

Ventura Local Agency Formation Commission

# Ventura County Service Area No. 30

Municipal Service Review



Prepared By:  
Ventura Local Agency Formation Commission  
801 S. Victoria Avenue, Suite 301  
Ventura, CA 93003  
**Accepted by the Commission on February 16, 2022**

## Table of Contents

Introduction .....	1
Maps .....	3
Profile.....	5
Growth and Population Projections .....	7
Review of Municipal Services .....	8
Sphere of Influence.....	10
Written Determinations.....	11

## Introduction

### ***Purpose of the Municipal Service Review***

Local Agency Formation Commissions (LAFCo) exist in each county in California and were formed for the purpose of administering state law and local policies relating to the establishment and revision of local government boundaries. According to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code § 56000 et seq.), LAFCo's purposes are to:

- discourage urban sprawl;
- preserve open space and prime agricultural land;
- ensure efficient provision of government services; and
- encourage the orderly formation and development of local agencies.

To achieve these purposes, LAFCos are responsible for coordinating logical and timely changes in local government boundaries (such as annexations), conducting special studies that identify ways to reorganize and streamline governmental structure, and determining a sphere of influence for each city and special district over which they have authority.

A **sphere of influence** is a plan for the probable physical boundaries and service area of a local agency, as determined by LAFCo (Government Code § 56076). Beginning in 2001, each LAFCo was required to review, and as necessary, update the sphere of each city and special district on or before January 1, 2008, and every five years thereafter (Government Code § 56425(g)). Government Code § 56430(a) provides that in order to determine or update a sphere of influence, LAFCo shall prepare a **Municipal Service Review (MSR)** and make written determinations relating to the following seven factors:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
4. Financial ability of agencies to provide services.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by Commission policy.

MSRs are not prepared for counties, but are prepared for special districts including those governed by a county Board of Supervisors. Additionally, while LAFCos are authorized to prepare studies relating to their role as boundary agencies, they have no investigative authority.

LAFCo staff prepared this MSR for Ventura County Service Area No. 30 (CSA or CSA 30) using information obtained from multiple sources, including, but not limited to:

- **MSR Questionnaire:** A questionnaire supplied by LAFCo elicited general information about CSA 30 (e.g., contact information, governing body, financial information), as well as service-specific data;
- **Budget:** The adopted budget provided information regarding services and funding levels;
- **General Plans:** The general plans of the County of Ventura and the City of Oxnard provided information regarding land use, populations, and service levels;
- **District Documents:** Various CSA 30 documents provided supplementary information relating to service provision;
- **Historical MSR:** The 2004 MSR provided certain data that remain relevant and accurate for inclusion in the current MSR;
- **District Website:** The County's website provided supplementary and clarifying information; and
- **District Staff:** CSA 30 staff provided supplementary and clarifying information.

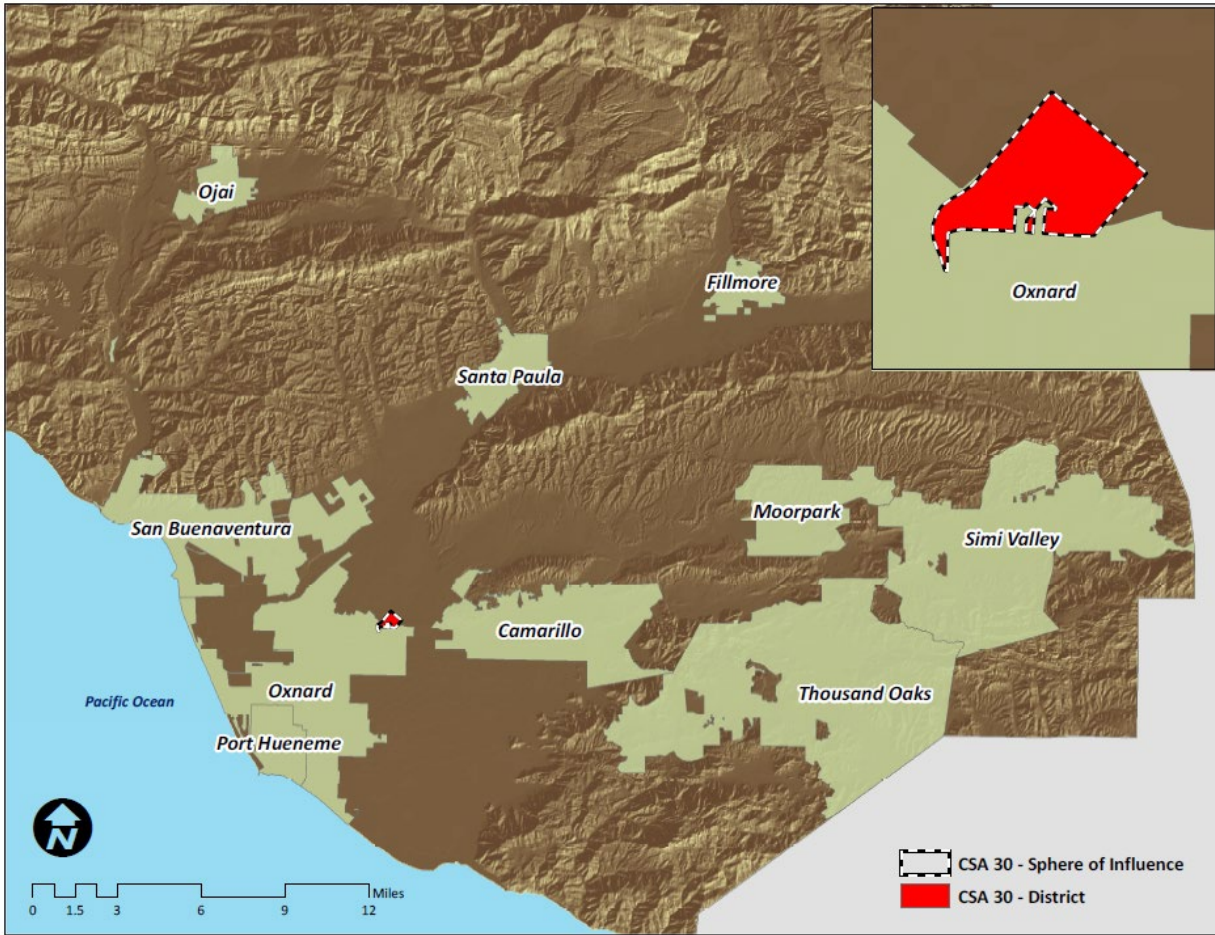
### ***Organization of the MSR***

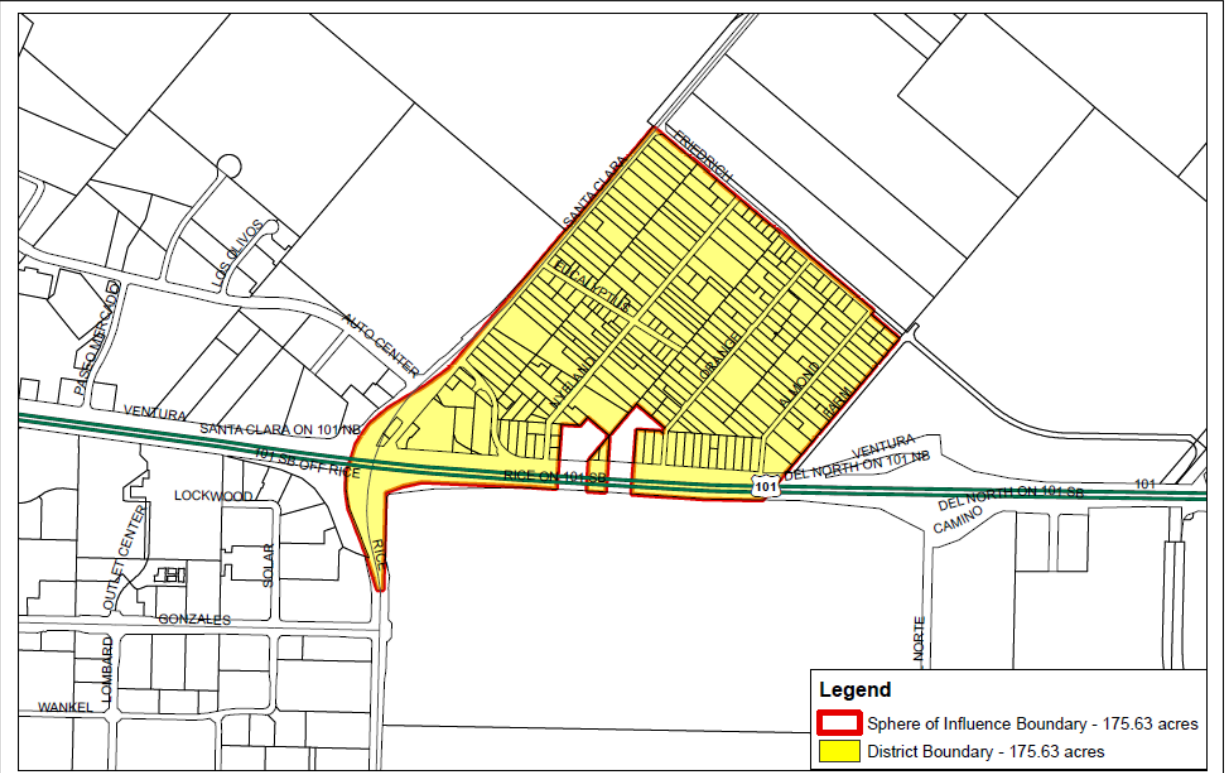
This report is organized into several sections, as follows:

- **Maps:** A general location map and the official LAFCo map of CSA 30;
- **Profile:** Summary profile of information about CSA 30, including contact information, governing body, summary financial information, and staffing levels;
- **Growth and Population Projections:** Details of past, current, and projected population for CSA 30;
- **Review of Municipal Services:** Discussion of the municipal services that CSA 30 provides;
- **Sphere of Influence:** Discussion of the existing sphere of influence of CSA 30 and potential modifications to the sphere; and
- **Written Determinations:** Recommended determinations for each of the seven mandatory factors for CSA 30.

The Commission's acceptance of the MSR and adoption of written determinations will be memorialized through the adoption of a resolution that addresses each of the seven mandatory factors based on the Written Determinations section of the MSR.

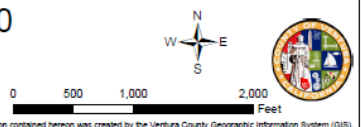
# Maps





### Ventura County Service Area No. 30 Current as of July 16, 2014

Prepared by County of Ventura - Information Systems Department - GIS Division  
State Plane Coordinate System California Zone V - NAD 27  
This map was compiled from records and computations



Copyright 2014 County of Ventura. Design, maps, index and text of this map are copyrighted.  
It is unlawful to copy or reproduce, either in digital or paper form, any part thereof for personal use or resale.

**WARNING:** The information contained hereon was created by the Ventura County Geographic Information System (GIS), which is designed and operated solely for the convenience of the County and related contract entities. The County does not warrant the accuracy of this information, and no decision involving a risk of economic loss or physical injury should be made in reliance thereon.

## Profile

Ventura County Service Area No. 30 (CSA 30), which is a dependent district of the County of Ventura, was formed on November 2, 1965, to provide sanitation services to the unincorporated community of Nyeland Acres, generally east of Santa Clara Avenue and north of Highway 101, immediately northeast of the City of Oxnard city limits. CSA 30 provides wastewater collection services, and by contract with the City of Oxnard, discharges wastewater to the City's collection system, which is then conveyed to the City's treatment plant. CSA 30's service area is coterminous with its sphere of influence boundary.

The mission of the Water and Sanitation Department of the Ventura County Public Works Agency (PWA) is provided as follows:

*To deliver efficient, responsive and cost effective public works services that protect and enhance the safety, health and quality of life in Ventura County.*

### Contact Information

District Manager	Joseph Pope
District Office	6767 Spring Road, Moorpark, CA 93020
Mailing Address	P.O. Box 250, Moorpark, CA 93020-0250
Phone Number	(805) 378-3000
Website	<a href="http://pwa.vcpublicworks.org/wsd">pwa.vcpublicworks.org/wsd</a>
E-mail Addresses	<a href="mailto:joseph.pope@ventura.org">joseph.pope@ventura.org</a>

### Governance Information

Formation Date	November 2, 1965
Legal Authority	<u>Government Code Section 25210</u> (County Service Areas)
Type of District	Dependent
Board of Directors	Five members. Board of Directors consists of the Ventura County Board of Supervisors. Elected by voting district to staggered, four-year terms of office (elections held in even-numbered years).
Board Meetings	<u>Tuesdays as scheduled</u> , beginning at 8:30 a.m., in the Board of Supervisors Hearing Room located at 800 S. Victoria Avenue, Ventura, CA 93009. Webcast live on the County's website, and available for viewing anytime on the County's website.

### Services Provided

CSA 30 is authorized to provide wastewater collection and, by contract with the City of Oxnard, wastewater treatment and disposal for the community of Nyeland Acres

Population and Area Information		
	<i>Population</i> <sup>1</sup>	<i>Area (square miles)</i>
Jurisdictional Area	2,935	0.27
Sphere of Influence Area	2,935	0.27

Staffing – Full Time Equivalent Positions <sup>2</sup>			
Executive/Management	Professional/Support	Operational	Total
8	16	33	57

Revenues	Expenditures
Primary Revenue Sources	Primary Expenses
Service Charges	Services and Supplies
Revenue Use of Money and Property	Fixed Assets
Fines, Forfeitures, and Penalties	Other Financing Uses
FY 2020-21 Revenues (Budget)	FY 2020-21 Expenditures (Budget)
\$353,600	\$834,700

Public Agencies with Overlapping Jurisdiction	
Calleguas Municipal Water District	Ventura County Air Pollution Control District
City of Oxnard	Ventura County Fire Protection District
Fox Canyon Groundwater Management Agency	Ventura County Resource Conservation District
Gold Coast Transit District	Ventura County Service Area No. 14
Metropolitan Water District of Southern California	Ventura County Service Area No. 32
Oxnard Drainage District No. 2	Ventura County Transportation Commission
Oxnard Harbor District	Ventura County Watershed Protection District
United Water Conservation District	Ventura Regional Sanitation District

<sup>1</sup> Source: 2010 U.S. Census data.

<sup>2</sup> The District is staffed by the Ventura County Water and Sanitation Department (VCWSD or Department). The duties associated with each of the positions within the VCWSD involves all of the projects and facilities managed by the VCWSD, including those associated with the District. Therefore, the number of employees identified above does not reflect full-time positions assigned to the District.



## **Growth and Population Projections**

*LAFCo is required to project the growth and population for the affected area (Government Code § 56430(a)(1)).*

The District estimates a current 2010 population of approximately 2,935 within both its jurisdictional boundaries and its sphere of influence. The District's service area is largely developed and is not anticipated to experience notable additional population growth.

## Review of Municipal Services

The review of CSA 30's services is based on provisions of state law which require LAFCo to make determinations regarding the present and planned capacity of public facilities, the adequacy of public services, infrastructure needs and deficiencies, and the District's financial ability to provide these services (Government Code § 56430(a)(3)).

### Wastewater Services

CSA 30, through the County's Water and Sanitation Department, provides wastewater collection services within the unincorporated community of Nyeland Acres and, by contract with the City of Oxnard, wastewater treatment and disposal services. CSA 30 provides service to 274 customers, consisting of 268 residential customers and six commercial customers. According to information on the Ventura County Water and Sanitation Department's website, the original sewer collection system serving the community consisted of a Septic Tank Effluent Pump (STEP) system. In 1999, CSA 30 decommissioned its treatment plant and the associated STEP system, and constructed a conventional gravity system and lift station which allows wastewater to be discharged to the City of Oxnard's collection system and ultimately to the City's wastewater treatment plant (located at 6001 Perkins Road, Oxnard, CA 93033).



Figure 3: Location of City of Oxnard Wastewater Treatment Plant (Sources: Google Maps (2021) and Pictometry)

CSA 30 provides administrative, billing, customer service, maintenance, operation, design, construction and inspection, laboratory, and regulatory compliance services that support the collection, conveyance, treatment, and disposal of wastewater generated within its service area. It also contracts with the Ventura Regional Sanitation District (VRSD) for operations; however, it is currently working to shift its operations in-house and limit its reliance on VRSD to occasional emergency services and periodic sewer line cleaning.

CSA 30 staff documents that the collection system contains 3.32 miles of 8-inch to 12-inch diameter sewer main lines, with an additional 7.04 miles of 6-inch diameter branch lines and 4-inch diameter lateral lines. Demand on the infrastructure averaged 0.133 million gallons per day (MGD) between 2018 and 2020, with maximum daily flow during the same three-year period reaching 0.1606 MGD (in February 2019). Peak capacity of CSA 30 wastewater conveyance infrastructure is 0.432 MGD.

No increases in system capacity are anticipated. However, any necessary capacity increases could be accommodated with infrastructure improvements (e.g., including pump upgrades and line size increases). Planned capital improvement projects over the next three years include upgrades to the plumbing, piping, and equipment of the 300 gallons per minute (GPM) pump and wet well, and repair and replacement of manholes.

According to the Municipal Service Review for the City of Oxnard accepted by the Commission on February 21, 2018, the City's wastewater treatment plant is permitted to treat 31.7 MGD and treats an average of 21.3 MGD. Wastewater flows generated within CSA 30's service area comprise a very small portion of the City's overall treatment demand, and existing and future flows within CSA 30's jurisdictional boundaries are not expected to impact the City's ability to treat the volume of wastewater delivered to its treatment plant.

## **Sphere of Influence**

There have been no changes to the District's service area that would require alterations to its sphere of influence boundary, and no changes are anticipated in the foreseeable future.

## Written Determinations

The Commission is required to prepare a written statement of its determinations with respect to each of the subject areas provided below (Government Code § 56430(a)).

### 1. Growth and population projections for the affected area

The current population within the CSA 30 jurisdictional boundaries and sphere of influence is estimated to be 2,935. The District's service area is largely developed and is not anticipated to experience notable additional population growth.

### 2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence

A disadvantaged unincorporated community is defined as a community with an annual median household income that is less than 80% of the statewide annual median household income (Government Code § 56033.5). The Ventura LAFCo has determined that the community of Nyeland Acres, northeast of and contiguous to the City of Oxnard and located within the City's current sphere of influence, is a disadvantaged unincorporated community. Based on 2010 U.S. Bureau of the Census demographic data, the Nyeland Acres community has a median household income of \$42,043. The Nyeland Acres community receives fire protection services from both the Ventura County Fire Protection District and the City of Oxnard under a mutual aid agreement, police protection services from the Ventura County Sheriff's Office, wastewater collection services from CSA 30, wastewater conveyance and treatment from the City of Oxnard (through an agreement between CSA 30 and the City whereby CSA 30 discharges to the City's collection system), and water services from the Garden Acres Mutual Water Company and Nyeland Acres Mutual Water Company.

### 3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies

Wastewater services:

- CSA 30 provides wastewater collection services to the unincorporated community of Nyeland Acres. By contract with the City of Oxnard, CSA 30 discharges wastewater to the City's collection system, and wastewater is then conveyed to the City's treatment plant.
- CSA 30's wastewater system consists of a conventional gravity system (including 10.36 miles of sewer pipeline) and lift station, which allows wastewater to be discharged to the City of Oxnard's wastewater collection system and ultimately to the City's wastewater treatment plant, to support 274 service connections.
- CSA 30's system has the capacity to handle 0.432 MGD of wastewater.
- Between 2018 and 2020, the average daily flow the system was 0.133 GPD, and peak demand during that three-year time period was 0.1606 GPD.
- CSA 30 contracts with the VRSD for cleaning of its wastewater collection system; however, it is currently working to shift its operations in-house and limit its reliance on VRSD to occasional emergency services and period sewer line cleaning.

- Population within CSA 30's boundaries is anticipated to remain stable, and CSA 30 has the ability to provide service at existing levels into the foreseeable future.
- CSA 30 does not have a master plan and staff does not have plans to develop a master plan. However, planned capital improvement projects over the next three years include upgrades to the plumbing, piping, and equipment of the 300 GPM pump and wet well, and repair and replacement of manholes.
- While CSA 30 does not currently anticipate the need for significant capital improvements, development of a master plan would provide an overview of the capacity and condition of the existing system, as well as identify areas of focus for future infrastructure maintenance and improvement projects.
- Through the County, CSA 30 recently began using a utility management system (i.e., Sedaru), which allows staff to digitally view its mapped infrastructure as an overlay to the County's GIS data, and assists CSA 30 in analyzing its existing services and anticipated needs.

#### **4. Financial ability of agencies to provide services**

- CSA 30 staff (i.e., County staff) indicates that the budgeted net cost is due to capital improvement projects and essential operating costs being estimated approximately \$481,100 higher than estimated revenues for Fiscal Year 2020-21. Fund balance (currently totaling \$1,271,496) is used to cover the difference. As part of the annual budget process, the sewer rate and standby charges are reviewed to determine whether adjustments are needed to accommodate projected expenses. Rates and charges are considered annually by the CSA 30 Board of Directors (i.e., the Ventura County Board of Supervisors), which are reflected in the tax roll. Therefore, it appears that CSA 30 has the ability to finance the services it currently provides.
- CSA 30 indicates that it has no long-term debt.
- CSA 30 has a steady stream of revenue through service fees collected from its customers. It has predictable expenses related to a contract for operation and maintenance with VRSD and administrative and management services provided by the County. Over the last three years, CSA 30 has maintained reserves ranging between 95 percent and 100 percent of total revenue.
- CSA 30 is independently audited on a regular basis as part of the annual audit of the County. The most recent audit (March 25, 2021) prepared for the County was unqualified. An unqualified report reflects fair and transparent financial statements in compliance with generally accepted accounting principles and statutory requirements.

#### **5. Status of, and opportunities for, shared facilities**

- No opportunities for shared facilities were identified, although CSA 30 receives operational efficiencies through coordination with other agencies (i.e., the County of Ventura, VRSD, and City of Oxnard).

## 6. Accountability for community service needs, including governmental structure and operational efficiencies

- CSA 30 is accountable to its constituents through its elected Board of Directors (i.e., the Ventura County Board of Supervisors), adherence to applicable government code sections, open and accessible meetings, and dissemination of information.
- CSA 30 has adapted to the changing needs of public access as a result of the disease caused by the novel coronavirus (COVID-19) pandemic, by providing live internet access and public participation opportunities for its meetings.
- CSA 30 achieves operational and management efficiencies by being managed and staffed by the County of Ventura. Additionally, it has arrangements with various service providers. For example, the District receives the following services from the County of Ventura: office space, management, accounting/auditing, legal counsel, real estate, and insurance. Furthermore, the District receives wastewater system operations and maintenance services from the Ventura Regional Sanitation District, and wastewater treatment services from the City of Oxnard. However, CSA 30 is currently working to shift its operations in-house and limit its reliance on VRSD to occasional emergency services and period sewer line cleaning.
- CSA 30, through the County of Ventura, is a member of the California Water/Wastewater Agency Response Network WARN (CALWARN) program (which supports and promotes statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities in coordination with the State Office of Emergency Services).
- The Water and Sanitation Department of the PWA maintains a website that contains general information about the District, contact information, a summary of services, and projects recently completed and under construction. The website provides a Spanish translation option. CSA 30 could improve its transparency by clarifying that it is a dependent district that is managed and operated by the County of Ventura, and by posting links to its history, mission, enabling legislation, boundary map, summary of facilities, Board of Directors meeting information (agendas, staff reports, minutes, and recordings), current and historical budgets, studies and reports, most recent municipal service review completed by LAFCo, and the State Controller's "By the Numbers" (agency financial reporting information) and "Public Pay" (employee salary) webpages. Much of this information could likely be provided by means of links to the appropriate webpages of the County's website. Additionally, to improve the public's ability to easily access CSA 30 information, the utilities pages of the Water and Sanitation Department could be organized to include all CSA 30 information (e.g., including rates and charges, construction projects, and citizens' advisory committee meetings) into one central location.
- Development of a master plan would allow constituents to have a more transparent overview of the capacity and condition of the existing system operated by CSA 30, as well as enable them to be aware of and provide input regarding future infrastructure maintenance and improvement projects.
- CSA 30 staff was responsive in providing information for this MSR during the requested timeframe.

**7. Any other matter related to effective or efficient service delivery, as required by Commission policy**

- No other matters were identified.