



Ventura County Special Districts Association



AGENDA
Tuesday, February 4, 2025
5:30pm

Conejo Recreation & Park District
 403 W. Hillcrest Dr., Thousand Oaks, CA 91360
In-Person Meeting - No Virtual Participation Available

Catered by DJ's Catering

VENTURA COUNTY SPECIAL DISTRICTS

MEMBERS

- Bell Canyon Community Services District
- Blanchard/Santa Paula Public Library District
- Calleguas Municipal Water District
- Camarillo Health Care District
- Camrosa Water District
- Channel Islands Beach Community Services District
- Conejo Recreation & Park District
- Hidden Valley Municipal Water District
- Ojai Valley Sanitary District
- Oxnard Harbor District
- Pleasant Valley County Water District
- Pleasant Valley Recreation & Parks District
- Rancho Simi Recreation & Parks District
- Saticoy Sanitary District
- Triunfo Water and Sanitation District
- United Water Conservation District
- Ventura Port District
- Ventura River Water District

1. Call to Order

Ralston @_____

- Flag Salute
- Roll Call
- Welcome & Self Introductions

Thomas Ralston

ACTION ITEMS

2. Approval of Minutes

Ralston

- December 3, 2024 Meeting

Motion: _____ Second: _____ Vote: _____

Break for Dinner

3. Guest Speaker

Senator Monique Limon
(Prerecorded video)

4. Presentation – Future of VCSDA

5. Election of Officers for 2025-2027 Term

6. Awards

Freeman

REPORTS

7. Financial Review

Pendleton

8. New Business

9. Adjournment to next meeting on April 1, 2025

President—Kara Ralston
Vice President—Jacque McMillan

Treasurer—Brian Pendleton
Secretary—Brandie Thomas



**Ventura County Special
Districts Association**

**VCSDA
MEETING
MINUTES**

Approved

Date:
Motion:
Second:

Tuesday, December 3, 2024

**VENTURA COUNTY
SPECIAL DISTRICTS**

MEMBERS

- Bell Canyon Community Services District
- Blanchard/Santa Paula Public Library District
- Calleguas Municipal Water District
- Camarillo Health Care District
- Camrosa Water District
- Channel Islands Beach Community Services District
- Conejo Recreation & Park District
- Hidden Valley Municipal Water District
- Ojai Valley Sanitary District
- Oxnard Harbor District
- Pleasant Valley County Water District
- Pleasant Valley Recreation & Parks District
- Rancho Simi Recreation & Parks District
- Saticoy Sanitary District
- Triunfo Water and Sanitation District
- United Water Conservation District
- Ventura Port District
- Ventura River Water District

The December 3, 2024 meeting of the Ventura County Special District Association was held at Camarillo Health Care District.

1. CALL TO ORDER

The meeting was called to order at 5:38 p.m. President Ralston asked George Lange with Conejo Recreation and Park to lead the group in reciting the Pledge of Allegiance.

President Ralston welcomed everyone to the meeting and roll was called:

Members in attendance included: (7 of 19 Districts participating)

Camarillo Health Care: Kara Ralston, Michelle Rogers, Brandie Thomas

Conejo Recreation and Park: Jim Friedl, Chuck Huffer, George Lange

Oxnard Harbor: Letitia Austin

Pleasant Valley Recreation and Parks: Elaine Magner, Mark Malloy, Mary Otten

Rancho Simi Recreation and Parks: Elaine Freeman, Kate O'Brien, Dan Paranick

Ventura Port: Brian Pendleton

Ventura River Water: Bruce Kuebler

Members of the Public attending:

CSDA - Richelle Noroyan

The KYA Group - Anthony Acosta

Retired Board Member of UWCD - Bruce Dandy

2. APPROVAL OF MINUTES: BOARD MEETING OCTOBER 1, 2024

Motion to approve the Minutes from the October 1, 2024 membership meeting, Elaine Magner; Second, Mark Malloy; Voice vote: All in favor, none opposed. Motion carries unanimously.

3. BYLAWS AMENDMENT; SECTION 2.5

Motion to approve amending the bylaws to include the membership dues and "per meal" price, and revising the Associate Membership to Associate/Retiree Membership, Elaine Freeman; Second, Brian Pendleton; Voice Vote: All in favor, none opposed. Motion carries unanimously.

4. CHAPTER SUSTAINABILITY DISCUSSION

President Ralston presented on topics for chapter sustainability. Discussion included chapter purpose review, meeting structure, dues and fees, and leadership structure.

President—Kara Ralston
Vice President—Jacque McMillan

Treasurer—Brian Pendleton
Secretary—Brandie Thomas

5. FINANCIAL REVIEW

Mr. Pendleton reported on September 2024 and October 2024 Profit and Loss and Balance Sheets.

6. REPORTS

CSDA Report - CSDA President Elaine Magner announced the end of her term as CSDA President. She will remain on the PVRPD Board of Directors. She also encouraged all districts to earn their Transparency Certificate.

CSDA & Legislative Update - Richelle Noroyan reported that she has visited 100 of the 180 special districts in her coverage area. She thanked all those who have hosted her visits. She announced dates for the upcoming events in 2025 and referred members to the new 2025 Professional Development Catalog.

LAFCo Update - Nothing reported.

7. NEW BUSINESS/MEMBER ANNOUNCEMENTS

Nothing reported.

President Ralston adjourned the meeting at 7:15 p.m. to the next VCSDA meeting **on February 4, 2024.**

Respectfully submitted,

Brandie Thomas

Brandie Thomas, Secretary to VCSDA

5:48 PM
12/14/24
Cash Basis

Ventura County Special District Association
Balance Sheet
As of November 30, 2024

	<u>Nov 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
CNB - Cking #3008	11,865.66
Total Checking/Savings	<u>11,865.66</u>
Total Current Assets	<u>11,865.66</u>
TOTAL ASSETS	<u><u>11,865.66</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	19,878.54
Unrestricted Net Assets	(9,190.42)
Net Income	1,177.54
Total Equity	<u>11,865.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,865.66</u></u>

5:51 PM
12/14/24
Accrual Basis

Ventura County Special District Association
Profit & Loss
January through November 2024

	<u>Jan - Nov 24</u>
Ordinary Income/Expense	
Income	
Annual Dues	2,775.00
Monthly Dinner Income	1,150.00
Sponsorship Income	2,066.73
	<hr/>
Total Income	5,991.73
Expense	
Accounting Exp	1,215.50
Dinner Costs	3,092.95
Meeting Costs	119.11
Placques	128.68
Postage	200.00
Website Hosting	57.95
	<hr/>
Total Expense	4,814.19
	<hr/>
Net Ordinary Income	1,177.54
	<hr/>
Net Income	<u><u>1,177.54</u></u>

7:44 PM
01/05/25
Cash Basis

Ventura County Special District Association
Balance Sheet
As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
CNB - Cking #3008	11,474.26
Total Checking/Savings	<u>11,474.26</u>
Total Current Assets	<u>11,474.26</u>
TOTAL ASSETS	<u><u>11,474.26</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	19,878.54
Unrestricted Net Assets	(9,190.42)
Net Income	786.14
Total Equity	<u>11,474.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,474.26</u></u>

Ventura County Special District Association
Profit & Loss
January through December 2024

	<u>Jan - Dec 24</u>
Ordinary Income/Expense	
Income	
Annual Dues	2,775.00
Monthly Dinner Income	1,425.00
Sponsorship Income	2,066.73
	<hr/>
Total Income	6,266.73
Expense	
Accounting Exp	1,300.50
Dinner Costs	3,674.35
Meeting Costs	119.11
Placques	128.68
Postage	200.00
Website Hosting	57.95
	<hr/>
Total Expense	5,480.59
	<hr/>
Net Ordinary Income	786.14
	<hr/>
Net Income	<u><u>786.14</u></u>

VCSDA Treasurer's Report
Brian Pendleton, CSDM
General Manager, Ventura Port District
January 21, 2025

Brian Pendleton has served as VCSDA's Treasurer for two terms from 2021 to 2025. The following report is intended to provide a status of chapter financials to membership and serve as a "user guide" based on the current Treasurer's experience to support subsequent VCSDA chapter officers.

Current Financials

- 12/31/2024 Year End
 - Balance Sheet (See Attached for Details)
 - Total Liabilities & Equity
 - \$11,474.26
 - Profit & Loss (See Attached for Details)
 - Net Income
 - \$786.14

The following information reflects banking, bookkeeping and postal service locations and contacts for the VCSDA Chapter:

Banking Services

- City National Bank
 - Oxnard Branch
 - 500 E Esplanade Drive, Suite 100
 - Oxnard, CA 93036

 - Westlake Village Branch
 - 2655 Townsgate Road
 - Westlake Village, CA 91361

 - Contact: Sim Tang-Paradis, Senior Vice-President
 - 805-777-8757
 - Sim.tang-paradis@cnb.com
 - Services: Checking Account

Bookkeeping Services

- Hayman Consulting
 - P.O. Box 3562
 - Ventura, CA 93006

 - Contact: Shalene Hayman
 - Services: Beginning in 2021 Hayman Consulting was contracted to provide monthly Balance Sheet and Profit & Loss Statements, file State and Federal Tax Returns, provides W-9's as requested. Provide general consultation on tax matters.

VCSDA Treasurer's Report
Brian Pendleton, CSDM
General Manager, Ventura Port District
January 21, 2025

Postal Services (Mail Delivery)

- U.S. Post Office
 - VCSDA
 - P.O. Box 70
 - Camarillo, CA 93011-70

- Physical Address (Ventura Port District)
 - 1603 Anchors Way Drive
 - Ventura, CA 93001
 - Physical address will need to be updated with new corporate officers

The following information reflects County, State and Federal business and tax related filings required for the VCSDA (501c6) to legally operate:

County of Ventura

- Fictitious Business Name Statement
 - The Treasurer filed on August 9, July 2023 and published in the newspaper
 - The FBN Statement must be refiled every 5 years
 - The current FBN Statement expires on August 9, 2028
 - Current “doing business as” (DBA):
 - Ventura County Special District Association
 - Ventura County Special Districts Association

State of California

- Secretary of State (SOS)
 - The Treasurer has established an online account, filed the Statement of Information (SOI) as required by SOS, and kept current the list of VCSDA corporate officers on the website.
 - When information changes e.g. physical address, mailing address, list of corporate officers, the current Treasurer will need to make sure the SOS website is updated.
 - Regardless, the SOI must be updated periodically even if there is no change. The SOS requires VCSDA to update the SOI again by March 31, 2026.
 - As of January 21, 2025, the SOS shows VCSDA's status as “Active” and:
 - Good Standing - SOS
 - Good Standing - FTB
 - Good Standing - Agent (Brian Pendleton)
 - Good Standing - VCFCF

VCSDA Treasurer's Report
Brian Pendleton, CSDM
General Manager, Ventura Port District
January 21, 2025

- California Franchise Tax Board (FTB)
 - The Treasurer has established an online account and directed Hayman Consulting to file prior and current years when applicable:
 - Prior Years Filed 2018-2020
 - Current Years Filed 2021-2023
 - The State has processed 2018, 2019, 2020 and 2021 tax returns and shows VCSDA owing \$0 as of January 3, 2025.

- Internal Revenue Service (IRS)
 - The Treasurer has established an online account and directed Hayman Consulting to file prior and current years:
 - Prior Years 2018-2020
 - Current Years 2021-2023
 - All tax returns have been filed by Hayman Consulting
 - The Treasurer has spoken directly with the IRS (January 2025) regarding the tax returns and VCSDA's current non-profit status. The IRS requires additional form/documentation to be electronically filed in support of VCSDA's application for federal reinstatement as a non-profit. The status was revoked when the IRS determined (based on its records) that 2018-2020 tax returns were not filed. The Treasurer has provided IRS information to Hayman Consulting from the communication and directed the IRS form be filed to facilitate the resolution of the reinstatement process.

VCSDA Filing System

- The Treasurer has developed a new standardized filing system for 9 calendar years dating back to 2017 (the year before VCSDA incorporated) through 2025 including the following for each calendar:
 - Correspondence
 - Financial Statements
 - Receipts, Invoices and Check Stubs
 - Tax Documents