



**Ventura County Special Districts Association**

**VCSDA**

**AGENDA for Tuesday, February 7, 2023, 5p.m.**  
**In-Person Meeting @**  
**Channel Islands Yacht Club**  
**4100 South Harbor Blvd., Oxnard CA 93035**

**Dinner will be catered by DJ’s Catering and will include salad, entrée and dessert for a fee of \$25.00 paid at the door**

**Virtual Participation Will Not Be Available for This Meeting**

**VENTURA COUNTY SPECIAL DISTRICTS**

**MEMBERS**

- Bell Canyon Community Services District
- Calleguas Municipal Water District
- Camarillo Health Care District
- Camrosa Water District
- Casitas Municipal 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 River Water District
- Ventura Port District

5pm-5:30pm—**Social Time** (two drink tickets per person provided by VCSDA)  
 5:30pm

- 1. Call to Order by President -**
- 2. Flag Salute**
- 3. Approval of the Agenda**
- 4. Welcome and Introductions (Roll Call) - President Dandy**  
 (Please state your name, your district, and something special about your district)

5:45pm **Break for dinner**

6:10pm

- 5. Guest Speaker— Ventura County Sheriff Jim Fryhoff**

6:40pm

- 6. Approval of Minutes from October 4, 2022 Meeting**

- 7. Nomination Committee Report—Kara Ralston**

- 8. Election of Officers for 2023-2025 term**  
**Swearing in of Officers - Ventura County Sheriff Jim Fryhoff presiding**

- 9. LAFCo Update— Introduction of New Directors—Elaine Freeman Raul Avila**

- 10. Recognition and Awards—Elaine Magner and Elaine Freeman**

- 11. Treasurer’s Report—Brian Pendleton**

- 12. Reports and Announcements**
  - **CSDA Report** - Elaine Magner (Coastal Network Board Member)
  - **CSDA Update** - Charlotte Hollifield
  - **Other Announcements**

- 13. New Business/ Member Announcements**

**Adjournment to next meeting on April 4, 2023**

President—Bruce E. Dandy  
 Vice President—vacant

Treasurer—Brian Pendleton  
 Secretary—Kris Sofley



# Ventura County Special Districts Association

## VCSDA MEETING MINUTES

Approved  
Approved:  
Date:  
Motion: \_\_\_  
Second: \_\_\_

### Tuesday, October 4, 2022 In-Person/Videoconference Via Zoom

#### VENTURA COUNTY SPECIAL DISTRICTS

##### MEMBERS

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

The October 4, 2022 meeting of the Ventura County Special District Association was held in person at United Water Conservation District in Oxnard and via Zoom videoconference.

#### 1. and 2. CALL TO ORDER AND FLAG SALUTE:

The meeting was called to order at 5:30p.m. President Dandy asked Treasurer Brian Pendleton to lead the group in reciting the Pledge of Allegiance.

#### 3. WELCOME AND INTRODUCTIONS/ROLL CALL: President Dandy

President Dandy welcomed everyone to the meeting and then called roll: Members in attendance included: (8 of 20 Districts participating)

**Bell Canyon Community Services:** Geoff Abedee, Richard Levy, Michael Robkin, Eric Wolf, Dennis Zine

**Calleguas Municipal Water:** Raul Avila, Tony Goff, Andreas Santamaria, Kara Wade

**Camarillo Health Care:** Kara Ralston, Sonia Amezcua, Brandie Thomas

**Conejo Recreation and Park:** Jim Friedl, Charles Huffer, Nellie Kerr/Cusworth, George Lange

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

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

**United Water Conservation District:** Bruce Dandy, Daniel Naumann, Zachary Plummer, Kris Sofley

**Ventura Port District:** Brian Pendleton

#### Members of the Public participating in the meeting included:

Michelle Ascencion, Assistant County Clerk-Recorder and Ventura County Clerk-Recorder Elect  
Mike Mishler

#### 4. Approval of Minutes from Board Meeting of August 2, 2022

Motion to approve the Minutes from the August 2, 2022 membership meeting, Richard Levy; Second, Elaine Magner. Voice vote: all in favor, none opposed. Motion carries unanimously.

#### 5. District Update - Camarillo Health Care District's Kara Ralston

Ms. Ralston provided the membership with a brief history of the Camarillo Health Care District, adding that the District's boundaries are larger than the City of Camarillo and include Somis and the Santa Rosa Valley and serve more than 83,000 residents.

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President—Bruce Dandy  
Vice President—Al Fox

Treasurer—  
Secretary to the Board—Kris Sofley

Ms. Ralston explained that the programs and services provided by Camarillo Health support the District's mission of advocating and promoting health and that funding is provided through a combination of property taxes, grants and donations. She also detailed the services of the Adult DayCare Center, the area's only licensed facility that can accommodate 40 attendees at a time, including door-to-door Caravan transportation as well as taking clients to doctors' appointments. Camarillo Health also started a Senior Nutrition program in 2005, partnering with the City of Camarillo and Pleasant Valley Recreation and Park, and prior to Covid, the District was delivering 2,500 meals a month. During Covid, that number escalated to 7000 and now averages between 4,500 and 5,000 per month. Since 2005, Camarillo Health has delivered 515,000 meals to seniors (60 years of age plus) who are homebound, unable to process and prepare meals, at no charge. She made a point of thanking Assemblymember Jacqui Irwin for her help in securing \$330,000 in funding for the District and is the only Health Care District in the County to receive that level of support.

Ms. Ralston said that in addition to the District's \$4.1 million budget, it also gets help from a grant from the Area's Agency on Aging and the FEMA backed "Great Plates" program, providing frozen meals which are packaged and delivered to area seniors. Ms. Ralston also discussed the many innovative programs utilized by the District, including virtual reality travel programs, sensory balance machine to help seniors build up and maintain their balance and strength, a wide variety of lifestyle and exercise programs and social interaction opportunities. Ms. Ralston encouraged members to visit and /or tour the District's facilities in Camarillo and to learn more about all of the services and programs offered by Camarillo Health.

6. President Dandy introduced guest speaker Assistant County Clerk-Recorder and Ventura County Clerk-Recorder Elect Michelle Ascencion. Ms. Ascencion thanked everyone for their patience. She then provided a broad overview of filings that candidates are required to submit in applying to run for a public office. She also reviewed all of the various regulations for campaign signs and other activities, which vary by city.

She also discussed how candidates are able to purchase list of registered voters by District as well as voter history reports and vote by mail. Ms. Ascencion discussed now half of California's 58 counties have converted to the Voters Choice Act, which allows counties to conduct elections under a model which provides great flexibility and convenience for voters, who can choose how, when and where to cast their ballot by mailing every voter a ballot, expanding in-person early voting and allowing voters to cast a ballot at any Vote Center in Ventura County. Ms. Ascencion called this a shift in mindset from "election day" to "election season." She also said that she thinks this change can be credited with really high voter turnout, and also helps to eliminate long waits in line to vote. Processing ballots, however, still takes time. She also reported how voter registration rolls are updated constantly throughout the year, deleting deceased voters, voters who have moved outside of the county and adding new voters as they register. She then reminded the members that just in Ventura County alone there are 206 different types of ballots. She also reassured everyone of the security of the election process and vote counting and thanked everyone for their questions, interest and support.

#### 7. **Treasurer's Report**—Brian Pendleton

Mr. Pendleton reported that the VCSDA now had a PO Box (PO Bo 70, Camarillo CA 93011) which should be used for sending in payments and asked the secretary to email the new address to all VCSDA members. The physical address will still be Ventura Port. Motion to receive and file VCSDA Profit and Loss Statements from January through September 2022 and Balance Sheets from January through September 2022, Elaine Magner; Second, Eric Wolf. Voice vote: unanimous for; none opposed. Motion carries unanimously

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## 8. Reports and Announcements

**CSDA Report** - Director Magner (Coastal Network Board Member) reported on the recent National Coalition fly in to DC; five state reps met with 15 bipartisan staff members, League of Counties and US Census Bureau. She reported that there are 35,000 special districts throughout the U.S. and many have full time staffers dedicated to the work of the coalition. She also mentioned that there is an opening for a public information officer, which should be filled soon; and that on October 26 there will be a CSDA priority legislation/policy meeting. Director Magner said as president elect next year, she wants to see more engagement.

**CSDA Update** - Charlotte Holifield was not in attendance but Director Magner provided important updates to the membership regarding CSDA upcoming training events.

**Legislative Update**- Director Freeman updated members on the bills signed by Governor Newsom, including AB 2188 regarding employee cannabis use; AB 2536 regarding new fees for local agencies; and AB 1851 which expands the definition of prevailing wage for public works. Director Freeman said she would send an email with more information regarding bills that were passed.

**LAFCo Update**- Director Freeman reminded everyone of the upcoming LAFCo meeting and suggested the November meeting would include an employee evaluation of Executive Director Kai Luoma. She also reported that she was stepping down and that each District needs to get their ballots in by late October for either or both Regular and Alternative Special District Representative nominees.

**County Oversight Update**—Mr. Mishler reported there was no meeting of the County Oversight to report on.

## 9. Potential Candidates for the LAFCo Regular and Alternate positions.

Eric Wolf, of Bell Canyon Community Services District, expressed his desire to serve on the LAFCo board, as well as Raul Avila of Calleguas Water District, Doug Nichols of Conejo Recreation and Park District and Mohammed Hasan of United Water Conservation District. Each of the gentlemen was given time to make a “candidate statement.” Director Freeman also reminded the members that each Special District gets one vote and the newly elected representatives will be seated in January 2023. LAFCo election results will be sent to District’s General Managers, but members can email Richelle and request Clerks of the Districts be copied on the email.

**10. Appointment of Election and Awards Committee Members**— President Dandy appointed Kara Ralston and Elaine Freeman to the Election Committee and wished them well in their search for a new VCSDA president, vice president and treasurer. President Dandy then named Elaine Magner, Elaine Freeman and Kate O’Brien to the Awards Committee, which would select the General Manager of the Year, Board Director of the Year and the recipient of the Shirley Turner Award.

**11. New Business/ Member Announcements** President Dandy announced that there would be a celebration of life service for Supervisor Carmen Ramirez on Saturday, October 15, at 3pm at the Pacifica High School at 600 East Gonzales in Oxnard and encouraged all to attend.

Director Elaine Freeman reminded all that the December 6 VCSDA meeting would be held at the Rancho Simi Recreation and Park District’s headquarters in Simi Valley and encouraged everyone to attend.

Treasurer Brian Pendleton added that he was hoping to invite everyone to a VCSDA meeting at Ventura Port District early next year.

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VCSDA Board Meeting  
Draft Minutes of October 4, 2022  
Page 4 of 4

President Dandy then adjourned the meeting at 7:35p.m. to the next VCSDA meeting **on December 6, 2022.**

**Respectfully submitted**

*Kris Sofley*

Kris Sofley, Secretary to VCSDA

## Ventura County Special District Association

## Profit &amp; Loss

11/01/22

January through October 2022

Accrual Basis

	<u>Jan - Oct 22</u>
Ordinary Income/Expense	
Income	
Annual Dues	2,700.00
Monthly Dinner Income	1,643.00
	<hr/>
Total Income	4,343.00
Expense	
Accounting Exp	3,564.45
Bank Service Charges	12.00
Dinner Costs	1,468.24
Meeting Costs	231.73
Office Supplies	37.51
Placques	124.39
Postage	364.00
Scholarships	2,000.00
Tax, License & Fees	10.00
Website Hosting	57.95
	<hr/>
Total Expense	7,870.27
Net Ordinary Income	<hr/> -3,527.27
Net Income	<hr/> <u>-3,527.27</u>

## Ventura County Special District Association

## Balance Sheet

11/01/22

As of October 31, 2022

Accrual Basis

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	<u>Oct 31, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Wells Fargo Bank-Cking #0615	13,456.72
Total Checking/Savings	<u>13,456.72</u>
Total Current Assets	<u>13,456.72</u>
<b>TOTAL ASSETS</b>	<b><u>13,456.72</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	19,878.54
Unrestricted Net Assets	-2,894.55
Net Income	-3,527.27
Total Equity	<u>13,456.72</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>13,456.72</u></b>

## Ventura County Special District Association

## Profit &amp; Loss

12/07/22

January through November 2022

Accrual Basis

	<u>Jan - Nov 22</u>
Ordinary Income/Expense	
Income	
Annual Dues	2,700.00
Monthly Dinner Income	1,643.00
	<hr/>
Total Income	4,343.00
Expense	
Accounting Exp	3,649.45
Bank Service Charges	12.00
Dinner Costs	1,468.24
Meeting Costs	231.73
Office Supplies	37.51
Placques	124.39
Postage	364.00
Scholarships	2,000.00
Tax, License & Fees	10.00
Website Hosting	57.95
	<hr/>
Total Expense	7,955.27
Net Ordinary Income	<hr/> -3,612.27
Net Income	<hr/> <b>-3,612.27</b> <hr/>



Ventura County Special District Association

Balance Sheet

As of November 30, 2022

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	<u>Nov 30, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Wells Fargo Bank-Cking #0615	13,371.72
Total Checking/Savings	<u>13,371.72</u>
Total Current Assets	<u>13,371.72</u>
<b>TOTAL ASSETS</b>	<b><u>13,371.72</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	19,878.54
Unrestricted Net Assets	-2,894.55
Net Income	-3,612.27
Total Equity	<u>13,371.72</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>13,371.72</u></b>

Ventura County Special District Association

Profit & Loss

January through December 2022

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	<u>Jan - Dec 22</u>
Ordinary Income/Expense	
Income	
Annual Dues	2,700.00
Monthly Dinner Income	1,643.00
	<hr/>
Total Income	4,343.00
Expense	
Accounting Exp	3,734.45
Bank Service Charges	12.00
Dinner Costs	1,468.24
Meeting Costs	231.73
Office Supplies	37.51
Placques	124.39
Postage	364.00
Scholarships	2,000.00
Tax, License & Fees	10.00
Website Hosting	57.95
	<hr/>
Total Expense	8,040.27
Net Ordinary Income	<hr/> -3,697.27
Net Income	<hr/> <hr/> <b>-3,697.27</b>

Ventura County Special District Association

Balance Sheet

As of December 31, 2022

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	<u>Dec 31, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Wells Fargo Bank-Cking #0615	13,286.72
Total Checking/Savings	<u>13,286.72</u>
Total Current Assets	<u>13,286.72</u>
<b>TOTAL ASSETS</b>	<b><u>13,286.72</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	19,878.54
Unrestricted Net Assets	-2,894.55
Net Income	-3,697.27
Total Equity	<u>13,286.72</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>13,286.72</u></b>

Ventura County Special District Association

Profit & Loss

January 2023

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	<u>Jan 23</u>
Ordinary Income/Expense	
Income	
Annual Dues	<u>150.00</u>
Total Income	150.00
Expense	
Accounting Exp	<u>144.50</u>
Total Expense	<u>144.50</u>
Net Ordinary Income	<u>5.50</u>
Net Income	<u><u>5.50</u></u>

Ventura County Special District Association

Balance Sheet

As of January 31, 2023

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	<u>Jan 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Wells Fargo Bank-Cking #0615	13,292.22
Total Checking/Savings	<u>13,292.22</u>
Total Current Assets	<u>13,292.22</u>
<b>TOTAL ASSETS</b>	<b><u>13,292.22</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	19,878.54
Unrestricted Net Assets	-6,591.82
Net Income	5.50
Total Equity	<u>13,292.22</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>13,292.22</u></b>

# Ventura County Special Districts Association

January/February 2023

Offering quality of life services through direct representation

## President's Message by Bruce E. Dandy

Thanks to each of you that participate and make VCSDA and CSDA important.

I have enjoyed serving you as Chapter President and look forward to continuing with you in support of our organization.

I have to thank Al Fox for informing me two years ago that I should be President. I was surprised!! It took until our next meeting in April to confirm, but United Water, and especially Kris Sofley, had my back.

Thank you for also allowing our December meeting to be a joint Holiday Celebration with Ventura County Association of Water Agencies.

Looking forward, we will elect a new president at our February meeting. Also, Sheriff Jim Fryhoff will be our special guest, presiding over the installation of our new Board and serving as our guest speaker. After the June 2022 election, he has been on my radar for this meeting and we succeeded in pulling him over! He's the ticket! Ok, enough puns.

Our meeting is not virtual due to the special location. I hope each of you attend in person. Please make sure your District is represented. Annual Awards will be presented — General Manager and Board Director of the Year! Maybe more? A special request during introductions at the meeting...please identify yourself and share one good thing that you were proud of for your District.

Let's celebrate together as we move forward and promote Special Districts.



Buce E. Dandy, president



Please join us at the  
**CHANNEL ISLANDS YACHT CLUB**  
4100 South Harbor Blvd., Oxnard CA 93035  
for the  
**VCSDA Awards meeting and  
Election of New Officers**  
when we welcome **GUEST SPEAKER**



**Ventura County Sheriff  
James Fryhoff**

Sheriff James "Jim" Fryhoff grew up in Pasadena, California. Jim was a police cadet with the Pasadena Police Department prior to moving to Ventura County. Jim relocated to Ventura County when he joined the Ventura County Sheriff's Office in 1990.

Jim has worked a variety of assignments with the Sheriff's Office, including detention services, patrol, special enforcement, investigations, and crime prevention. He also served as the Adjutant for two sitting Sheriffs. He was the Assistant Chief in Thousand Oaks, Chief of Police of Ojai and area Captain for the Ojai Valley, Thousand Oaks Chief of Police, and Operations Commander for Detention Services Division which oversees the Pre-Trial Detention Facility, Todd Road Jail, Court Services Bureau, Juvenile Justice Center, and the East Valley Courthouse and Jail.

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VC Sheriff Fryhoff bio, continued

In addition to Jim's primary assignments listed, he has worked in numerous collateral assignments. Collateral assignments are duties that exist within the Sheriff's Office but do not require a full-time position. It is through collateral assignments that Sheriff's Office members can accomplish so much and give back to the agency and support their community. Jim was a bicycle patrol officer, air unit crew chief, press information officer, explorer advisor, reserve deputy coordinator, field training officer, and served as the manager for our peer support team.

Jim is married to his wife, Traci. They have two daughters, Vanessa and Savannah. Jim received his bachelor's degree from San Diego State University in Vocational Education with an emphasis on adult learning theory, a master's degree from the University of Oklahoma in Administrative Leadership, and graduated from the FBI National Academy Session 261 in September of 2015. Jim is a two-time Deputy of the Year recipient and received the Medal of Valor in 1997.

Jim is excited to usher in a new energy to the Office of the Sheriff and is excited to lead the over 1300 employees and numerous volunteers within the Sheriff's Office.

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Photos from the October 4, 2022 VCSDA Chapter Meeting featuring Guest Speaker Michelle Ascencion



Thank you to



### VCSDA Board Members



President  
Bruce Dandy  
United Water  
Conversation Dist.

Vice President



Treasurer  
Brian Pendleton  
Ventura Harbor



Secretary  
Kris Sofley  
United Water  
Conservation Dist.