.09	241,687.91	27%
1106	Supplemental Payments	13,500		13,500	3,253.25		3,253.25	10,246.75	24%
1107	Terminations (Buydowns)	15,500		15,500	8,059.05		8,059.05	7,440.95	52%
1121	Retirement Contribution	70,500		70,500	18,207.84		18,207.84	52,292.16	26%
1122	OASDI Contribution	20,000		20,000	4,373.04		4,373.04	15,626.96	22%
1123	FICA Medicare	5,500		5,500	1,412.18		1,412.18	4,087.82	26%
1128	Retiree Health Payment 1099	10,000		10,000	6,353.20		6,353.20	3,646.80	64%
1141	Group Insurance	23,500		23,500	7,255.43		7,255.43	16,244.57	31%
1142	Life Insurance for Department Heads and Management	150		150	42.27		42.27	107.73	28%
1143	State Unemployment Insurance	350		350	85.89		85.89	264.11	25%
1144	Management Disability Insurance	2,750		2,750	617.95		617.95	2,132.05	22%
1165	Worker Compensation Insurance	2,500		2,500	699.19		699.19	1,800.81	28%
1171	401K Plan	12,500		12,500	1,176.32		1,176.32	11,323.68	9%
	<b>Salaries and Benefits</b>	<b>506,750</b>	<b>0</b>	<b>506,750</b>	<b>139,847.70</b>	<b>0.00</b>	<b>139,847.70</b>	<b>366,902.30</b>	<b>28%</b>
2032	Voice Data ISF	2,500		2,500	576.55		576.55	1,923.45	23%
2071	General Insurance Allocation ISF	2,000		2,000	0.00		0.00	2,000.00	0%
2114	Facilities and Materials Sq. Ft. Allocation ISF	15,600		15,600	5,168.00		5,168.00	10,432.00	33%
2115	Facilities Projects ISF	0		0	0.00		0.00	0.00	0%
2116	Other Maintenance ISF	500		500	0.00		0.00	500.00	0%
2131	Memberships and Dues	7,300		7,300	6,591.00		6,591.00	709.00	90%
2158	Cost Allocation Plan Charges	18,250		18,250	0.00		0.00	18,250.00	0%
2163	Books and Publications	500		500	277.48		277.48	222.52	56%
2164	Mail Center ISF	2,500		2,500	1,529.61		1,529.61	970.39	61%
2165	Purchasing Charges ISF	100		100	22.00		22.00	78.00	22%
2166	Graphics Charges ISF	500		500	0.00		0.00	500.00	0%
2167	Copy Machine Charges ISF	500		500	(75.12)		(75.12)	575.12	-15%
2168	Stores ISF	50		50	1.25		1.25	48.75	3%
2179	Miscellaneous Office Expenses	5,500		5,500	996.86		996.86	4,503.14	18%
2181	Board and Commission Member Compensation 1099	5,000		5,000	400.00		400.00	4,600.00	8%
2185	Attorney Services (County Counsel)	22,500		22,500	653.25		653.25	21,846.75	3%
2199	Other Professional and Specialized Non ISF	16,000		16,000	0.00		0.00	16,000.00	0%
2202	Information Tech ISF	1,800		1,800	758.58		758.58	1,041.42	42%
2203	County Geographical Information Systems Expense ISF	24,500		24,500	3,734.68		3,734.68	20,765.32	15%
2205	Public Works ISF Charges	3,000		3,000	0.00		0.00	3,000.00	0%
2206	Special Services ISF	100		100	0.00		0.00	100.00	0%
2221	Publications and Legal Notices	5,000		5,000	228.50		228.50	4,771.50	5%
2244	Storage Charges ISF	500		500	82.57		82.57	417.43	17%
2261	Computer Equipment < \$5,000	3,100		3,100	2,723.39		2,723.39	376.61	88%
2262	Furniture and Fixtures < \$5,000	1,000		1,000	0.00		0.00	1,000.00	0%
2272	Conferences / Seminars ISF (Training ISF)	500		500	0.00		0.00	500.00	0%
2273	Education Training Conferences and Seminars	1,000		1,000	0.00		0.00	1,000.00	0%
2291	Private Vehicle Mileage	7,000		7,000	1,624.22		1,624.22	5,375.78	23%
2292	Travel Expenses (Conferences / Seminars)	15,500		15,500	4,316.13		4,316.13	11,183.87	28%
2303	Motorpool ISF	500		500	0.00		0.00	500.00	0%
	<b>Services and Supplies</b>	<b>162,800</b>	<b>0</b>	<b>162,800</b>	<b>29,608.95</b>	<b>0.00</b>	<b>29,608.95</b>	<b>133,191.05</b>	<b>18%</b>
6101	Contingency	33,478		33,478	0.00		0.00	33,478.00	0%
	<b>TOTAL EXPENDITURES</b>	<b>703,028</b>	<b>0</b>	<b>703,028</b>	<b>169,456.65</b>	<b>0.00</b>	<b>169,456.65</b>	<b>533,571.35</b>	<b>24%</b>

0.00

Note: Amounts with "( )" in the ACTUAL column reflect FY15 accruals in excess of actual expenditures to date



VENTURA LOCAL AGENCY FORMATION COMMISSION  
**STAFF REPORT**

Meeting Date: November 16, 2016

**TO:** LAFCo Commissioners  
**FROM:** Kai Luoma, Executive Officer   
**SUBJECT:** Appointment of Alternate Public Member

**RECOMMENDATION:**

Appoint Patrick Richards as the alternate public member of the Commission to fill a four-year term beginning January 1, 2017.

**BACKGROUND:**

In September 2016, the Commission appointed alternate public member David Ross as the public member for the four-year term beginning January 1, 2017. The Commission directed staff to initiate a public notification process to recruit interested candidates to select a new alternate public member for the four-year term beginning January 1, 2017. The Commission also appointed a three-member Ad Hoc Alternate Public Member Selection Committee consisting of Commissioners Freeman, Morehouse, and Parks. The Committee was charged with interviewing the candidates and making a recommendation to the full Commission.

In late September, a public announcement of the vacancy was published in the Ventura County Star and the Moorpark and Simi Acorn newspapers. In addition, the announcement was mailed to the clerk of the legislative body of each local agency within Ventura County and posted at the County Government Center and on the LAFCo website. Interested individuals were asked to submit a letter of interest and a brief resumé. A total of six qualified resumes were received by the deadline. The Ad Hoc Selection Committee conducted interviews on November 2, 2016 (the letters/resumes of these six candidates are attached).

After the interviews were completed, the Committee unanimously recommended that Patrick Richards be appointed as the alternate public member.

COMMISSIONERS AND STAFF

COUNTY:	CITY:	DISTRICT:	PUBLIC:
Linda Parks	Carl Morehouse, Chair	Bruce Dandy	Lou Cunningham
John Zaragoza	Janice Parvin	Elaine Freeman, Vice Chair	
<i>Alternate:</i>	<i>Alternate:</i>	<i>Alternate:</i>	<i>Alternate:</i>
Steve Bennett	Carmen Ramirez	Mary Anne Rooney	David J. Ross
<b>Executive Officer:</b>	<b>Analyst</b>	<b>Office Manager/Clerk</b>	<b>Legal Counsel</b>
Kai Luoma, AICP	Andrea Ozdy	Richelle Beltran	Michael Walker

## **DISCUSSION:**

The public member and the alternate public member are the only LAFCo Commissioners who are appointed by LAFCo. The appointments are governed both by state law and by the Commission's By-laws. State law provides that terms of office are for four years and that selection of the public member and alternate public member "... shall be subject to the affirmative vote of at least one of the members appointed by each of the other appointing authorities" (i.e. the County Board of Supervisors, the City Selection Committee, and the Independent Special Districts Selection Committee) (Gov. Code §56325(d)). The law also provides that the alternate public member "...may serve and vote in place of a regular public member who is absent or who disqualifies himself or herself from participating in a meeting of the commission" (Gov. Code §56331). Also, no person appointed as a public member or alternate public member shall be an officer or employee of the County or any city or special district in the County (Gov. Code §56331).

The Commission's by-laws currently provide that an individual is limited to serving two consecutive terms on the Commission, one as an alternate public member and one as regular public member. After having served terms as an alternate and regular member, an individual may again serve on the commission after a period of four years has elapsed. The by-laws also provide that in selecting the alternate and regular public member, the Commission is to encourage diversity in the makeup of the Commission, including geography, gender, and culture. The by-laws also provide that alternate members may participate fully in all meetings, but are not eligible to make motions, vote, or attend closed session meetings except in the absence of the regular member for which they are an alternate. The pertinent sections of the by-laws are below:

1.1.3.3 Public Member and Alternate: It is the intent of the Ventura LAFCo to rotate the public membership on the Commission on a reasonable basis to broadly allow qualified members of the community to serve. To accomplish this intent, (a) an individual may serve no more than two consecutive terms on the Commission, limited to one term as the public member and one term as the alternate public member, and (b) after serving two such consecutive terms, an individual will not be eligible to serve again as the public member and/or alternate public member until four years have elapsed since the end of the individual's service on the Commission. For purposes of this section, a "term" is defined as two or more years. In selecting the public member and alternate public member, the Commission shall encourage diversity in the makeup of the Commission including geography, gender, and culture.

1.1.3.4 Alternate Members: Alternate members may participate fully in all meetings, except they are eligible to make motions, vote or to attend closed session meetings only in the absence of the regular member for which they are an alternate

Attachment:

1. Letters of interest and resumés of interviewed candidates

George L. Ochs  
2488 Seacrest Court  
Thousand Oaks, CA 91362  
geochs@gmail.com  
mobile 347 429 0085

September 26, 2016

Kai Luoma  
Executive Officer  
Ventura LAFCo  
800 S. Victoria Avenue  
Ventura, CA 93009-1850

Kai,

I'm responding to the article in Community Briefs section of the Sunday edition of the Ventura County Star. My wife Sandy and I are four year residents of Ventura County. We relocated from New York City in 2012 in order to be close to our adult sons, one who is married, with children, residing here in Thousand Oaks.

My lengthy career includes serving as a professional in the institutional real estate industry, developing, managing and investing in commercial real estate across the U.S. and beyond. Also, early in my career I held two public sector positions, with the City of Los Angeles, and then with Pitkin County (Aspen) Colorado. The most notable public sector position was that as County Manager for Pitkin County, where I participated in the creation of a county wide land use code and rezoning program. This work established an economic and environmental framework which has proven to be a very valuable long term public asset, protecting and preserving the natural environment while at the same time creating a sustainable, enduring regional economy for the upper Roaring Fork Valley.

My professional work with Prudential Insurance and JP Morgan, while more focused on individual real estate investments and shorter term economics, has given me a thorough understanding of both sides of those public and private issues around the topic of land use versus monetizing and consuming valuable community resources.

Enclosed is my current resume. I left a position with Western National Properties in early August. At this time I am pursuing a new position. However, at this point in my career, I expect to be able to control my time to the point where I will be able to attend all monthly meetings.

Also, please note the "Community Leadership" section of my resume. You will want to notice those activities where I either initiated, led or participated in local community issues.

Kind regards,



enclosure



**Accomplished investment management professional – wide ranging experience including asset & portfolio management, capital raising and client relationship management**

- |                                       |  |
|---------------------------------------|--|
| ✓ "Bird Dog" Capital Raising Talents  | ✓ Respected & Praised By Clients           |
| ✓ Concise Engaging Communicator       | ✓ Experienced Portfolio Manager            |
| ✓ Ultimate Team Player & Collaborator | ✓ Inspiring Leader, Lifts Team Performance |

**Western National Group, Irvine CA**

Chief Marketing Officer, 2015/2016

Prepared an institutional quality marketing strategy for this privately held, vertically integrated California multi-family firm, then re-introduced WNG to the institutional investment community.

- Attracted an investor for a "one off" development project.
- Delivered several institutional quality investors towards establishing separate account relationships with WNG.
- Assessed and prepared materials for the introduction of a third closed end fund.

**JP Morgan Asset Management, New York City, London and Los Angeles**

Managing Director, Portfolio Manager and Business Development / Client Relations, 1995 - 2014

Participated in the growth of this real estate unit, from \$3 billion to over \$60 billion in assets. Roles included Asset Management, Portfolio Management, Business Development & Client Relations.

- Generated nearly \$1 billion of new investment contributions from existing clients over a five year period (2002 – 06) by increasing commitments to existing funds along with directing capital into new strategies.
- Partnered with JPM's Client Advisory professionals to expand the real estate and infrastructure client base, generating approximately \$1.5 billion of new client capital over this same five year period.
- Established the European and Middle East business development platform while based in London (2007 – 09). Raised \$300 million of capital across Europe for real estate and infrastructure strategies.
- Successfully directed targeted capital raise initiatives during the post global recession period, including a U.S. opportunistic separate account, the second India Property Fund and the participated in second Asian Infrastructure Opportunistic Fund. These initiatives generated approximately \$500 million of new capital commitments.
- First Portfolio Manager for the Special Situation Property Fund, a \$2 billion plus value-added portfolio, over 30 separate investments across the U.S. This fund continues to be a market leading performer.
- Led the acquisition and redevelopment of the Century Plaza Towers, Century City (Los Angeles) CA, an iconic, highly visible asset which delivered a double digit return over a 15 year hold.

**Prudential Insurance, Boston MA**

Sr. Vice President, Real Estate Development, 1988 – 1995

Directed and managed the redevelopment of the Prudential Center, a landmark project located in Boston's fashionable Back Bay district. This is a high-rise, multiple building, high density project built over a turnpike and wedged in between a convention center, a hotel, and several attractive residential neighborhoods.

- Established and managed a comprehensive development team, delivered a project that gained approvals from the City, the adjacent neighborhoods and commercial clients (retail, office and residential).
- Gained entitlement rights for two additional office buildings, a high profile retail mall, a high-end hotel and several condominium buildings.
- The project was sold shortly after completion, generating an IRR in excess of 20% on invested capital.

**Real Estate Development Consulting Practice, Denver CO**

Principal, 1980 – 1988

- Led the development of Denver's City Center 4 (currently Century Link Center), a 52 story high-rise office tower. Participated in the construction, lease-up, tenant build out and eventual sale of this project.
- Developed a master development plan for a proposed city center mixed use project in Aurora (suburban Denver), including entitlements, land planning and regional marketing services.

**Pitkin County Colorado, Aspen CO**

County Manager, 1974-1980

Served as County Engineer & Airport Manager (2 years) then four years as County Manager. A broad based, highly visible role requiring a variety of executive level responsibilities, carried out in a politically charged atmosphere.

- Participated in the adoption of the initial Aspen/Pitkin County Land Use Code, established a long term development plan for the upper Roaring Fork Valley. This plan has guided the continuing economic and environmental success enjoyed by the City of Aspen and Pitkin County over the past four decades.
- Led the creation of many public infrastructure projects, including the first Aspen/Pitkin County airport terminal, public housing projects, parks, open space acquisitions, bicycle paths and hiking trail systems.
- Established and managed the County bus system, now known as the Roaring Fork Valley Transit Authority, currently the second largest public transit system in the State of Colorado.
- Worked closely with the Snowmass Village Association establishing of the Town of Snowmass Village CO.
- Effectively managed all county government operations, with 120 full time employees.

**Community Leadership**

- Peshtigo High School Alumni Scholarship Fund, Peshtigo, WI 2012 – present  
Co-Founder and President
  - With a H.S. classmate, raised \$60,000 plus over the past four years, providing scholarship funds for needy graduates with accomplished community service records throughout their high school years.
- Pension Boards – United Church of Christ, New York, NY 2010 – present  
Trustee and Chair of the Investment Committee, a \$3.5 billion ministerial pension plan
  - 2014/2015 - served as Chair of Search Committee to select a new CEO
- Urban Land Institute Advisory Services Panel, Bridgeport CT 2004 – 2006  
Creator and Community Leader
  - Initiated and led a community wide planning process for the revitalization of greater Bridgeport. Raised \$100,000 to fund a ULI panel study creating a plan for the renaissance of this City.
- Bridgeport Housing Authority, Bridgeport CT 2003 – 2006  
Board Member
  - Appointed by the Mayor, the BHA directly manages over 2,500 public housing units & 2,500 units of Section 8 housing. Retained a new CEO, reduced operating costs by \$1 million annually.
- Black Rock Homeowners Association, Black Rock CT 2001 – 2006  
Founder and President
  - Created a homeowners association, grew to 100 members, improved public safety and land use policies for this neighborhood.

RECEIVED  
OCT 03 2016

Ventura LAFCo

FORREST FRIELDS  
2308 Avenida San Antero  
Camarillo, California 93010  
805.405.0993 (mobile)  
phototeacher@roadrunner.com

September 29, 2016

Kai Luoma, Executive Director  
Ventura LAFCo  
800 S. Victoria Avenue  
Ventura, CA 93009-1850

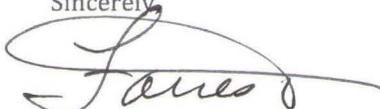
Dear Director,

I am interested in being considered for the vacant position as Public Member, Alternate, to the LAFCo. I strongly desire to continue my community involvement since my relocation to the City of Camarillo in 2011.

While I don't consider it a cornerstone of my experience, during my tenure on the Thousand Oaks Planning Commission, I served for 8 months on the Ventura County Planning Commission prior to returning to that position in Thousand Oaks. That tenure was appointed by three different City Councilmembers for consecutive service. That period of time was a difficult political environment, divisive in nature yet a very satisfying period of my life.

I have attached my resume for the Board's consideration.

Sincerely,



Forrest Frields



FORREST FRIELDS  
2308 Avenida San Antero  
Camarillo, California 93010  
805.405.0993 (mobile)  
phototeacher@roadrunner.com

October 1, 2016

### **APPLICATION FOR ALTERNATE PUBLIC MEMBER, VENTURA LAFCo**

I have long-time experience volunteering in community service both while living in Thousand Oaks and presently in Camarillo. I wish to continue that service on the VC LAFCo. I am presently retired and a homeowner married to Catherine Frields in Camarillo, California. I cherish the existing agriculture and open spaces nestled between the mountains and ocean. I am available for an interview at your request.

References and additional details available upon request.

#### **EXPERIENCE**

- Thousand Oaks Planning Commissioner and Chairman
- Ventura County Planning Commission
- Area Housing Authority of the County of Ventura, Commissioner and Chairman
- Rotary Club, Westlake Village Sunrise; Board member
- Camarillo Advisory Land Use Committee
- Numerous Thousand Oaks City committees, such as Traffic Committee; CDBG Distribution Committees
- Professional Photographer; Studio owner, Thousand Oaks, California
- US Army Vietnam Helicopter Aviator; Aviation Safety Officer
- Basic Training Company Commander, Ft. Campbell, KY
- Disaster Assistance Response Team (DART), Thousand Oaks, CA
- Community Emergency Response Team (CERT), Camarillo, CA
- Veteran of the Year 2015, Assembly District 44, Assemblywoman Jacqui Irwin

#### **EDUCATION**

- ROTC and Bachelor degree in Chemistry, St. Mary's University, San Antonio, Texas
- Private Single Engine Land Pilot; Commercial Helicopter pilot, FAA
- USC Institute of Aerospace Safety and Management, Los Angeles, California



October 22, 2016

Ventura Local Agency Formation Commission  
800 South Victoria Ave.  
Ventura, CA 93009-1850

Attn. Mr. Kai Luoma, AICP  
Executive Officer

Subject: Letter of Interest for Alternate Public Member Position

Dear Mr. Luoma:

Thank you again for talking to me regarding the vacant position. I am interested to serve. My resume that includes four decades of community involvement in this county is attached.

I am a resident of Ventura County for the past 42 years, able to regularly attend LAFCo meetings, and have a general understanding of LAFCo functions and authority. I am not an officer or employee of Ventura County or any city or special district within the County. I can file an annual financial disclosure statement with the Fair Political Practices Commission.

I am a fellow of the American Society of Civil Engineers and the American Public Works Association, and a distinguished life member of the American Water Works Association. I am also a Paul Harris fellow of the Rotary International. I have received many commendations, awards and certificates from cities, state legislature and U. S. Congress, and various professional and service organizations.

I have worked with Bob Braitman on City of Oxnard annexation issues. Kim Ulich and Stan Eisner, former Executive Officers have helped complete small assignments at my company. I have known many past and present members of the Board of Supervisors, Mayors and council members at all cities of this county. Similarly, I am familiar with many special district board members in this county. The reference list provided in the resume includes some of those that have known me for over thirty years, except Jim Hensley who has known me about a decade!

Please call me anytime with any questions at (805) 218-5574.  
Most sincerely,



Mohammed A. Hasan  
P. O. Box 6385  
Ventura, CA 93006

Enclosure



**Summary** Proven leader, manager and trainer in civil and environmental fields encompassing public works sector at local and state levels. Public speaker for national engagements. Community involvement spans four decades in Ventura County, including President and Board member of several charitable/nonprofit organizations. Currently offer free community classes

**Education** M.S., Environmental Engineering, University of Iowa  
M.S., Transportation Engineering, University of Iowa  
B.S., Civil Engineering, NED Engineering University

**Professional Leadership** American Public Works Association-Leadership Fellow, 2012  
American Society of Civil Engineers-Fellow, 2005  
MIT Enterprise Forum, Membership Committee  
Tri-State Seminar, Laughlin and Las Vegas, Nevada-Speaker 2001, 2016  
Environmental Business Council of Ventura County-President, 2000  
North American Society of Trenchless Technology-Speaker, 1997  
Channel Counties Water Utilities Association-President, 1985  
American Water Works Association-Distinguished Life Member, 2008  
Association of Water Agencies of Ventura County-Director, 1980-1984

**Publications, Languages, Talks** Various publications in Technical Journals and proceedings of National Conferences  
Environmental Reporter, Ventura Sun, 1992  
*Drought is Not a Four-Letter Word* a citizens guide to new water, Amazon books, August 2015  
Column Writer, "Breeze", Newsletter of Ventura East Rotary  
Besides English, fluent in Spanish, Arabic, Hindi, Urdu and Bengali  
Presentation on engineering innovations in trade clubs, societies and associations

**Community Involvement** Hispanic Chamber of Commerce of Ventura County-Board Member, 2001-2003  
Ventura Chamber of Commerce - Governmental Affairs Committee  
Rotary International, Ventura East-Paul Harris Fellow, major Benefactor, Centennial President  
Volunteer, Loma Vista Elementary School, 1999-2003  
Judge, Ventura County Science Fair, 2001  
Jailbird, Muscular Dystrophy Association, 2002  
Tri Counties Easter Seal Society-Director, 1998-2002  
Ventura Youth Employment Service-Director 1985-1990  
Ventura Trade Club-Head Trader, 1993  
Consult/Net- President, 1989  
Villa Seville Homeowners Association-President, 1978  
Proponent and signatory-\$327M Community College District bond measure S, 2002  
Facilities committee, Boys and Girls club, Ventura, 2010  
Volunteer, Catholic Charities, family to family, Ventura, 2010  
Judge, California Migrant Education regional debate and speech tournament, 2013  
Advisory committee member, Waterproofing Kids, Oxnard 2012-present  
Focus on the Masters, Board Member, 2013-2016  
El Concilio family services, Board Member, Treasurer, 2015-Present

**Environmental** Creator, Woodsy the Owl children's education program-Ventura county schools 1974-79  
Organized first recycling center in Ojai, countywide newsprint recycling and litter control programs 1974-79  
Oxnard Schools - Public Awareness Speaker on water/wastewater, 1979-1984  
Founder and Speaker, water and wastewater public awareness program, City of Oxnard, 1979-84  
Volunteer Ventura County Fair-Solid Waste 1975-78 and Rose Society 1986  
Team member, Ocean Foresters, visit [oceanforesters.org](http://oceanforesters.org), 2011-Present

- Sponsorships,** Star in Education Program, Ventura County Star
- Donations,** Quad Beautification Project, Anacapa Middle School, Ventura
- Fund raising and** Quad Improvement, Ventura High School
- Coaching** Career Day presenter, Foothill Tech High School, Ventura; R. J. Frank Academy and Sierra Linda School, Oxnard
- Zoe Christian Center, Oxnard, donated Environmental Services for homeless shelter
- Free community classes: Basic Conversational Spanish, Financial Independence, Cooking w/ spices, Stress-Health-Longevity
- Camarillo sober prom donation of BMW along with Hal Watkins BMW
- Half Dome expedition to raise scholarship money for local high schools, September 28, 2009
- Half Marathon race completion to raise scholarship money for children, Dec. 11, 2011
- Recognition** Honor-U.S. Congress, California State Assembly, County of Ventura, Cities: Ventura, Oxnard, 2009 and 2014
- Brief biography, *Gravity Flow*, publication of Calif. Water Environment Assoc., June 2005
- Management firm helps build future”–*Ventura County Star*, Jan. 19, 1997
- People you should know- Mohammed Hasan”-*Oxnard Press Courier*, Feb. 15, 1981
- Who’s Who in Government-Marquis, 1977
- Non-English newspaper/TV interviews-Spanish *Mi Estrella, Hispanidades, Vida*; Bengali *Ekush, Channel18*
- Guest, *Dr. Bunny* talk radio show, KKZZ- AM 1400, June 2, 2009
- Quarter Century Recognition award, California Water Environment Association, April 17, 2013
- Guest of Honor, downtown Los Angeles parade, Bangladesh Independence Day, 2014
- Professional Experience** Over thirty years of diversified professional experience in engineering, management, research and teaching. Presently Principal Engineer and Owner of Hasan Consultants, a civil and environmental engineering firm, in Ventura, since 1984. Served as the Utilities Superintendent of the City of Oxnard. Previously employed with Ventura Regional Sanitation District and ASL consulting engineers of South Pasadena as civil engineer.
- References** John Zaragoza, County Supervisor 654-2613
- John Flynn, former County Supervisor 377-6357
- Bob Braitman, former LAFCo Exec. Officer 647-5278
- Jim Hensley, Port Hueneme city councilman 366-5116
- Neal Andrews, Mayor pro tem, Ventura 207-9002
- Jim Monahan, Ventura city councilman 340-1356
- Tim Flynn, Mayor, Oxnard 340-1922
- Ernie Villegas, former Mayor, Fillmore 915-9648

RECEIVED  
OCT 24 2016

Letter of Interest  
Regarding Alternate Public Member  
Ventura County Local Agency Formation Commission

Ventura LAFCo

For

**Patrick J. Richards**

October 21, 2016

.....  
First of all, it is a privilege to be considered for the opportunity to serve as the Alternate Public Member to fill a four-year term beginning January 1, 2017.

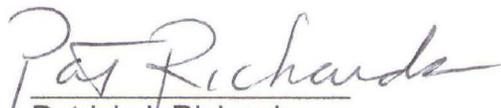
During my 30 plus years as an Urban Planner for the City of Simi Valley, Community Development Director City of Moorpark and County Planning Division Manager, I have always been impressed with the decisions of the County's Local Agency Formation Commission (LAFCO) as they have related to City's Spheres of Influence, Areas of Interest, City/County General Plans and the County's Guidelines For Orderly Development.

Undoubtedly, LAFCO faces complex and difficult decisions relating to Special Districts and their service areas. The extension of such services can lead to either urban sprawl or "leap frog" urban development.

Throughout my years as a Professional Planner (AICP) I have been involved in a number of CEQA required documents. As a Responsible Agency under CEQA, I have the experience and ability to assist LAFCO with their required responsibility under CEQA.

Lastly, please consider my service as a member and Chairman to the Somis Municipal Advisory Committee since its inception.

Thank you for the opportunity to be considered in the selection of the Alternate Public Member with LAFCO.

  
Patrick J. Richards

4291 Blackberry Lane  
Somis, CA 93066  
(805) 386-4017



PATRICK J. RICHARDS  
4291 BLACKBERRY LANE  
SOMIS, CALIFORNIA 93066  
HOME (805) 386-4017  
WORK (805) 654-5192

To continue the pursuit of varied management positions having increased responsibilities and varied challenges. To provide diligent, creative and competent performance in areas of management and comprehensive planning matters. To strive for excellence by taking the initiative regarding reasonable risks and to assume responsibility in all situations.

#### WORK STYLE

Creative having a comprehensive view/orientation in addressing planning and development issues.  
Aggressive leadership skills to motivate subordinate staff to effect the organizational goals and objectives.  
Flexibility, and tenacity in pursuing the organizational objectives. The ability to work well and harmoniously with Boards, Councils, Commissions, Citizen Advisory Boards, staff and the community at large.  
The ability to delegate, where appropriate.

#### EXPERIENCE

May 2010 to Present	Commemorative Air Force, Camarillo Airport Camarillo, California FAA AVIATION MECHANIC – Maintenance and repair of World War II aircraft.
August 1999 to May 2009	COUNTY OF VENTURA - Planning Department 800 S. Victoria Avenue Ventura. CA 93009 MANAGER-Commercial & Industrial Land Use Section Responsible for day-to-day supervision towards the successful processing of commercial and industrial land use entitlements. Accomplish various special projects as directed by the Planning Division or needs/directions from the Board of Supervisors. Provide technical CEQA assistance as necessary.

-1-

- March 1996  
to  
August 1999
- COUNTY OF VENTURA – Planning Department  
800 S. Victoria Avenue  
Ventura, California 93009  
PLANNER-Housing Programs  
Responsible for all aspects of the HOME Investment Partnership Program and other special housing projects as assigned. Provide technical, supplemental, environmental and planning assistance to the County Public Works Agency and Flood Control Department regarding complex and controversial entitlement applications. Provide research for housing programs, bond processing and construction management to the Chief Administrative Office.
- July 1994  
to  
March 1996
- COUNTY OF VENTURA – Public Works Agency  
800 S. Victoria Avenue  
Ventura, California 93009  
PLANNER  
Responsible for all Flood Control Department implementation of CEQA requirements regarding flood control infrastructure improvements. Responsible for the preparation and obtainment of all 401, 404, 1601 and other resource regulatory agency required permits associated with the construction, repair or replacement of flood control facilities.
- June 1992  
to  
July 1994
- COUNTY OF VENTURA – Planning Department  
800 S. Victoria Avenue  
Ventura, California 93009  
PLANNER  
Responsible for expediting intricate, complex and controversial entitlement applications. Function as clearinghouse for priority special projects. Act as liaison between state agencies and various County departments regarding implementation of approved projects. Assist the County Counsel with land use law suits of a sensitive and complex nature requiring special handling. Contact and coordinate with other jurisdictions and special districts regarding commercial and industrial exaction's. Conduct studies involving multiple municipalities and agency jurisdictions.

-2-

July 1993  
to  
present

RPS/RICHARDS PLANNING SERVICES

4291 Blackberry Lane  
Somis, California 93066

CONSULTANT

Provide a variety of planning entitlement services for both public and private sectors. Perform environmental review assessments, assist in the development of affordable housing programs.

FACILITY PROGRAMMATICS, INC.

892 North Street  
Somis, California 93066

CONSULTANT

Responsible for project management of space planning to provide optimum needs within an organization by providing stacking plans, site and location studies, based on adjacency and area requirements. Development of strategic planning programming questionnaires. Provided data input for the generation of stack and block plans.

UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
GUEST PROFESSOR, Urban Design, taught fall semester, 1994

UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
LECTURER, Legislative Amendments to CEQA,  
May 20, 1994

October 1986  
to  
May 1992

CITY OF MOORPARK

799 Moorpark Avenue  
Moorpark, California 93021

DIRECTOR OF COMMUNITY DEVELOPMENT

Responsible for all aspects of Planning and Building and Safety department activities. Serve as the primary authority regarding all planning and development requirements and standards for the city. Prepare and present reports and provide analysis related to land use General Plan Updates, Sphere of Influence Studies, Specific Plans and redevelopment proposals to the City Council, Planning Commission and Redevelopment

Agency. Manage the office of Building and Safety,

-3-

zoning administration and code enforcement activities. Administer consultant planning services, Community Development Block Grant programs, mortgage revenue bonds, Growth Management Ordinance, and mobile home rent control. Prepare and approve all environmental assessments. Coordinate Downtown Revitalization programs. Supervise Senior Planners, Associate Planner, Assistant Planner, Code Enforcement Officers and secretaries.

January 1983  
to  
October 1986

CITY OF SIMI VALLEY  
2929 Tapo Canyon Road,  
Simi Valley, California 93063  
URBAN PLANNER

Supervised the Advanced Planning Section within the Department of Community Development. Created and implemented the city's first Growth Management Ordinance. Directed all environmental analysis for the department, prepared reports for General Plan amendments, special studies and data collection for multiple state and federal agencies. Responsible for all housing programs in the city and staff to the Affordable Housing Committee. Negotiated development agreements regarding affordable and first time buyer housing programs, Section 8, mortgage revenue bonds and redevelopment set aside funds. Accomplished the construction of over 1200 affordable housing units built and occupied by low and moderate income households.

October 1977  
to  
November 1983

CITY OF WHITTIER  
13230 Penn Street  
Whittier, California, 90602  
ASSISTANT PLANNER

Responsible for research and report writing regarding recommendations for code amendments, subdivisions, general plan amendments, zone changes, lot splits, conditional use permits and variances. Assisted in

-4-

providing research and technical assistance to the city's redevelopment agency and Department of Community Development Review, interpreted building plans and street plans for city's Design Review Board. Provided technical assistance in completing the city's CDBG applications.

#### EDUCATION

CALIFORNIA STATE POLYTECHNIC UNIVERSITY  
Pomona, California September 1977 to June 1982

Master of Urban Planning,  
Major: Urban Planning, GPA: 3.80  
Master's Thesis: *Local Governmental Use  
of Transfer Development Rights.*

CALIFORNIA STATE UNIVERSITY LOS ANGELES  
Los Angeles, California September 1971 to June 1973

Bachelor of Arts  
Major: Geography, GPA: 3.25

#### PROFESSIONAL REGISTRATION

Registered Environmental Assessor No. 06649, State of California

#### PROFESSIONAL SOCIETIES

AMERICAN INSTITUTE OF CERTIFIED PLANNERS  
1983 to present

AMERICAN PLANNING ASSOCIATION 1976 to present  
PHI KAPPA PHI 1980 to 1982 Deans Honor List,  
California State Polytechnic University

REFERENCES Available upon request



RECEIVED  
OCT 25 2016

*Kathleen M. Garcia*

*517 N. Mill Street*

*Santa Paula, California 93060*

Ventura LAFCo

October 22, 2016

Kai Luoma  
Executive Officer  
Ventura LAFCo  
800 S. Victoria Avenue  
Ventura, CA 93009-1850

Dear Mr. Luoma,

My letter is sent to formally submit my application letter to serve as Alternate Public Member for the Local Agency Formation Commission here in Ventura County.

I have recently retired from forty years as an educator in parochial schools. I have always found ways to be involved in community events over the years. This position intrigues my curiosity on a new level. As a retiree, I feel it necessary to be actively engaged in activities that will challenge my curiosity and allow me to share my experiences as an administrator, planner, learner, and teacher in very positive ways.

I look forward to meeting with you and learning more about this special position and the far-reaching work of the Commission.

I have enclosed a resume and my contact information. Thank you for your consideration.

Very truly yours,



Kathleen M. Garcia (Kathie)  
805-340-9467

Enc



Kathleen M. Garcia  
C. 805.340.9467

517 N. Mill Street  
Santa Paula,, California 93060

### **EDUCATIONAL BACKGROUND**

Bachelor of Science, Secondary Education, Social Science Major  
California Teaching Credential, Multi-Subject  
Master of Arts, Catholic School Administration

### **PROFESSIONAL EXPERIENCE**

*Principal* for Catholic Elementary Schools in Santa Barbara, Santa Paula, and Daly City, California

As principal of a Catholic elementary school, my responsibilities Included:

- \*Direct supervision of all employees - classified, non-classified, and volunteer
- \*Hiring and releasing from positions
- \*Budget planning, managing, and adjusting
- \*Oversight of ordering and managing supplies and equipment
- \*Coordinating the maintenance and improvement of the school buildings and grounds
- \*Facilitating and supporting fundraising events
- \*Curriculum development and implementation in all grades K - 8
- \*Oversight and guidance of school accreditation programs
- \*Collaboration with Parent and Parish organizations
- \*Marketing the school, its programs and activities
- \*Representing the school as needed in the community-at-large

*Classroom Teacher* in Grades Kindergarten, Third Grade, Sixth, Seventh, and Eighth

As a classroom teacher, I was responsible for:

- \*Providing a safe, stable, and active learning environment
- \*Following the proscribed curriculum for each particular grade level
- \*Participating in schoolwide curricular and co-curricular programs
- \*Working closely with parents and guardians to assure student success on many levels
- \*Attending professional development programs in order to stay current and be prepared to meet students' learning needs
- \*Collaborating with colleagues to formulate strategies, plan grade level or schoolwide activities and events, and organize staff seminars

*Proprietor - Larry's Q Crew*

My husband and I operated a specialized catering company. We catered on site for small intimate affairs or large banquet gatherings. I managed planning, purchasing,

billing, and assisted in the set up and decorations for specific events with the hosts

*Social Worker* for the County of Ventura

During my tenure with the Department of Social Services, County of Ventura, I worked as an Intake Worker, Case Worker for Families, Case Worker for the Elderly, and Liaison worker with the Department of Employment

### **COMMUNITY INVOLVEMENT**

\*With a friend, organized a Community Action Effort to keep a local swimming pool open for two more summer seasons. We organized fundraisers with parents and coaches. We also made contacts with many local business, large and small, to solicit their financial and community support

\*Served as a Board member for a youth baseball program for several years

\*Served on the Board of Directors for a Private Preschool in Montecito, CA

\*Served as member of the Parish Council for San Buenaventura Mission and Our Lady of Mercy Parish (Daly City)

\*Designed and led the construction of an award-winning float for Ventura's annual St. Patrick's Day Parade

\*Volunteered as Team Trainer for a high school football program for twelve years

\*Worked with a Neighborhood Action Committee that focused on appropriate upgrades for the Ventura Avenue community

\*Helped to form and guide a special Action Group of Property Owners that dealt with controlled values on our properties

RECEIVED  
OCT 28 2016

Ventura LAFCo

2300 Lions Gate Drive  
Oxnard, CA 93030  
October 28, 2016

Mr. Kai Luoma  
Executive Officer  
Ventura Local Agency Formation Commission  
800 South Victoria Avenue  
Ventura, CA 93009-1850

Dear Mr. Luoma,

It has come to my attention that there is a vacancy for the Alternate Public Member position for the Ventura Local Agency Formation Commission, advertised through the Ventura County Star.

As a lifelong resident of Ventura County, I have not been employed by the County of Ventura, of any city, or special district within the County that falls under Ventura County LAFCO's jurisdiction. I currently work as a Longshoreman at the Port of Hueneme under the Pacific Maritime Association. However, I previously served as a Field Representative for Assemblymember Das Williams covering the issues of water, the environment, and local governance.

Before graduating with a BA in Global Studies from UC Santa Barbara, I participated in community discussions on the formation of a self-governing body for Isla Vista in Santa Barbara County. This experience has given me an understanding of Community Service Districts, Municipal Advisory Commissions, County Service Areas, and cities and their relation to LAFCO. What makes our County's LAFCO unique is our purpose to protect SOAR's boundaries to prohibit unrestrained growth into our Open Space. We must also reinforce CURB by assuring our local agencies are being fiscally responsible in an effective manner to deliver services.

Despite not having direct experience with LAFCO, I have demonstrated proficient skills with policy as a Student Trustee for the Ventura County Community College District, where I was able to speak with Assemblymember Das Williams to introduce legislation for Student Trustees across California. Also, as a board member for the CAUSE Action Fund, we have reviewed the proposal of a Business Improvement District formation in Santa Barbara. As an Alternate Public Member, I will emphasize on community input for major decisions taken by our commission.

Sincerely,

---

Arthur 'AJ' Valenzuela Jr.



**Arthur "AJ" Valenzuela Jr.**  
2300 Lions Gate Drive  
Oxnard, CA 93030  
(805) 236-7615  
arthurvalenzuela00@gmail.com

*Goal: I am seeking a position which allows me to continue my commitment to Central Coast through my experience in organizing, policy, and community engagement.*

**Pacific Maritime Association - Longshoreman - March 2016 to Present**

Serve as a Longshoreman at the Port of Hueneme to transport goods through Ventura County.

**CAUSE Action Fund – Board Member – November 2013 to Present**

Serve as a Board Member for a Social Justice non-profit c(4) that reaches from Ventura to Santa Barbara County. While serving on the board, I have participated in the creation of the strategic plan for the next 5 years. Reviewed the political campaigns and issues that are expected for the next 4 years in both counties. Participated in Fundraising Calls and reviewing electoral politics in Santa Barbara and Ventura Counties.

**California State Assembly - Field Representative - February 2016 to June 2016**

Served as a Field Representative to Assemblymember Das Williams where I covered the issues of water, the environment, local governance, and more in the Ventura County side of the 37th Assembly District. The positions also included reaching out to community organizations and constituents to relay their concerns to Asm Williams and capital staff to provide State assistance.

**California Democratic Party – Field Organizer – July 2014 to November 2014**

Served as a Field Organizer in the 26<sup>th</sup> Congressional District of California. My responsibilities included organizing volunteers to assist with our voter registration drive in which we registered, updated the information, or converted to absentee ballots of more than 8,000 voters in the district. Also, I coordinated volunteers in Voter Contact through phone banking and canvassing.

**Student Trustee – Ventura County Community College District June 2012 to May 2013:**

Served as the Student Trustee for the Ventura County Community College District. Responsibilities included an understanding of higher education policies at the local and state level, attending monthly board meetings, and communicating with constituency groups with participatory governance. Also, as President of the California Community College Association of Student Trustees, our organization sponsored legislation proposed by Assemblymember Das Williams to give Student Trustees rights, but ultimately amended to a CSU Student Trustee bill.

**EDUCATION:**

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA, Global Studies and Feminist Studies, 2015**  
**VENTURA COLLEGE, AA in Political Science and Social and Behavioral Science, 2013**

**APPOINTMENTS and HONORS:**

**President** of the California Community College Association of Student Trustees:  
2012-2013

**PERSONAL REFERENCES:**

**Maricela Morales**

**Executive Director for the CAUSE Action Fund/Former Mayor of Port Hueneme**

**(805) 217-7321**

[maricela@causenow.org](mailto:maricela@causenow.org)

**Hillary Blackerby**

**District Director of Assemblymember Das Williams**

**(760) 285-7025**

[hillary.blackerby@gmail.com](mailto:hillary.blackerby@gmail.com)

**Bernardo Perez**

**Ventura County Community College District Trustee for Area 4 (Simi Valley and Moorpark)**

**(805) 208-3570**

[bernardo.m.perez@gmail.com](mailto:bernardo.m.perez@gmail.com)



VENTURA LOCAL AGENCY FORMATION COMMISSION  
STAFF REPORT

Meeting Date: November 16, 2016

**TO:** LAFCo Commissioners

**FROM:** Kai Luoma, Executive Officer

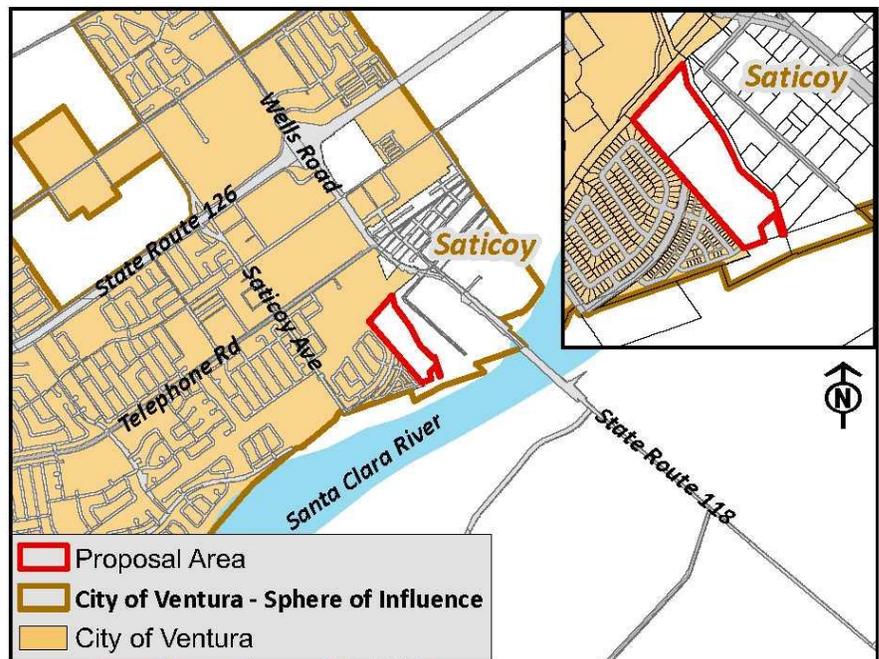
**SUBJECT:** LAFCo 16-07 – City of Ventura Reorganization – Northbank

**RECOMMENDATION:**

Receive and file.

**BACKGROUND:**

At the September LAFCo meeting, the Commission directed staff to provide an update as to the status of the City of Ventura’s Northbank reorganization proposal. The proposal includes an annexation to the City of Ventura to develop 193 residential units on 25 acres currently located in the unincorporated community of Saticoy. The Ventura City Council adopted the resolution of application on September 19 and the application was submitted to LAFCo on September 20.



COMMISSIONERS AND STAFF

**COUNTY:**  
Linda Parks  
John Zaragoza  
*Alternate:*  
Steve Bennett  
  
**Executive Officer:**  
Kai Luoma, AICP

**CITY:**  
Carl Morehouse, Chair  
Janice Parvin  
*Alternate:*  
Carmen Ramirez  
  
**Analyst**  
Andrea Ozdy

**DISTRICT:**  
Bruce Dandy  
Elaine Freeman, Vice Chair  
*Alternate:*  
Mary Anne Rooney  
  
**Office Manager/Clerk**  
Richelle Beltran

**PUBLIC:**  
Lou Cunningham  
  
*Alternate:*  
David J. Ross  
  
**Legal Counsel**  
Michael Walker

## **DISCUSSION:**

### **Application Status**

LAFCo staff deemed the application incomplete on October 18 and requested additional data and information needed to evaluate the proposal to ensure consistency with LAFCo law and local policies. The letter of incompleteness, which was provided to the Commission in October, is attached for reference (Attachment 1). The additional information that was requested pertained to:

- Water supply – According to the City’s 2015 Comprehensive Water Resource Report, due to the ongoing drought, current water demand within the City’s water service area is expected to exceed supply beginning this year.
- Flood impacts – The City concluded that the proposal area is not subject to flooding from Brown Barranca, which abuts the site to the east, because the area is not within a FEMA-designated floodplain, as indicated in the attached map prepared as part of the 2009 Saticoy & Wells Community Plan EIR (Attachment 2). It appears the data used to prepare these maps dates to the 1980s. However, according to the Ventura County Watershed Protection District (VCWPD), more recent data indicates that the proposal area is subject to flood impacts, as indicated on the attached map prepared as part of the VCWPD’s 2005 “Brown Barranca Pre-Design Report” (Attachment 3). An additional study prepared by VCWPD in 2014 indicates that portions of the proposal area would be subject to flooding up to three feet in depth.
- Impacts to the operation of an adjacent sanitary district – The proposal area abuts the Saticoy Sanitary District’s (SSD) wastewater treatment plant and would introduce residential and park uses in close proximity to the treatment plant. It would also impede access to the plant and related facilities. The SSD has expressed several concerns with the proposal that have not been addressed.
- Potential land use conflicts – The proposal would introduce residential uses adjacent to outdoor industrial uses. Attachment 4 is an aerial view of the site and the adjacent uses. The potential land use conflicts have not been addressed.

As of the writing of this staff report, the City has not submitted the additional data/information that was requested and the application remains incomplete.

As you are aware, in comment letters to City staff, the City Planning Commission, and the City Council, LAFCo staff had identified each of these items as matters that were subject to LAFCo review, pointing out that their evaluation would be necessary as part of the LAFCo process. Typically, matters such as these are evaluated in the lead agency’s environmental document. However, in this instance, the City’s environmental document either did not acknowledge the issues or did not adequately address the issues. Thus, additional information is necessary to allow for LAFCo staff to evaluate them.

## California Environmental Quality Act (CEQA) Review

For most city reorganization proposals, LAFCo serves as a responsible agency under CEQA. The city, as lead agency, is obligated to prepare the appropriate environmental document. The environmental document prepared by the City for the subject proposal is an EIR that was prepared in 2009 for a 1,000-acre community plan with addenda issued in January 2011, in August 2013 and, with respect to the Northbank project, on September 19. LAFCo staff believes that the addended EIR prepared by the City is inconsistent with CEQA and LAFCo policies and is not the appropriate environmental document for the Northbank project for the reasons outlined in previous correspondence to the City, copies of which were provided to the Commission under separate covers.

The Commissioner's Handbook contains two sections regarding the adequacy of the lead agency's environmental document:

"The Executive Officer will deem an application incomplete, for processing purposes, until the required environmental documentation has been received." (Section 1.4.3.3)

"The Executive Officer or designee shall not issue a Certificate of Filing for any project, proposal or application, including projects, proposals and applications where LAFCo is the lead agency, until and unless the CEQA process has been fully completed." (Section 2.1.4)

Under CEQA, LAFCo must accept the lead agency's environmental document as adequate unless 1) LAFCo files a timely legal challenge to the adequacy of the document, or 2) certain limited criteria are met that would allow LAFCo to step in as the lead agency to prepare a new or subsequent environmental document.

Under CEQA, a legal challenge to an environmental document must be filed within 30 days of the filing of a Notice of Determination (NOD). The City filed a NOD for the subject environmental document (the September 19 addendum to the 2009 EIR) on October 13; thus, the time to file a legal challenge expired no later than November 14. In mid-October, LAFCo staff consulted with the Chair and Vice-Chair about holding a special meeting of the Commission to discuss whether or not to file a legal challenge to the addended EIR. Staff decided against a special meeting for two reasons. First, a legal challenge under CEQA is not necessary to allow LAFCo to conduct a full evaluation of the proposal under LAFCo law. LAFCo retains the discretion to review and make determinations regarding all of the matters (outlined above) that were not adequately evaluated in the addended EIR. Second, due to the incompleteness of the application, LAFCo staff has not yet been able to determine whether the criteria have been met to allow LAFCo to step in as the lead agency to prepare a new or subsequent environmental document.

Under CEQA, if a parcel has been designated in a community plan to accommodate a particular density of development and an environmental impact report was certified for that planning action, the application of CEQA to the approval of the project that is consistent with the community plan

shall be limited to “effects upon the environment which are peculiar to the parcel or to the project and which were not addressed as significant effects in the prior environmental impact report, or which substantial new information shows will be more significant than described in the prior environmental impact report.” (Pub. Resources Code, § 21083.3(a).)

Therefore, for LAFCo to step in as a lead agency, there must be effects upon the environment which are peculiar to the Northbank project or parcel and which were not addressed as significant effects in the addended EIR, or which substantial new information (available since September 19) shows will be more significant than described in the addended EIR. LAFCo staff will evaluate whether such effects exist upon receiving all requested information from the City.

Attachments:

1. Letter of Incompleteness (with attachments), dated October 18, 2016
2. Floodplain map (dated 2005) from Saticoy & Wells Community Plan EIR
3. Floodplain map from “Brown Barranca Pre-Design Report”
4. Aerial view of proposal area



# VENTURA LOCAL AGENCY FORMATION COMMISSION

COUNTY GOVERNMENT CENTER • HALL OF ADMINISTRATION  
800 S. VICTORIA AVENUE • VENTURA, CA 93009-1850  
TEL (805) 654-2576 • FAX (805) 477-7101  
WWW.VENTURA.LAFCO.CA.GOV

LAFCo  
November 16, 2016  
Item 11, Attachment 1

October 18, 2016

Jeff Lambert, Community Development Director  
City of Ventura  
501 Poli Street  
Ventura, CA 93001

SENT VIA ELECTRONIC MAIL

RE: LAFCo 16-07 City of Ventura Reorganization - Northbank

Dear Jeff:

Thank you for the recent submittal of the above-referenced reorganization proposal that includes a request to annex territory to the City of Ventura to allow for the development of 193 residential units. As you know, we issued a Notice of Receipt of Application on September 22 and began reviewing the application for completeness. Pursuant to LAFCo law, the Executive Officer shall determine within 30 days of receiving an application whether the application is complete and acceptable for filing, or whether the application is incomplete (Govt. Code § 56658(c)). Once an application is determined to be complete, LAFCo is to issue a Certificate of Filing (Govt. Code § 56658(f)). The issuance of the Certificate of Filing begins the formal review process for the proposal. We have reviewed the application materials and determined that additional data and information is required to allow processing of the application to continue. As such, the application has been deemed incomplete. Pursuant to Govt. Code Section 56652(e) and LAFCo Commissioner's Handbook Section 2.1.2.1, please provide the data and information discussed below.

### EIR Addendum No. 3

Thank for submitting the corrected City Council resolution which now refers to EIR "Addendum No. 3". However, the application materials submitted to LAFCo do not contain an "Addendum No. 3" or any other addendum that is specific to the Northbank project. Included in the materials is "Addendum No. 1" prepared in 2013 for the adjacent Enclave project, and "Addendum No. 2", prepared for an unrelated water well project in 2011. Please submit the appropriate EIR addendum in its final form.

### Water Service

Among the factors outlined in the Government Code that the Commission is required to consider in making a determination on a proposal are "the present cost and adequacy of governmental services and controls in the area; probable future needs for those services and controls; probable effect of a proposed...annexation...on the cost and adequacy of services and

controls in the area and adjacent areas” and the “Timely availability of water supplies adequate for projected needs...” (Govt. Code § 56668(b), (l).)

- According to the City’s 2015 Comprehensive Water Resource Report, due to the ongoing drought, current water demand within the City’s water service area is expected to exceed supply beginning this year. Therefore, it appears that the City does not have timely availability of adequate water for the project. The City’s approach to the apparent lack of water supply is to approve the subdivision/development, but deny the issuance of building permits for the project until such time that water becomes available. Please provide information showing that the City has the legal authority to deny the issuance of residential building permits, typically a ministerial action, after having approved the discretionary actions necessary for the project to proceed.
- Provide information showing the amount of groundwater allocations that are currently owned by the property owner that are to be transferred to the City.

### Flooding

In addition to the factors outlined above, the Commission is required to consider “The effect of the proposed actions and of alternative actions, on adjacent areas...” and “The comments of any affected local agency or other public agency.” (Govt. Code § 56668(c), (j).) In addition, among the factors that the Commission has identified as “unfavorable to approval” is “The proposal area would accommodate new development and includes a...floodplain, or other hazardous area designated by federal, state, or local public agencies, unless the Commission determines that the hazard or hazards can be adequately mitigated.” (Commissioner’s Handbook § 3.3.1.2(h).)

The Ventura County Watershed Protection District (VCWPD) has expressed several concerns with the project related to flood impacts. According to the VCWPD (see attached letter), the Northbank project is not consistent with the findings and recommendations documented in reports prepared in 2005 and 2014 that indicate that the Brown Barranca, which abuts the project site, is deficient and cannot be relied on to provide flood protection. As such, the VCWPD concludes that the project site is subject to significant flooding. However, it appears that the City has concluded that the project will not be subject to flood impacts from Brown Barranca, because the official FEMA maps do not show the project to be within a 100-year floodplain. As such, the City has dismissed most of the concerns expressed by VCWPD.

During the preparation of the EIR for the City’s Parklands Specific Plan and annexation proposal, which also abuts Brown Barranca, the City acknowledged that the FEMA floodplain map for Brown Barranca (which was based on information available in 1985 and 1986) did not accurately represent the true extent of the 100-year floodplain. Using data prepared by the VCWPD in 2004 and 2005, the EIR provided an analysis that updated and mapped the revised floodplain, which demonstrated that the actual 100-year floodplain extended beyond that identified on the FEMA map. The project, which proposed development within the extended

floodplain, was required to make improvements to the barranca to mitigate the impacts based on the expanded floodplain, not the outdated FEMA floodplain.

Much of the same information relied on by the City to update and expand the 100-year floodplain for the Parklands Specific Plan shows that the entirety of the Northbank proposal area is subject to a 100-year flood event from Brown Barranca. Moreover, the most recent available data prepared by the VCWPD in 2014 demonstrate that flood flows in Brown Barranca near the project area are substantially greater than previous studies indicate and the site would be almost completely inundated during a 50-year storm event. Thus, the development project will place residential uses within an area that the most recent available data indicate is subject to extensive flooding.

- It is unclear why in 2011 as part of the Parklands Specific Plan EIR, the City acknowledged that the FEMA maps did not accurately depict the true extent of the 100-year floodplain, yet it appears that the FEMA maps are being relied on as accurate by the City for the Northbank development. Similarly, it is unclear why the 2005 study prepared by the VCWPD indicating that the actual 100-year floodplain extended beyond that identified in the FEMA maps was relied upon by the City as part of the Parklands Specific Plan EIR, but the same study, which indicates that the Northbank Project is also subject to 100-year flooding, was not considered by the City as part of the Northbank project review. If the City believes that the FEMA maps accurately depict the 100-year floodplain for the Northbank project and that the 2005 VCWPD study does not, please provide data and information that support these positions.
- Please provide data and information as to why the study prepared by the VCWPD in 2014 indicating that the Northbank project site is at significant risk of flooding up to three feet in depth was not considered by the City as part of the Northbank project review.
- According to the information submitted to LAFCo, the project will elevate buildings 12 inches above the 6- to 12-inch floodwater depth anticipated during a 100-year event described in the VCWPD 2014 report. However, as mentioned, the 2014 report identifies flood depths of up to three feet. Please provide data and information as to how elevating and re-contouring the site consistent with the 2014 report may divert floodwaters to other properties in the vicinity.
- The City concludes that compliance with applicable building code requirements, including the Flood Plain Regulations, would eliminate any significant flooding impacts to the project. However, according to materials submitted to LAFCo, the City's Flood Plain Regulations apply to only FEMA-designated floodplains. Please provide data and information regarding how the City's floodplain regulations would address the apparent flood impacts when the City has concluded that there is no FEMA floodplain.

#### Saticoy Sanitary District

In addition to the factors discussed above, the Commission must also consider "The extent to which the proposal will promote environmental justice. As used in this subdivision,

‘environmental justice’ means the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provision of public services.” (Govt. Code § 56668(p)) In addition, among the factors that the Commission has identified as “unfavorable to approval” is “Annexation [that] would encourage a type of development in an area that due to terrain, isolation, or other economic or social reason, is not in the public interest.” (Commissioner’s Handbook § 3.3.1.2(e).)

The Saticoy Sanitary District (SSD), which provides sewer collection and treatment services to the community of Saticoy, a disadvantaged unincorporated community (Govt. Code § 56033.5; Commissioner’s Handbook § 3.2.5), has expressed several concerns with the project as approved by the City (see attached letter). The project will place medium and high density residential uses within 200 feet of the SSD’s wastewater treatment plant and less than 100 feet from the plant’s percolation ponds. The project places a park, playground, and children’s splash pad area within 50 feet of two large unenclosed tanks that receive untreated sewage as part of the treatment process. In addition, the approved plans call for the abandonment and removal of SSD’s 12-inch sewer trunkline that connects its sewer system to its treatment plant. It also removes SSD’s current access road to the treatment plant and that used to maintain the trunkline. According to SSD staff, the approved project would negatively impact SSD’s ability to operate and maintain its wastewater treatment plant and could result in an undue financial burden on the ratepayers of Saticoy. Following is a summary of the potential issues identified by SSD:

- The project will introduce sensitive receptors (residential and park/playground users) to objectionable odors emanating from the treatment plant.
- The project will introduce sensitive receptors to noise from the plant’s 24 hour/7 day per week operations.
- The project will create sewage backups in SSD’s sewer system and cause overflows into Brown Barranca and the surrounding area.
- The project will disrupt several existing service connections in Saticoy.
- The project removes the ability of SSD to access and maintain its primary sewer trunkline.
- The project removes SSD’s current access to its treatment plant and provides no consideration of other users of the access road (in a separate correspondence, the United Water Conservation District, which owns a parcel south of the project site, expressed concern that the project appears to eliminate its access to the parcel).
- The project may redirect floodwaters toward the treatment plant impacting operations and resulting in adverse impacts.

Please provide data and information regarding how the City and/or the project will address and resolve the concerns expressed by SSD.

Land Use Conflicts

In addition to the factors discussed above, the Commission must also consider “Any information relating to existing land use designations.” (Govt. Code § 56668(o).)

The project will introduce residential uses adjacent to land designated by the County’s Saticoy Area Plan as “Industrial”. The adjacent industrial uses include operations that begin as early as 5:00 a.m. seven days per week. They include Harrison Industries’ trash truck storage yard, Harrison Industries’ roll-off bin and truck storage yard, and Standard Industries’ metal recycling facility. The approved project will introduce sensitive receptors (i.e. residents) to noise, odors, diesel exhaust, vibration, glare, and visual impacts emanating from these industrial operations, including in the early morning hours and on weekends. LAFCo staff understands that some of these uses already generate complaints from nearby residences. Placing residential uses in even closer proximity can be expected to result in additional complaints that may affect the long term viability of these industrial uses. Please provide data and information on how the project will address and mitigate these potential land use conflicts.

Commission Consideration

Please submit the requested information within 90 days from the date of this letter. If the materials listed above are not submitted within the 90-day timeline, pursuant to Commissioner’s Handbook Section 2.1.2.3, the application will be considered to be withdrawn and any remaining portion of the deposit will be refunded, unless an extension is authorized by the Commission. Upon receipt of the requested information, we will review it and notify you as to whether the application is complete or if any additional information is needed.

Feel free to contact me should you have any questions.

Sincerely,



Kai Luoma  
Executive Officer

Attachments: Letter from SSD dated October 5, 2016  
Letter from VCWPD dated October 10, 2016

- c: Mark Norris, SSD
- Peter Sheydayi, VCWPD
- Tony Emmert, United Water Conservation District
- Chris Stephens, Ventura County RMA

**SATICOY SANITARY DISTRICT**  
1001 PARTRIDGE DRIVE, SUITE 150  
VENTURA, CALIFORNIA 93003-0704  
805-658-4642

DIRECTORS

James Acosta, President  
Raul Morales, Vice President  
Gerardo Claudio, Director  
Regal L. Morales, Director  
Teri Hernandez, Director

October 5, 2016

Kai Luoma, AICP  
Executive Officer  
Ventura Local Agency Formation Commission  
800 South Victoria Ave  
Ventura, CA 93009

**CONCERNS REGARDING CITY OF VENTURA PROJECT NO. 6270 - NORTHBANK  
VENTURES, LLC. IN THE UNINCORPORATED COMMUNITY OF SATICOY**

Dear Mr. Luoma,

The Saticoy Sanitary District (District) owns and operates the Jose Flores Wastewater Treatment Plant (WWTP) in Saticoy. The siting of the WWTP, by design, was located in an area of Saticoy away from sensitive receptors. As with any treatment plant, since it is impractical to implement an engineering solution to totally eliminate odors, noise, esthetic impacts, etc., maintaining a reasonable separation or buffer zone is the most cost-effective and common sense approach to avoiding land use conflicts.

The District was apprised of the Northbank Project more than a year ago when a representative from the development company performed a field visit with the District Manager and District Superintendent. Since that meeting there has been no further communication from the developer with the District regarding this project. However, back in March 2016, Ventura Local Agency Formation Commission (LAFCo) provided details of the proposed project to the District, including a basic set of plans.

The District has reviewed the plans and identified potential issues with the following items:

- 1) Wastewater Service –
  - a. As proposed, the project shows abandonment of the 12” sewer main line and easement along the eastern edge of the project

- i. Replacing with 8" main line and connecting along existing service feeder creates capacity and flow velocity issues
    - ii. Creates potential backups of the sewer system and overflows into the barranca and surrounding area
    - iii. Reverse slope for service connections directly downstream of proposed relocation point
  - b. Access route to the WWTP eliminated
    - i. No details on planned routes to plant
    - ii. No accounting for truck trips or vehicle types permitted along potential new access route through residential neighborhoods
    - iii. Does not take into consideration use by the District and VCWPD of the current access route for O&M of their respective facilities
- 2) Odor Control –
  - a. Geotubes and other measures are not 100% effective in eliminating odors. Odor impacts to nearby receptors are likely
  - b. No data to support that prevailing winds will not impact new development
  - c. Potential future costs for enhanced odor control facilities and associated maintenance
- 3) Noise Abatement – The WWTP operates 24/7 and currently conforms to all regulations. However, complaints from adjacent residential properties could impact regulatory compliance. Also, the cumulative noise conditions created by other adjacent sources (i.e., Gold Coast and Standard Industries) could further exacerbate noise impacts to nearby resident receptors
- 4) Zoning - County has area zoned for Agricultural and Industrial and new development is T4.10 Urban
  - a. Project places housing within approximately 200 feet of the unenclosed storage tanks and a playground and children's "splash pad area" are proposed within approximately 50 feet
  - b. Offers minimal buffer zone and creates boundary conflict
- 5) Flooding – Based on VCWPD's objections to the project with concern for the potential flooding of the Brown Barranca, flood waters would have a detrimental impact on the operations of the WWTP which could result in environmental impacts
- 6) With Saticoy being a severely disadvantaged community and already financially challenged due to required regulatory mitigation measures for the WWTP, any cost impacts for additional mitigation measures (odor, noise, visual) would be place an unfair burden on the residents of Saticoy
- 7) Potential long-term liability for decreased property values, APCD violations prompted by complaints, and WWTP improvements (enclosures, barricades, etc.)

- 8) Easement – United Water Conservation District would be landlocked and would require an easement from Saticoy to cross its property to access their facilities. Similar to the District, they would also be required to traverse residential areas to gain site access

The District has identified several concerns regarding the project as proposed. Placing sensitive receptors in close proximity to the WWTP would negatively impact the District's ability to operate and maintain the WWTP, specifically in terms of regulatory improvements and associated mitigation costs. As previously stated, Saticoy is a severely disadvantaged community and would suffer undue financial burden should this development result in the need for additional WWTP improvements. The District requests that LAFCo take these comments into consideration as part of the review process for the subject project.

Please contact me at 805-658-4621 or email [marknorris@vrsd.com](mailto:marknorris@vrsd.com) if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Norris", with a long horizontal flourish extending to the right.

Mark Norris – District Manager

# Ventura County Watershed Protection District



**LAFCo - Attachment to  
October 18, 2016 Letter  
of Incompleteness**

October 10, 2016

Mr. Kai Luoma, AICP  
Executive Officer  
Ventura Local Agency Formation Commission  
County Government Center  
800 S. Victoria Avenue  
Ventura, CA 93009

RECEIVED  
OCT 10 2016

Ventura LAFCo

Peter Sheydayi, Interim Director  
Watershed Protection District

Arne Anselm  
Water Resources

Gerard Kapuscik  
Strategic Resiliency Group

Karl Novak  
Operations & Maintenance

Bruce Rindahl  
Watershed  
Resources & Technology

Peter Sheydayi  
Design & Construction

Sergio Vargas  
Watershed  
Planning & Permits

SUBJECT: Northbank Ventures, LLC; Project No. 6270

Dear Mr. Luoma:

On July 16, 2014, Ventura County Watershed Protection District (District) sent a letter to the Ventura City Council that expressed the District's concerns regarding the project. The City has yet to respond to the concerns by the District. The Northbank Ventures Development Project (Northbank Project) is located along the City of Ventura/County of Ventura boundary on lands within the County's jurisdiction but within the City's sphere of influence.

In its November 2013 letter to City staff, the District identified issues related to necessary improvements to the Brown Barranca, which lies along the eastern boundary of the North Bank Project. Improvements to the Brown Barranca will be required by the District in order for the developer of the Northbank Project to obtain a permit from the District. Based on recent conversations between County Planning Division and District staff, concerns about necessary improvements to the Brown Barranca and potential flooding impacts were not fully evaluated within the environmental document and not addressed through the project's conditions of approval. As a result, the District requested that the environmental analysis be updated and that additional mitigation measures be added to adequately address flooding impacts.

The proposed development is not consistent with the findings and recommendations documented in the District's 2005 Brown Barranca Pre-Design Study or a more recent 2014 hydraulic study. The 2005 report identified flood hazards within the Brown Barranca watershed and existing channel deficiencies within the project site. The report also included recommended alternative solutions to the flood capacity and channel deficiencies. In June 2014, the District released a planning level hydraulic analysis related to potential flooding impacts in the East Ventura area, including the Brown Barranca and the project site. The report indicates flooding is greater than prior data indicated, and that Brown Barranca will not be able to contain the 1%-chance flood (i.e., the flow from a 100-year storm event) causing the Northbank Project to be subject to significant flooding. Both the 2005 study and the more recent 2014 study included stakeholder meetings with City staff.

Based on the provided findings, the District requests that the Northbank Project be conditioned as follows:

1. Construct ultimate Brown Barranca channel improvements in order to protect and remove the development from the 1%-chance flood hazard;
2. Secure a permit from the District for the reconstruction/improvement of the channel to convey the 1%-chance flood and meet District design standards;
3. Dedicate the improved Brown Barranca flood control channel to the District for long-term maintenance;
4. Construct the development in a manner that does not increase peak flow post development;
5. Per *Action 11.6.6*, coordinate pathways and trail along Brown Barranca with the District.
6. Change the City application question number 28 Storm Drainage System, Part c "Does the system currently have the capacity to serve the proposal?" from YES to NO. Brown Barranca is deficient and does not have capacity to handle additional storm flow (land use change causes more runoff) due to a 1%-chance flood. Also, the answer to question 31 b is incomplete.

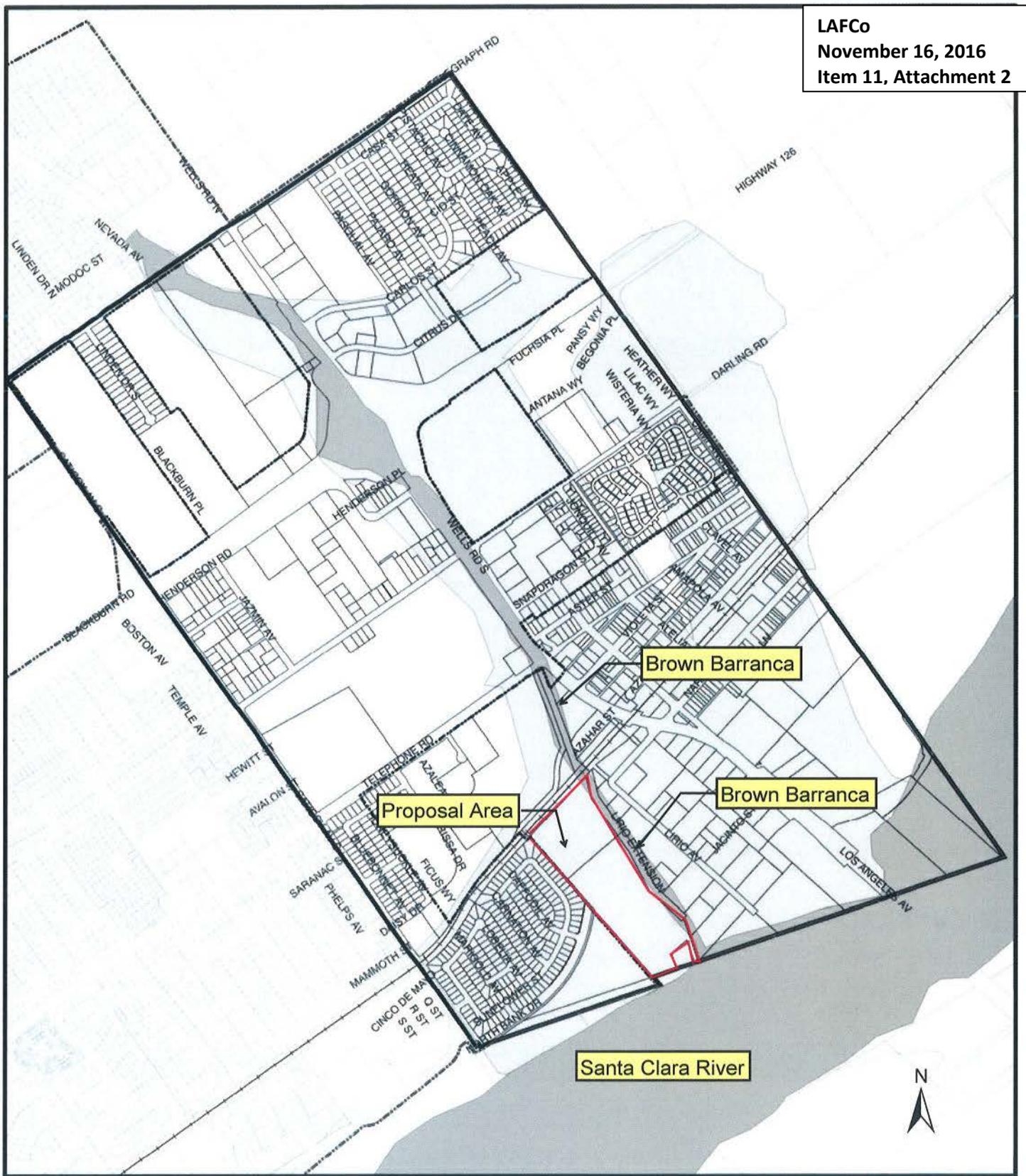
The District lastly requests that the City of Ventura coordinate further with the District to ensure the environmental analysis fully reflects updated flooding information and includes the above conditions as mitigation measures for the Northbank Project.

Sincerely,



Peter Sheydayi, Interim Director

Cc. Sergio Vargas, Deputy Director, Watershed Planning & Permits  
E. Zia Hosseinipour, Manager, Advance Planning, WP&P Division (VCWPD)  
Rosemary Rowan, Planning Manager, RMA Planning Division  
Shelley Sussman, Project Manager, Saticoy Area Plan Update

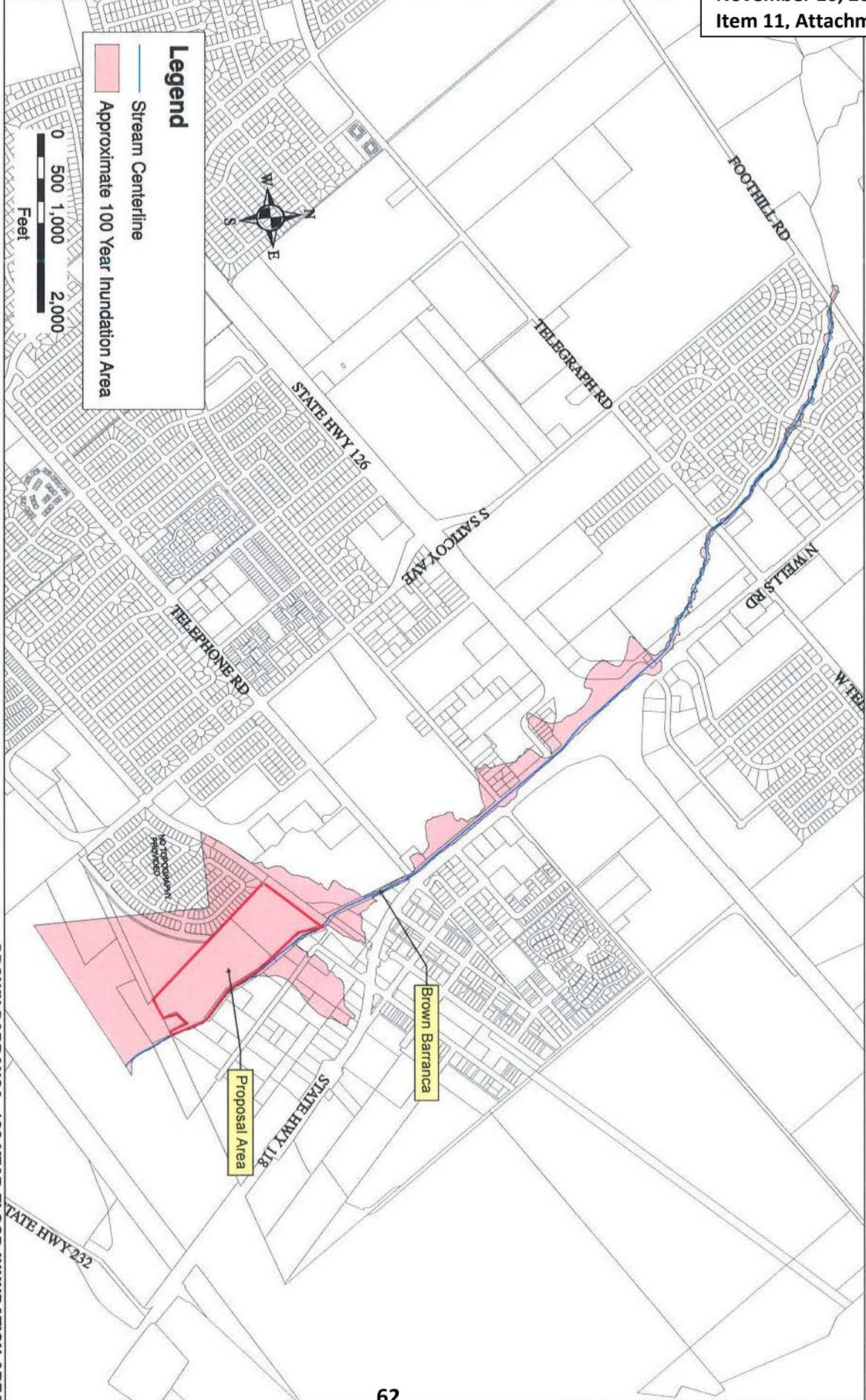


Source: City of San Buenaventura and Rincon Consultants, Inc., 2005.



- 100-yr. Floodzone
- 500-yr. Floodzone
- Plan Area
- City Limit
- Railroad

Source: G:\Projects\16167\_Brown\_Barranca\Map\_Docs\100YearInundationArea.mxd | Last Updated: 07-19-05



BROWN BARRANCA: 100 YEAR FLOOD INUNDATION AREA  
FIGURE 2



0 125 250 500 Feet



VENTURA LOCAL AGENCY FORMATION COMMISSION  
**STAFF REPORT**

Meeting Date: November 16, 2016

**TO:** LAFCo Commissioners

**FROM:** Kai Luoma, Executive Officer 

**SUBJECT:** Professional Services Agreement for Audit Services – Fiscal Year Ended June 30, 2016

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**RECOMMENDATION:**

Receive and file the executed engagement letter from Vavrinek, Trine, Day & Co., LLP to the Ventura LAFCo dated September 27, 2016 and signed by the Commission Chair on November 8, 2016.

**BACKGROUND:**

The Commission’s policies provide for annual independent audits of the LAFCo financial statements beginning with the fiscal year ended June 30, 2010. In June of this year, staff issued a request for proposals to select a qualified accounting firm to perform an audit of the 2015-16 LAFCo financial statements. At the September 21, 2016 LAFCo meeting, the Commission authorized the Chair to review and execute the audit services contract with Vavrinek, Trine, Day & Co., LLP.

As such, an engagement letter from Vavrinek, Trine, Day & Co., LLP was submitted to LAFCo and reviewed by LAFCo staff, LAFCo legal counsel, and staff from the County Auditor-Controller’s office. The engagement letter was signed by Chair Morehouse on November 8, 2016. A copy of the signed engagement letter is attached.

Attachment:

1. Vavrinek, Trine, Day & Co., LLP engagement letter

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COMMISSIONERS AND STAFF

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<b>COUNTY:</b> Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett	<b>CITY:</b> Carl Morehouse, Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	<b>DISTRICT:</b> Bruce Dandy Elaine Freeman, Vice Chair <i>Alternate:</i> Mary Anne Rooney	<b>PUBLIC:</b> Lou Cunningham  <i>Alternate:</i> David J. Ross
<b>Executive Officer:</b> Kai Luoma, AICP	<b>Analyst</b> Andrea Ozdy	<b>Office Manager/Clerk</b> Richelle Beltran	<b>Legal Counsel</b> Michael Walker



September 27, 2016

Ventura Local Agency Formation Commission  
800 S. Victoria Avenue  
Ventura, CA 93009-1850

We are pleased to confirm our understanding of the services we are to provide Ventura Local Agency Formation Commission (LAFCo) for the fiscal year ended June 30, 2016. We will audit the financial statements of the governmental activities and the general fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of LAFCo as of and for the fiscal year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement LAFCo's basic financial statements. Such information, 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. As part of our engagement, we will apply certain limited procedures to LAFCo's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding 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 will 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. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) General Fund Budgetary Comparison Schedules

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of LAFCo and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of LAFCo's financial statements. Our report will be addressed to Commissioners of Ventura LAFCo. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of 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 on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that LAFCo is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA (American Institute of Certified Public Accountants) professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of LAFCo's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government (as described in the preceding sentence) received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that LAFco will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to LAFco; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Vavrinek, Trine, Day & Co., LLP (VTD) and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of VTD personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by an oversight agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately December 2016 and to issue our reports no later than March 2017. Roger Alfaro is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination, subject to the aforementioned not-to-exceed amount. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comments received during the period of contact. Our most recent peer review accompanies this letter.

Vavrinek, Trine, Day & Co., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It is not anticipated that any of the non-licensee owners will be performing audit services for LAFCo.

We appreciate the opportunity to be of service to LAFCo and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Roger Alfaro  
Of Vavrinek, Trine, Day & Co., LLP

RA:gbl

160583

Attachment

RESPONSE:

This letter correctly sets forth the understanding of Ventura Local Agency Formation Commission.

By: *John E. Montrose*

Title: *CHAIR*

Date: *11/8/2016*

# YANARI WATSON MCGAUGHEY P.C.

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DALE M. YANARI (1947-2004) ♦ RANDY S. WATSON ♦ G. LANCE MCGAUGHEY ♦ DON W. GRUENLER  
FINANCIAL CONSULTANTS/CERTIFIED PUBLIC ACCOUNTANTS

## System Review Report

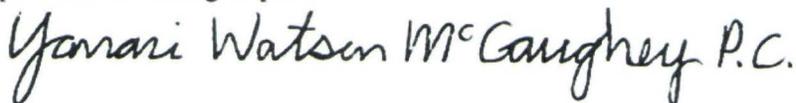
May 22, 2015

To the Partners of  
Vavrinek, Trine, Day & Co., LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; audits of employee benefit plans and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Vavrinek, Trine, Day & Co., LLP has received a peer review rating of *pass*.



Yanari Watson McGaughey P.C.

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