



## **NOTICE AND AGENDA**

### **VENTURA COUNTY AIR POLLUTION CONTROL BOARD**

#### **Regular Meeting of the STANDING COMMITTEE**

**April 11, 2023 at 1:30 PM or immediately following the Air Pollution Control Board Meeting**

**County Government Center, Hall of Administration  
800 South Victoria Avenue  
Ventura, CA. 93009  
Atlantic Conference Room, Main Plaza Floor**

The Ventura County Air Pollution Control Board Standing Committee will meet to discuss the following matters related to the operations of the District. The meeting will be held in-person at the date, time and place indicated above.

Persons who require accommodation for any audio, visual or other disability in order to review an agenda, or to participate in a meeting, per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation in writing addressed to the Air Pollution Control Officer, 4567 Telephone Road, 2<sup>nd</sup> Floor, Ventura, CA 93003 or telephonically by calling (805) 303-4013. Any such request for accommodation should be made at least 48 hours prior to the scheduled meeting for which assistance is requested.

All agenda reports and supporting data, including those filed in accordance with Government Code Section 54957.5 (b) (1) and (2) will be available and attached with each associated agenda item, when received, at the following website:

[www.vcapcd.org/agendas.htm#Standing\\_Committee](http://www.vcapcd.org/agendas.htm#Standing_Committee)

### **AGENDA**

1. Call to Order and Roll Call.
2. Public comment - time set aside for citizen presentations regarding Air Pollution Control District matters not on the agenda.
3. Approval of March 14, 2023 Standing Committee Meeting Summary.
4. Approval of the Proposed Budget for FY 2023-2024. Confirm the next regular meeting for May 9, 2023, at 1:30 PM or immediately following the regular meeting of the Air Pollution Control Board.
5. Adjourn the meeting.



**VENTURA COUNTY AIR POLLUTION CONTROL BOARD**  
**Standing Committee Regular Meeting**  
**March 14, 2023**  
**Meeting Summary**

---

1. Chair John Zaragoza convened the meeting at approximately 2:31 p.m. Vice Chair Vianey Lopez, Dr. Martha McQueen-Legohn, and Jeff Gorell, were present. Also present were Jaclyn Smith, Assistant County Counsel; Ali R. Ghasemi, APCO, Keith Macias, Nancy Mendoza, and Resa Albert of APCD staff.
2. There were no public comments.
3. The approval of September 13, 2022, Meeting Summary was moved by Vice Chair Lopez, seconded by Dr. Legohn, approved unanimously by the committee, received and filed.
4. In considering the reappointment of APCD Hearing Board Members, APCO Ali Ghasemi mentioned that two of the members have term expired, one member of the public and a professional engineer. He briefly discussed that the five-member hearing board is composed of two public members, one attorney, one professional engineer and one medical professional. Supervisor Gorell raised questions regarding the process. Ali responded that there were recruitment and nominations in the past and those appointed by APCB were serving as Committee members for longest time such as Mike Stubblefield and Engineer Paulson. Meanwhile, Chair Zaragoza wanted to confirm the two members' position which term expired, Ali acknowledged one public member and a professional engineer. The motion to reappoint Mike Stubblefield as public member and Kathleen Paulson as professional engineer was moved by Committee member Dr. Legohn, seconded by supervisor Jeff Gorell and was unanimously approved.
5. In considering recommendations to APCB about the reappointment or replacement of Advisory Committee Members, whose terms expired, APCO Ali explained that each Supervisor nominates two members and each city in Ventura County nominates one member. So, the total number of members is twenty. The terms of some of the members had expired. Vice Chair and Dr. Legohn asked if those members whose terms expired are still interested in continuing to serve as members of the Committee. Ali replied in affirmative and cited the said members expressed their interests by contacting their respective city council and supervisors who nominated them previously. He revealed one of the interested members who approached the City council of Ojai was Steven Colome. Eventually, he was informed by the City Clerk that they were working to re-nominate the latter. Given that, the motion to consider recommendations for


reappointment of the members of the Advisory Committee whose terms expired was moved by Vice Chair Lopez, seconded by Supervisor Jeff Gorell and was unanimously approved.

6. Closed Session: Standing Committee met in closed session to consider the Public Employee Performance Evaluation (Government Code Section 54957) – Air Pollution Control Officer. Following the completion of the closed session, Chair Zaragoza stated that the continuation of the evaluation will be deferred to the next standing Committee meeting.
7. The next meeting was tentatively scheduled for April 11, 2023, at 1:30 p.m. or immediately following the regular meeting of the Air Pollution Control Board.
8. Chair Zaragoza adjourned the meeting at approximately 3:35 p.m.

**VENTURA COUNTY**  
**AIR POLLUTION CONTROL DISTRICT**  
Memorandum

TO: Members, APCD Standing Committee

DATE: April 11, 2023

FROM: Ali Ghasemi, APCO 

SUBJECT: FY 2023-2024 Proposed Budget  
Agenda Item Number 4

Recommendation to the Board:

Recommend approval of the Proposed Budget for Fiscal Year (FY) 2023-2024 consisting of:

- Proposed Operating Budget – Fund O700 (Attachment 1)
- Proposed Fund Balance Provisions – Fund O700 (Attachment 2)
- Proposed Pass-Through Grants Budget – Fund O701 (Attachment 3)

Background:

The Board's Operating Procedures require the Standing Committee to review and make recommendations to the Board on the District's annual budget. District staff is seeking a recommendation of approval of the Proposed Budget for FY 2023-2024.

The Proposed FY 2023-2024 Budget represents staff's best conservative estimates. The estimates take into consideration historical revenue and expenditure trends, salaries and benefits information from the County of Ventura's FY 2023-2024 Budget Development Manual, rule changes affecting emissions and emissions-based fees, and discussions with state and federal air quality officials regarding estimates on state subvention and federal grant funding.

For purposes of discussion, this memo focuses on the District's Proposed Operating Budget. The Pass-Through Grants Budget does not affect the district's fund balance since all related expenditures (including rollover encumbrances) have an equivalent amount of revenues.

The Proposed Operating Budget includes graphs highlighting several aspects of our financial history. In addition, a three-year revenue and expenditure projection is shown to determine if additional fiscal resources are necessary to maintain an adequate fund balance. The District's Fund Balance Policy is to maintain the Fund Balance between four to six months of its proposed annual operating expenses (between \$3,007,000 to \$4,511,000). While the policy is a target and not a mandated goal, this allows the district to develop long range financial planning and serves as a safeguard against future financial difficulties.

## Highlights of the Proposed Operating Budget:

- The net District cost is \$573,820. Excluding the \$300,000 for contingency and the \$90,000 property improvements associated with the remaining renovation work of 4567 Telephone Road Building, the net cost for operations is \$183,820.

The \$183,820 net operating cost is due to several one-time expenditures and capital outlays that are necessary for improved operational efficiency. The total cost of these one-time/capital expenditures is approximately \$360,000. Therefore, excluding such one-time expenditures, the District's proposed budget has net savings for its regular and routine operations. Further explanation of the one-time expenditures and capital outlays are shown below.

- The proposed funded staffing level is the same as last year - 47 full-time equivalents (FTE) and 3 student workers/extra-help. This is the total FTE level for Funds O700 and O701. The proposed staffing budget for Fund O700 includes funding to reclassify three (3) Office Systems Coordinator III and one (1) Office Assistant III to the next level or to an appropriate classification that accurately reflect the changes in their job duties. For Fund O701, funding for one (1) position is included as fiscal support due to the increased in various incentive or grant programs with multi-year cost allocations and complex financial reporting requirements. Personnel changes that require your Board's approval will be submitted at a later date.

### *A. Comparison between Proposed FY 2023-2024 Operating Budget and FY 2022- 2023 Adopted Budget (Attachment 1.1):*

- The total Proposed Operating Expenditures in FY 2023-2024 of \$9.3 million represents an increase of approximately \$543,000 or 6.2% over the current FY 2022-2023 Adopted Budget.
  - The proposed salaries and employee benefits appropriations are \$190,800 more than the current fiscal year adopted budget. The increase is mainly from the expected General Salary Increase of 4% in December 2023 and increase in flexible credit allowance. Also, majority of the vacancies in the current fiscal year are expected to be filled at the start of the FY 2023-2024. (\$97,500 – Account 1101 and \$73,900 – Account 1141).
  - The proposed appropriations for services and supplies are \$81,570 more than the current fiscal year adopted budget. There is no significant increase in the operational expenditure except for the District's general liability insurance (\$10,170 – Account 2071), the County of Ventura cost allocation charges (\$15,550 – Account 2158), and for public information materials (\$20,000 – Account 2193). The increase in Account 2112 - Building Improvement/Maintenance is due to a change in reporting the reimbursements from the tenant for the share of the maintenance expenses on the building's common areas.

- The proposed appropriations for fixed assets are \$270,970 more than the current fiscal year adopted budget. The proposed budget anticipates the completion of the remaining work associated with the renovation of the new district office. The following fixed assets are either one-time or not incurred yearly (replacement will only occur when fixed asset is broken or requires upgrade) but are in line with and necessary for the agency’s modernization effort.
  - Trash Enclosure Renovation - \$60,000. This was budgeted in the current fiscal year but postponed to next fiscal year.
  - Building Exterior and Parking Lot Light Repair/Replacement - \$30,000
  - Enforcement Inspection and Safety Equipment - \$34,000. This was budgeted in the current fiscal year but postponed to next fiscal year.
  - Monitoring program equipment - \$113,500. Replace old and outdated equipment. Two (2) pieces of monitoring equipment are funded from the Inflation Reduction Act (IRA) grant.
  - Replace the remaining five (5) gas-powered district vehicles - \$200,000. Through the Southern Edison Charge Ready Infrastructure and Rebate Program, the District has now five (5) fully operational charging stations with dual ports to support the conversion of the fleet vehicles to full electric or plug-in hybrid. Of the current 14 district vehicles, nine (9) are either full electric or plug-in hybrid.
  - Continuing software programmer fees for the District’s permit system - \$190,000.
  - Grants management software and programmer fees - \$53,000.
  - Website developer fees for District’s website update and redesign - \$65,000
  - Workflow Automation software - \$15,000
- The total Proposed Operating Revenue is estimated to be \$746,840 more than the current fiscal year adopted budget. Most of the estimated increase in revenues are from the emission fees (\$197,820 – Account 8721), interest earnings (\$120,000 – Account 8911), reimbursement for building maintenance (\$94,000 – Account 8938), and federal grants (\$215,180 – Account 9351).

*B. Fund Balance - Provisions*

The Proposed Budget includes staff recommendations to establish allocations of the Fund Balance, which are in conformity with the Governmental Accounting Standards Board (GASB) 54 ruling. Under GASB 54, the fund balance components are Nonspendable, Restricted, Committed, Assigned, and Unassigned. There are no provisions for the Nonspendable, Restricted, and Committed fund balance components. The proposed Fund Balance Provisions for Fiscal Year 2023-2024 (Attachment 2) will consist of the following: Assigned Fund Balance with provisions for Fixed Asset Acquisitions, Litigation, and Appropriated Fund Balance

equivalent to the anticipated gap between appropriations and estimated revenues in FY 2023-2024; and Unassigned Fund Balance for the residual amount of the fund balance that is not restricted, committed, or assigned. The Unassigned Fund Balance includes the fund balance that is within the targeted fund balance reserve of four to six months of the Proposed Budget Appropriations (Operating Expenditures). Analysis of Unassigned Fund Balance as of June 30, 2023, is shown in Attachment 2.1.

### *C. Fund Balance - Status*

Due to salary savings from vacant positions and reduced or postponed expenses, the prior year's financial result related to the District's normal operations did not affect the fund balance. District staff estimates, in the current fiscal year, the fund balance will continue to be above the targeted reserve.

#### Additional Information:

- The proposed budget includes \$50,000 for the Ventura County Transportation Commission (VCTC) County-wide Traffic Model. Funding is consistent with the March 1, 1994, Memorandum of Agreement between the District and VCTC. The Proposed Budget also includes \$25,000 (Increment 1) to support an electric vehicle charging infrastructure program or other motor vehicle emission reduction programs.
- Based on prior year actuals, the District is likely to receive additional revenues from fines and penalties of approximately \$80,000-100,000.
- The proposed budget includes an automatic California Price Index (CPI) adjustment to the permit renewal fee. Permit revenues are not covering stationary-related expenditures. The CPI rate for the period of April 2021 to April 2022 is 7.7%. The District used the prior year CPI rate of 4% for the proposed budget.

#### Conclusion:

The District is focused on continuing its core programs and staff will continue to seek out revenue opportunities and improve operational efficiency. Staff strives to work with the community, industry, and regional partners to find reasonable solutions to protect public health and agriculture from the adverse effects of air pollution and to maintain state and federal air quality standards.

The Proposed Budget for FY 2023-2024 shows appropriations will exceed revenue. Excluding the \$300,000 budget for contingency, the net District cost includes one-time operating expenditures and capital improvements that are necessary and essential for the operation and modernization efforts. The District adheres to conservative fiscal policies and maintains strong internal control to avoid financial risks. In summary, with the current fund balance, the District will continue to remain fiscally secure and well positioned to respond to its financial needs in FY 2023-2024.