



## **NOTICE AND AGENDA**

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

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

**April 9, 2024 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/APC-Board-Standing-Committee.htm](http://www.vcapcd.org/APC-Board-Standing-Committee.htm)

### **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 April 11, 2023 Standing Committee Meeting Summary.
4. Approval of the Proposed Budget for FY 2024-2025.
5. Confirm the next regular meeting for May 14, 2024, at 1:30 PM or immediately following the regular meeting of the Air Pollution Control Board.
6. Adjourn the meeting.



**VENTURA COUNTY AIR POLLUTION CONTROL BOARD**  
**Standing Committee Regular Meeting**  
**April 11, 2023**  
**Meeting Summary**

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1. Chair John Zaragoza convened the meeting at approximately 2:10 p.m. Vice Chair Vianey Lopez, Supervisor Jeff Gorell, and Council member Dr. McQueen-Legohn, were present. Also present were Jaclyn Smith, Assistant County Counsel; Ali Ghasemi, Air Pollution control Officer; Nancy Mendoza, and Resa Albert of APCD staff.
2. There were no public comments.
3. The approval of the March 14, 2023 Meeting Summary was moved by Dr. McQueen-Legohn, seconded by Vice Chair Lopez, received and filed.
4. Air Pollution Control Officer, Mr. Ali Ghasemi outlined the Proposed Budget for FY2023-2024 by citing the key objectives of the proposed budget which are the following: to cover operational needs, complete property improvements, continue operational efficiency improvement by means of modernization and maintain fund balance. Then, he enumerated the 6 divisions, 7 supports and their respective functions in the District's Organization Chart. He showed the summary of consolidated budget where the operating fund proposed appropriations is \$9,322,040 and the estimated revenues is \$8,748,220. As shown, the revenue does not cover the cost. Hence, the net district cost is \$573,820. He noted that whatever is the amount from the pass-through grants, the same amount will be disbursed. As indicated, it is \$8,804,560 and the estimated revenue will be of the same amount which is \$8,804,560.

The proposed funded staffing level is 47 full time equivalents (FTE) including administrative and fiscal support. The grants available in FY2023-24 are \$15 million as the previous year funds were included. Dr. McQueen-Legohn asked the timeframe of the fund's disbursement and if there is an issue about funding. Mr. Ghasemi explained that it depends on the programs, sometimes it will take a few years to ensure the exhaustion of fund. So far, there is no issue yet about the funding. Funding sources are the following Carl Moyer Program, DMV AB 923, Community Air Protection (CAP) Greenhouse Gas Reduction, Funding Agricultural Replacement Measures for Emission Reduction (FARMER) and Carl Moyer State Reserve Fund.

As mentioned earlier, the total operating net Cost of \$573,820 includes the \$300,000 contingency, \$90,000 property improvements and \$183,820 operating net cost. The latter is necessary for operational efficiency and the breakdown is for one time or infrequent expenditures such as the fleet vehicles and outdated program equipment which is replaced every 8–10 years, programming fees to continue updating the District software applications and re-design the District website.

When Mr. Ghasemi revealed that the District saved money from those vacancies not yet filled out as a result of retirement and transfer of some staff to other agencies, Dr. McQueen-Legohn asked if the level of work is affected as the vacancies in some divisions were not yet filled up. The former responded in the negative and provided an example such as the retired manager of Engineering who was requested to work part time twice a week.

In comparison, the proposed expenditures in the FY 2023-2024 with the adopted budget FY 2022-2023, the total increase is \$543,000 and may be distributed as follows: Salary and benefits up by \$190,800, services and supplies up by \$81,570 and fixed assets up by \$270,970. He explained the reasons for the increase. In addition, funds were set aside for the transportation program and increment policy item request such as \$50,000 DMV funds for VCTC County-wide Traffic Modeling and Ride-Share programs; \$25,000 DMV funds to support electric vehicle charging structure or any transportation incentive program and the unused funds for this program would need to be passed through. It can be seen by a pie graph, the proposed budget appropriations for FY 2023-2024 were presented which shows that 17.47% is for Services and Supplies, 8.16% is for Fixed Assets and 74.37% is for Salaries and Benefits.

Meanwhile, the proposed revenue FY 2023-2024 as compared with the adopted budget FY 2022-2023, a total increase of \$746,840. The amount comes from the 105 and 103 federal grants, higher interest earnings and revenue from emission fees. As depicted in the graph, the proposed operating revenue is distributed as follows: 52% covered by the Federal grants and 34% fees.

Looking at the big picture, the stationary permit fees do not cover the entire costs of the permit programs. It is a good thing, the revenue from DMV fees is stable as it is paying for all motor vehicle related costs. The replacement of old or outdated program equipment is continuous as it is a necessity in every organization. The utilization of the incentive program administrative funds, by pursuing operational efficiency improvements continuously, by improving the remaining property, the new building rental income helps offset the operational costs, the \$80,000 - \$100,000 additional fines, and the impact of employee retirements when they were requested to return for temporary work. It is good to know that the District's fund balance provision FY 2024 is sufficient to cover the estimated net cost which is \$9,741,340 as the fixed asset acquisition is \$200,000, litigation is \$300,000 and the appropriated fund balance is \$573,820. If summed up and deducted from the beginning of the fund balance of FY2024, it will arrive in the amount of \$8,667,520.

The Fund Balance projection is displayed in a line graph indicating the revenue, expenditures, and the fund balance. Mr. Ghasemi concluded that the District is stable financially in Fiscal Year 2023-2024 considering the \$573,820 net cost is mostly fixed assets and capital improvements for operational efficiency such as monitoring equipment, recruitment, and supplement efficiency. Actually, the current fund balance is above target level and can cover the net cost. Most importantly, continued vigilance in scrutinizing expenses and fee adjustments are important in maintaining the fund

balance of target levels in future years.

Chair Zaragoza, Supervisor Lopez, and Supervisor Gorell commented that it seems the appropriations exceeded revenue, but the presentation laid out full understanding of the District's budget planning and preparation. Mr. Ghasemi stated the actual operating net cost is \$183,820, which is a one-time cost only. Looking at the actual revenue does not justify the total amount of expenses. However, it is a matter of planning and estimating the expenses.

The Proposed Budget for FY2023-2024 was moved by Supervisor Gorell, seconded by Dr. McQueen-Legohn and unanimously approved by the committee, to be forwarded to the full Board for consideration.

5. The next regular meeting is scheduled on May 9, 2023 at 1:30 p.m.
6. Chair Zaragoza adjourned the meeting at approximately 3:15 p.m.