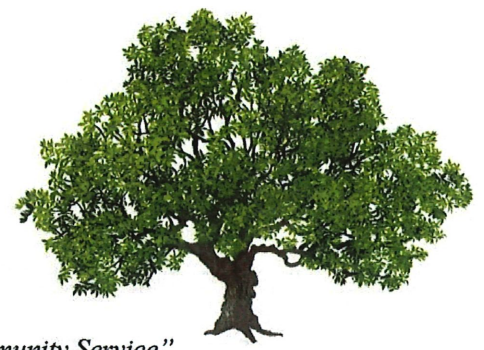


VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

3745 Constellation Road • Vandenberg Village • Lompoc, CA 93436
Telephone: (805) 733-2475 • Fax: (805) 733-2109



"Pride in Community Service"

<http://vvcasd.org>

into@vvcasd.org

NOTICE: The Board of Directors of the Vandenberg Village Community Services District will meet at the District Office Conference Room, 3745 Constellation Road, Vandenberg Village, in compliance with [California Government Code § 54954](#).

Regular Board Meeting

AGENDA

Tuesday, March 5, 2024

7:00 p.m.

To access the meeting via telephone, please dial **(669) 900-9128** and/or via the web at <https://zoom.us/join> **Meeting ID:** 837 8471 3866 **Passcode:** 429538

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL: Directors Brooks, Bumpass, Gonzales, Heuring, and Stassi
3. ADDITIONS AND DELETIONS TO AGENDA
4. PUBLIC FORUM

The Board will invite public comment on each action item as it is considered during the meeting.

At this time members of the public wishing to address the Board on other matters that are within the jurisdiction of the District may do so when recognized by the President. Please begin by stating your name and place of residence.

5. OPERATIONS REPORT
6. ADMINISTRATION REPORT

7. CONSENT CALENDAR

- A. Minutes of the Regular Meeting on February 6, 2024 page 1
- B. Treasurer Report
 - (1) Monthly Financials page 9
 - (2) Disbursements through February 29, 2024 page 21
- C. Water Pumped vs Sold, 12 months..... page 29

8. ACTION ITEMS

- A. **[PUBLIC HEARING] Capacity Charges:** Consider adopting changes to the current Capacity Charge Ordinance..... page 31
- B. **Sewer Main/Manhole Replacement Project:** Increase the wastewater capital budget and award the project to R. L. Johnson Construction page 39
- C. **Reserve Policy:** Consider adopting Resolution 229-24 to revise the reserve policy page 63
- D. **Board Compensation:** Consider changing the director compensation page 83
- E. **Board Member Manual:** Consider approving the revised board member manual..... page 89
- F. **Additional Special District Powers:** Discuss adding additional community services district powers..... page 91

9. REPORTS

- A. Committees
- B. District Representatives to External Agencies
- C. Board President
- D. General Manager

10. INFORMATIONAL CORRESPONDENCE

- A. US Drought Monitor: California, February 27, 2024..... page 97
- B. LAFCo Election Results..... page 99
- C. CSDA Board of Directors Call for Nominations, Seat A page 101
- D. VVCSD Utility Cost Centers Draft (Director Stassi)..... page 107

11. DIRECTORS FORUM: Any member of the Board may address the Board on any subject within the jurisdiction of the District.

12. CLOSED SESSION

Conference With Labor Negotiators (Gov't Code § 54957.6)
Agency designated representatives: Cynthia Allen, General Manager
Unrepresented employee: All District Employees

13. OPEN SESSION: Announce or take action resulting from closed session discussions.

14. ADJOURN

Notice Regarding Public Participation: For those who are unable to attend the meeting in person or electronically but who wish to provide public comment on matters that are within the jurisdiction of the District, please submit any comments and written materials to the District in person or via electronic mail at administration@vvcسد.org. All submittals should indicate the board meeting date and agenda item number. Materials received by the District during and before the meeting will become part of the minutes and will be made available to the public under the Public Records Act.

This agenda was posted on the District website at <https://vvcسد.org> and 3745 Constellation Road, Vandenberg Village, California and notice was delivered under Government Code § 54950 et seq. This Agenda contains a brief general description of each item to be considered. The Board reserves the right to change the order in which items are heard. The full board package with staff reports and other written documentation is available on the District's website at <https://vvcسد.org>. If you need reasonable accommodation due to a disability, please contact the Board Secretary 24 hours before the meeting at (805) 733-2475.

Please silence cell phones during the meeting, as a courtesy to others.

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MINUTES Regular Meeting

February 6, 2024

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:00 p.m. by President Bumpass who led the Pledge of Allegiance.

2. REQUEST FOR REMOTE PARTICIPATION UNDER AB2449: Director Brooks requested to participate remotely due to emergency circumstances per Government Code § 54953(f). The Directors unanimously approved with a roll call vote.

3. ROLL CALL: Directors, Brooks, Bumpass, Gonzales, Heuring and Stassi

OTHERS PRESENT

General Manager Cynthia Allen, Operations & Maintenance (O&M) Manager Mike Garner, and Financial Services (FS) Manager Patricia LeCavalier. Craig Geyer with Goleta West Sanitary District and Senior Director with California CLASS, Jerry Legg participated via ZOOM.

3. ADDITIONS AND DELETIONS TO THE AGENDA - None

4. PUBLIC FORUM

President Bumpass invited public comments and there were none.

5. OPERATIONS REPORT

O&M Manager Garner reported the District pumped 23 million gallons of water in January with an average daily demand of 743,000 gallons. This is 25 percent more than last year.

There was 1.74 inches of rain in January and the current storm has brought 2.89 inches of rain at site #1.

The District's well levels for January were 1B-141', 3A-135', and 3B-135'.

O&M Manager Garner and Field Crew Service Person Jeff Cole found a couple of corrections to the filter project and the Pureflow engineers will have the final design to us next week.

American Drilling said the parts for the pump will need to be recoated before they can be reinstalled. Should be ready in the next two weeks.

The field crew has installed one of the new analyzers from Blue & White. O&M Manager Garner sent a picture of the installation to the company and was told it's one of the best they've seen and will have it on their website.

To conclude his report, O&M Manager Garner said Jeff Cole filmed all of the sewer lines on Sirius Avenue in preparation for Santa Barbara County to do a street overlay. The field crew had three service line repairs and no sanitary sewer overflows in January.

6. ADMINISTRATION REPORT

FS Manager LeCavalier reported the District received \$612,000 for the LRWRP Upgrade Charge, which was collected from property taxes in December.

Staff is collecting information in preparation for next year's budget. The Legal/Personnel and Finance/Budget Committees are scheduled to meet over the next couple of months before the proposed budget goes to the board in April.

To conclude her report, she said there have been a handful of customers questioning an increase in their bill. After explaining the reason for the increase the customers have been satisfied.

7. CONSENT CALENDAR

A. Minutes from the Special Meeting on January 9, 2024

B. Treasurer Report

1) Monthly Financials

2) Disbursements through January 31, 2024

3) Schedule of Investments

C. Water Pumped vs. Sold, 12 months

Motion by Director Gonzales, seconded by Director Heuring to accept the consent calendar as presented.

Roll Call Vote:

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi

Noes: None

Abstain: None

Absent: None

8. ACTION ITEM

A. Local Agency Formation Commission (LAFCo) election

General Manager Allen introduced Craig Geyer, incumbent for Santa Barbara LAFCo.

It was decided among the Directors to have Board President Bumpass cast a vote for Craig Geyer as the Regular Special District Member on behalf of the District.

B. Sustainable Groundwater Management ACT (SGMA)

Motion by Director Stassi, seconded by Director Gonzales to confirm the appointment of Directors Brooks (representative) and Stassi (alternate) to the Joint Powers Agency for the Joint Powers Agency for the Western Management Area Groundwater Sustainability Agency

Roll Call Vote

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi
Noes: None
Abstain: None
Absent: None

C. Water and Wastewater Capacity Charges

Motion by Director Gonzales, seconded by Director Heuring to find that this fee increase is statutorily exempt from the California Environmental Quality Act (CEQA) and direct the General Manager to file a Notice of Exemption with the County Clerk; and schedule a public hearing for revision to Ordinance 4.10 and the water and wastewater capacity charges for March 5, 2024

Roll Call Vote

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi
Noes: None
Abstain: None
Absent: None

D. California CLASS

California CLASS Senior Director Jerry Legg gave the Finance/Budget Committee a presentation on January 19 and was available to answer questions and concerns. There was discussion among the Directors before making the following motion.

Motion by Director Gonzales, seconded by Director Stassi to authorize the Board President to sign the California CLASS registration materials; to authorize the General Manager/Treasurer to transfer \$2 million from the Santa Barbara County Treasury to

California CLASS; and to Authorize the General Manager/Treasurer to transfer funds from Mechanics Bank to California CLASS subaccounts periodically to optimize investment earnings up to \$250,000 and any transfer over \$50,000 requires notification to the board at the next regular meeting.

Roll Call Vote

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi
Noes: None
Abstain: None
Absent: None

E. Mid-Year Budget Review

After some discussion among the Directors the following motion was made.

Motion by Director Heuring, seconded by Director Stassi to review, discuss, and accept the attached mid-year budget review.

Roll Call Vote

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi
Noes: None
Abstain: None
Absent: None

9. REPORTS

A. Committees

The Finance/Budget Committee met and discussed items on this agenda.

B. District Representatives to External Agencies – Nothing to report

C. President – Nothing to report

D. General Manager

On January 24, four contractors attended the mandatory pre-bid meeting for the Apollo/Constellation Sewer Main Replacement Project. The bid

opening is scheduled for Wednesday, February 21. The contract will be awarded at the March board meeting.

The State Lands Commission and Fish and Wildlife were unable to accommodate an in-person meeting in Sacramento. Most of those involved in VVCSD's case do not work out of the Sacramento office (some of them work out of Los Angeles). General Manager Allen scheduled a video conference for March 12.

On Thursday, February 8, the Department of Water Resources will present a symbolic \$5.5 million grant check in Buellton to the Santa Ynez River Water Conservation District. The grant will be used to fund Groundwater Sustainability projects in the Western, Central, and Eastern Management Agencies. All board members are invited to attend the ceremony.

Last month, Mechanics Bank increased the District's interest rate to 4.2 percent on all of the interest-bearing accounts.

General Manager Allen submitted the last reimbursement request to FEMA for the January 2023 storm damage. The District received \$12K of the \$33K claim and anticipates an additional \$19K in the next few months. VVCSD's share of the expenditures is about \$2K.

The state is still processing the District's arrearages application. They had questions about why some of the accounts had higher-than-normal balances. Unfortunately, a few customers did not pay during the discontinuance moratorium and closed their accounts shortly after the moratorium was lifted. Leaving the District with a large uncollectable balance which staff is hoping will be reduced by this grant.

To conclude her report, General Manager Allen said there is a Finance/Budget Committee meeting scheduled for February 14 and a Legal/Personnel Committee meeting scheduled for February 22.

10. INFORMATIONAL CORRESPONDENCE

US Drought Monitor: California, January 30, 2024

11. DIRECTORS FORUM

Director Stassi suggested that the committee members sign off on future agenda memos in the board package and would like the board to review and approve the District's board manual.

Director Gonzales commented on the amount of rain from the last storm, and thanked all of the field crew and O&M Manager Garner for their work.

Director Heuring passed out a list of services he would like the Directors to consider being added to Vandenberg Village CSD's scope of responsibility.

Director Bumpass thanked the field crew and the O&M Manager for all of their work.

12. CLOSED SESSION

The Board convened into closed session at 8:32 p.m.

13. OPEN SESSION

The Board convened into open session at 8:57 p.m.

Motion by Director Gonzales, seconded by Director Stassi to approve an employee's request for a four-month leave of absence.

Roll Call Vote

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi

Noes: None

Abstain: None

Absent: None

Motion by Director Stassi, seconded by Director Heuring to approve the hiring of a temporary employee during an employee's leave of absence.

Roll Call Vote

Ayes: Directors Brooks, Bumpass, Heuring, Gonzales, Stassi

Noes: None

Abstain: None
Absent: None

14. ADJOURN

President Bumpass declared the meeting adjourned at 8:58 p.m.

Attest:

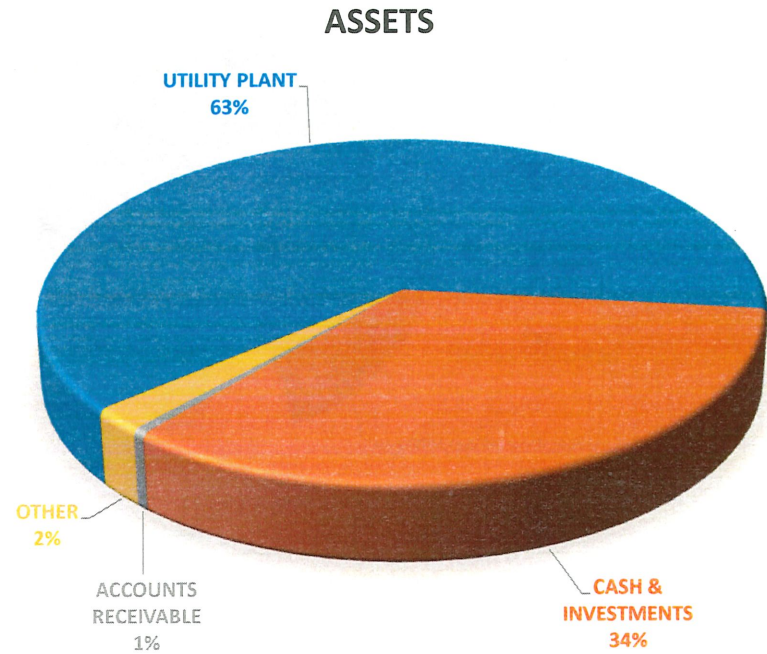
Signed:

Stephanie Garner
Secretary, Board of Directors

Robert Bumpass
President, Board of Directors

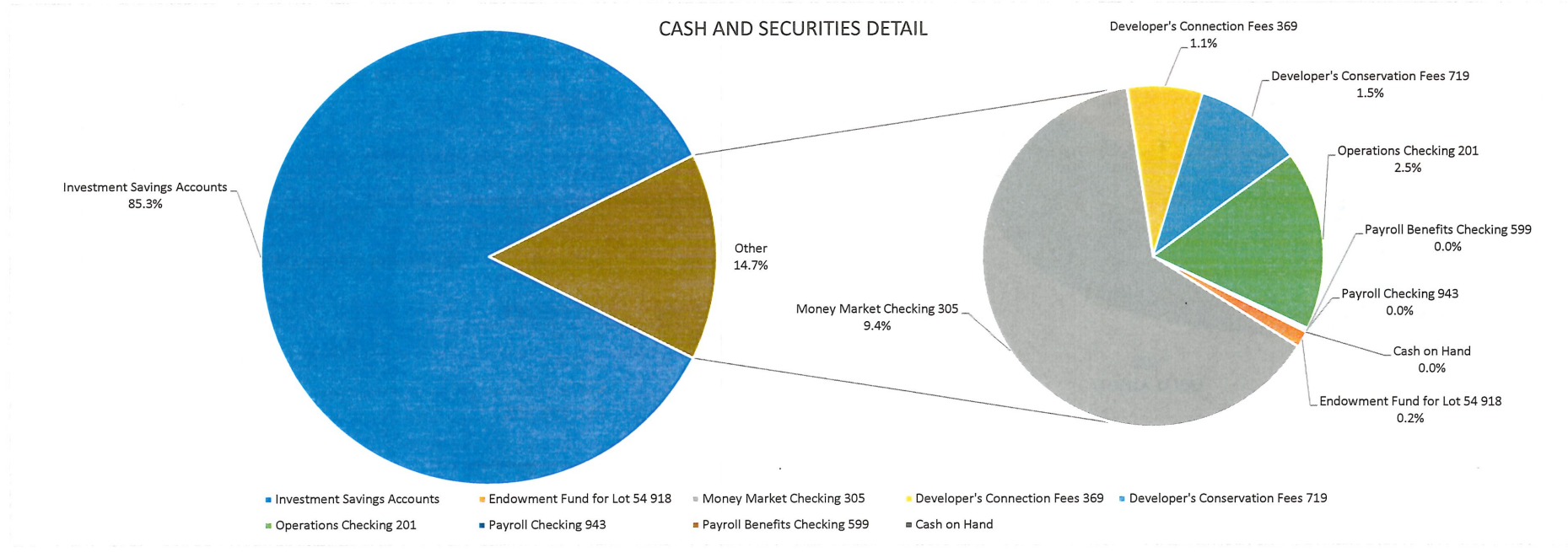
VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Statement of Net Position
As of January 31, 2024

	2024 FYTD	FYE 2023	CHANGE
ASSETS			
UTILITY PLANT	\$23,344,333	\$23,849,953	(\$505,620)
CASH & INVESTMENTS	12,691,483	11,438,344	1,253,139
ACCOUNTS RECEIVABLE	206,661	307,846	(101,185)
OTHER	796,814	807,667	(10,853)
TOTAL ASSETS	<u>\$37,039,291</u>	<u>\$36,403,810</u>	<u>\$635,481</u>
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS	\$874,314	\$874,314	\$0
TOTAL ASSETS & DEFERRED OUTFLOWS	<u>\$37,913,605</u>	<u>\$37,278,124</u>	<u>\$635,481</u>
LIABILITIES			
CURRENT LIABILITIES	\$375,284	\$656,764	(\$281,480)
UNEARNED REVENUE	138,688	138,688	0
LONG TERM DEBT- LRWRP UPGRADE PROJECT	4,181,122	4,181,122	0
NET PENSION LIABILITY	1,823,528	1,823,528	0
TOTAL LIABILITIES	<u>\$6,518,622</u>	<u>\$6,800,102</u>	<u>(\$281,480)</u>
DEFERRED INFLOWS OF RESOURCES-PENSIONS	\$103,601	\$103,601	\$0
EQUITY			
CONTRIBUTED CAPITAL	\$5,602,428	\$5,716,874	(\$114,446)
EQUITY	24,660,214	23,710,437	949,777
CURRENT EARNINGS	1,028,740	947,110	81,630
TOTAL EQUITY	<u>\$31,291,382</u>	<u>\$30,374,421</u>	<u>\$916,961</u>
TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	<u>\$37,913,605</u>	<u>\$37,278,124</u>	<u>\$635,481</u>

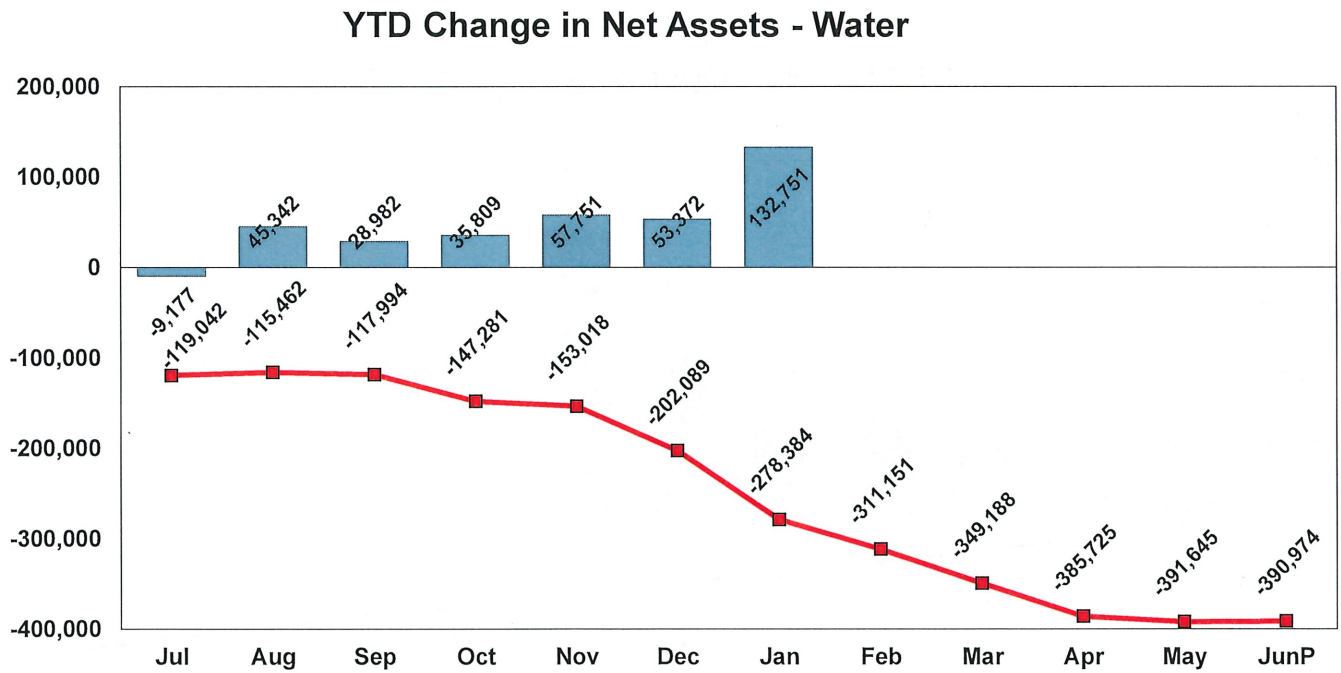
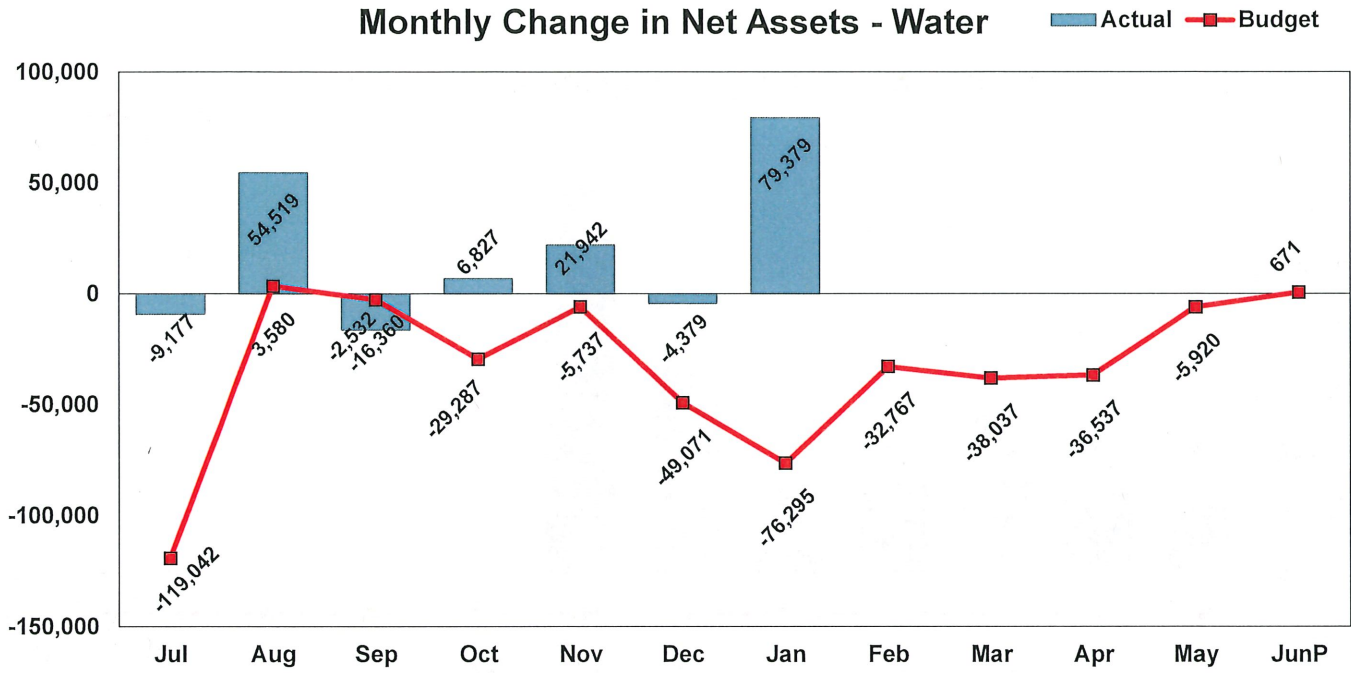


VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
 Cash Position Statement
 As of January 31, 2024

	2024 FYTD	FYE 2023	CHANGE
CASH AND SECURITIES DETAIL			
Investment Savings Accounts	\$10,160,891	\$9,785,523	\$375,368
Endowment Fund for Lot 54 918	26,100	25,519	581
Money Market Checking 305	1,777,190	1,202,040	575,150
Developer's Connection Fees 369	131,550	121,625	9,925
Developer's Conservation Fees 719	193,538	173,307	20,231
SUBTOTAL	\$12,289,269	\$11,308,014	\$981,255
Operations Checking 201	\$366,913	\$122,825	\$244,088
Payroll Checking 943	29,781	2,500	27,281
Payroll Benefits Checking 599	5,120	4,605	515
Cash on Hand	400	400	0
SUBTOTAL	\$402,214	\$130,330	\$271,884
TOTAL CASH AND SECURITIES	\$12,691,483	\$11,438,344	\$1,253,139



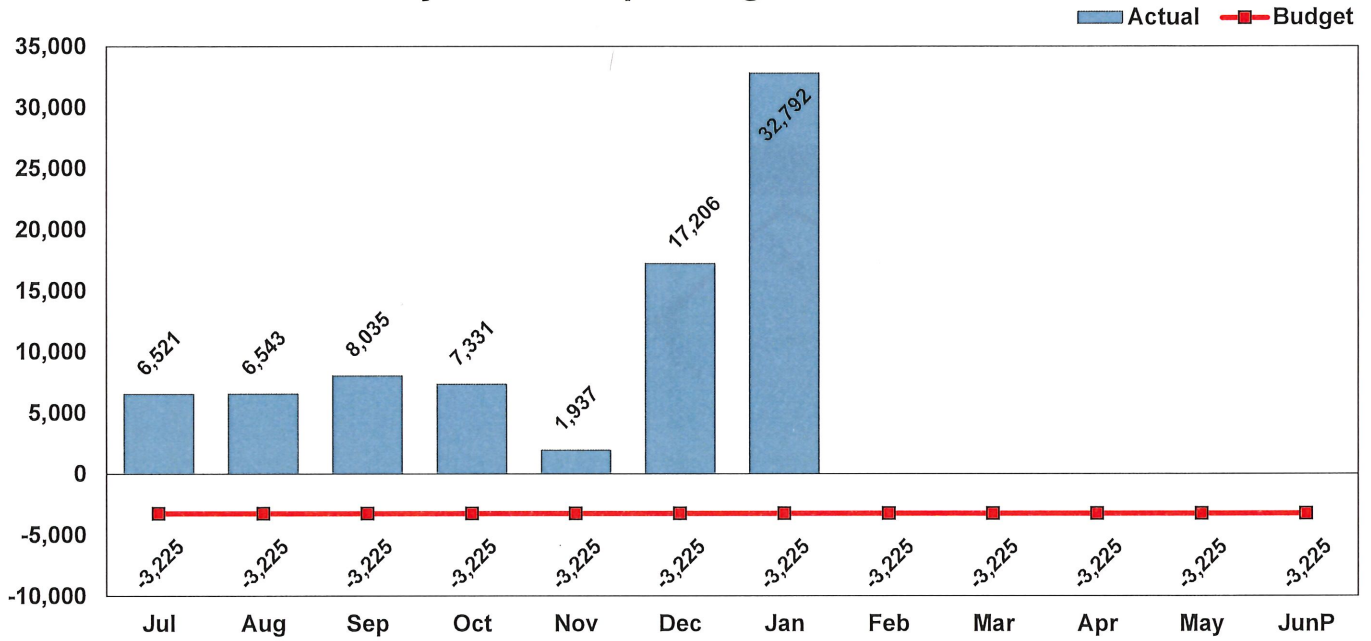
Change in Net Assets Vandenberg Village Community Services District July 1, 2023 to June 30, 2024



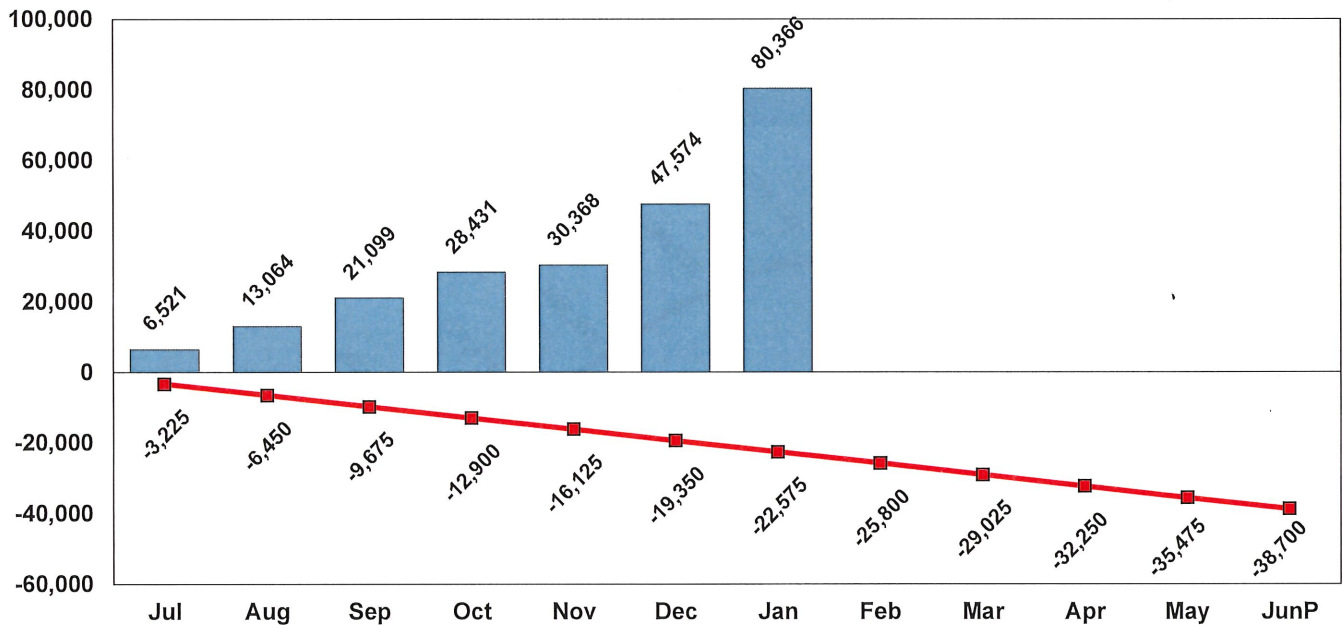
Note: Restricted revenue, \$24,707 in Connection Fees, has also been received this fiscal year.

Non-Operating Income Vandenberg Village Community Services District July 1, 2023 to June 30, 2024

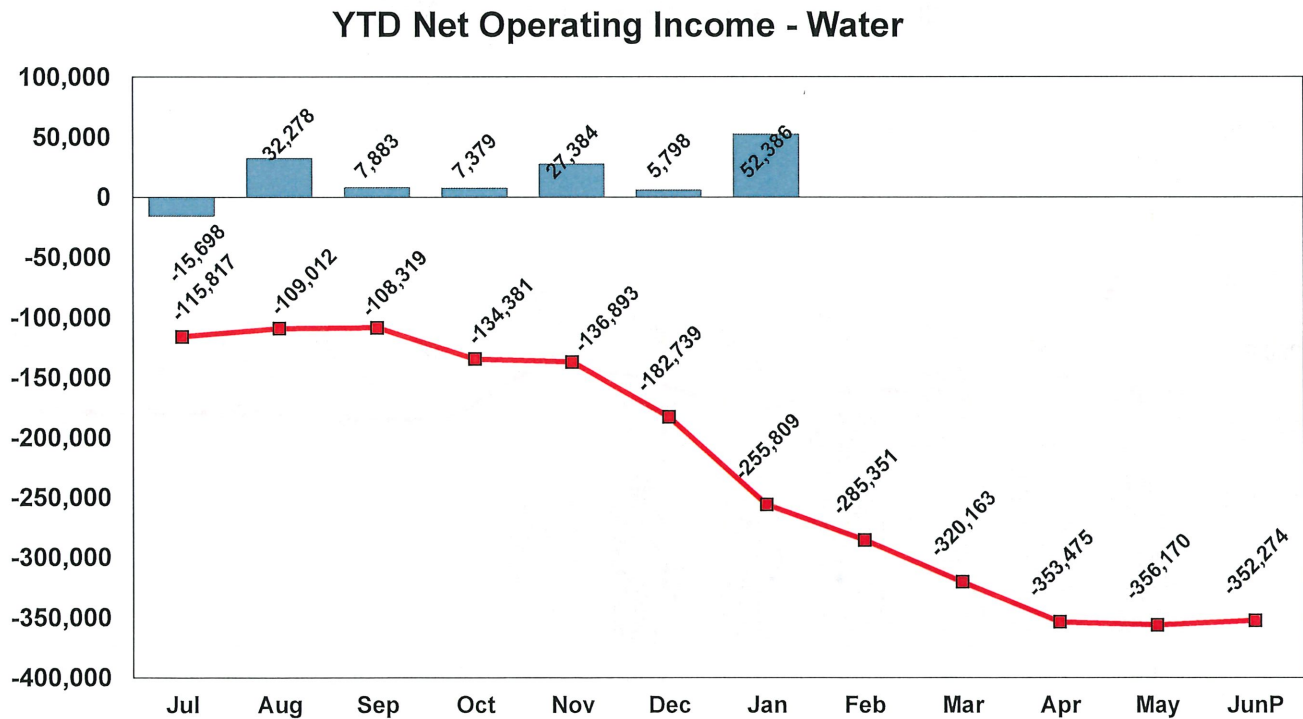
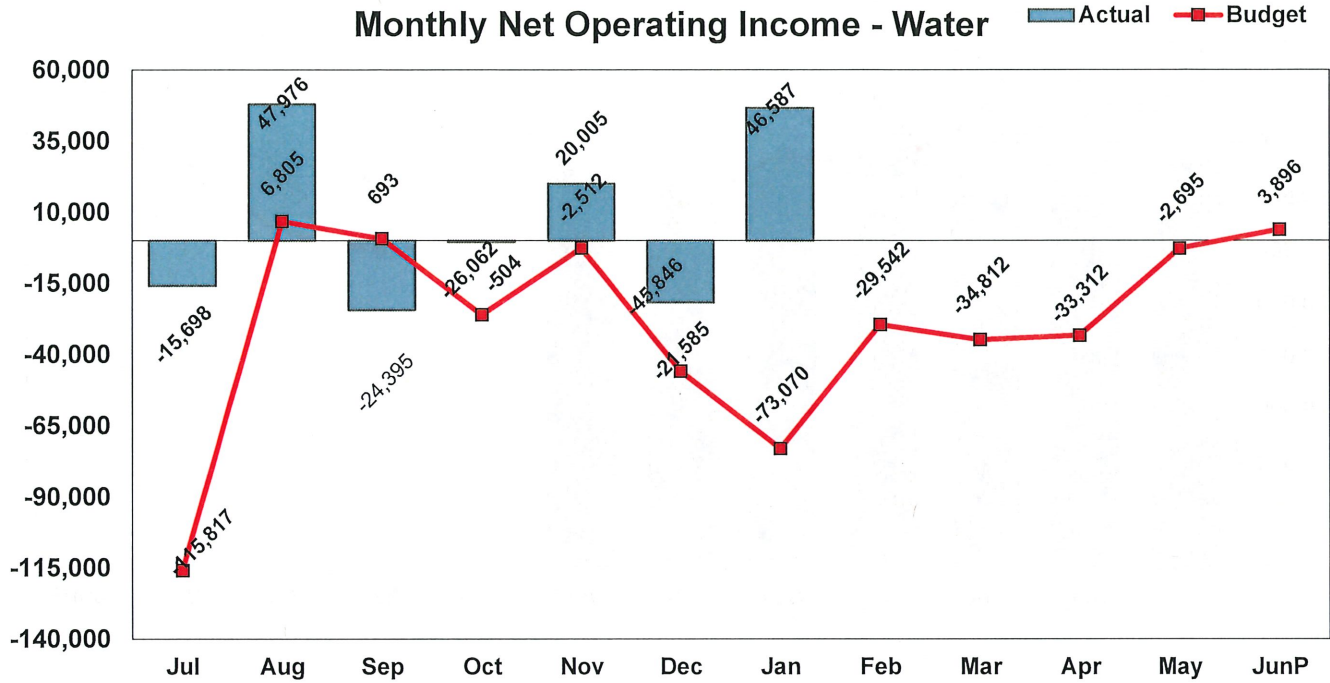
Monthly Net Non-Operating Income - Water



YTD Net Non-Operating Income - Water

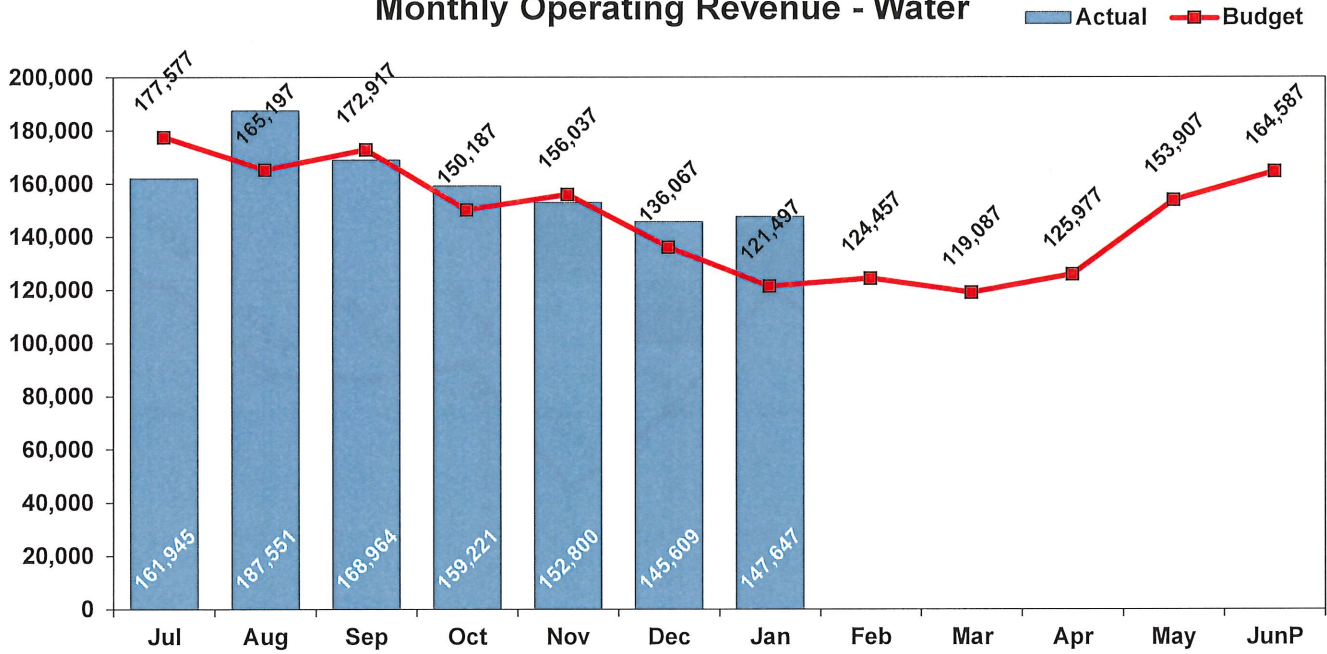


Operating Income
Vandenberg Village Community Services District
July 1, 2023 to June 30, 2024

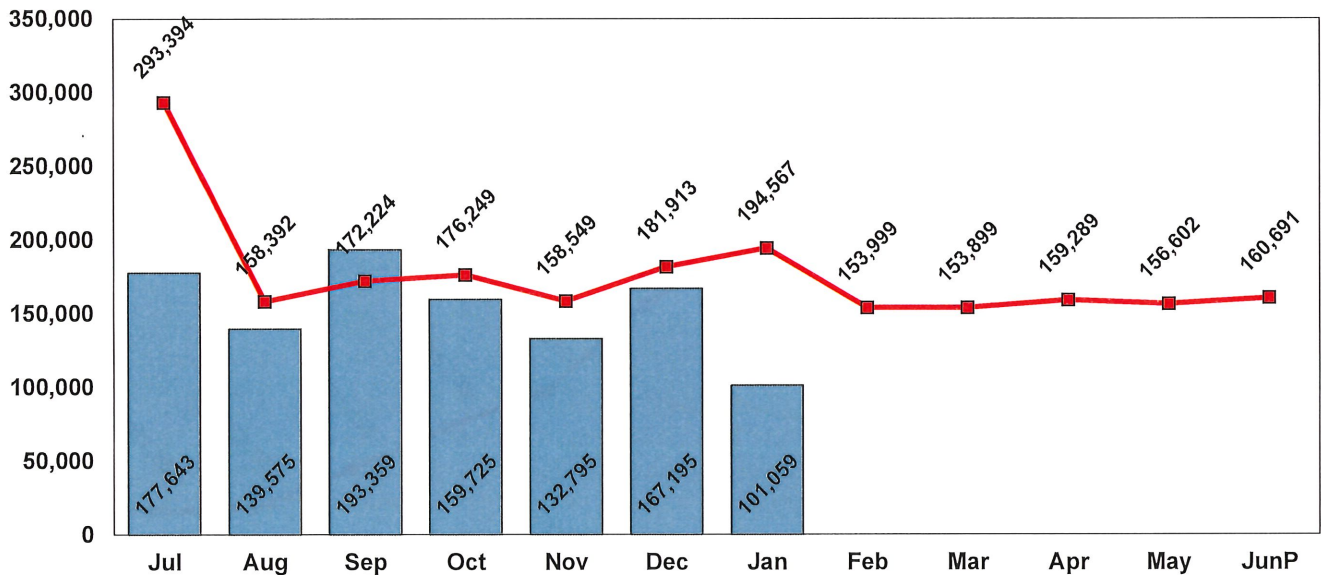


Operating Revenue and Expenses Vandenberg Village Community Services District July 1, 2023 to June 30, 2024

Monthly Operating Revenue - Water



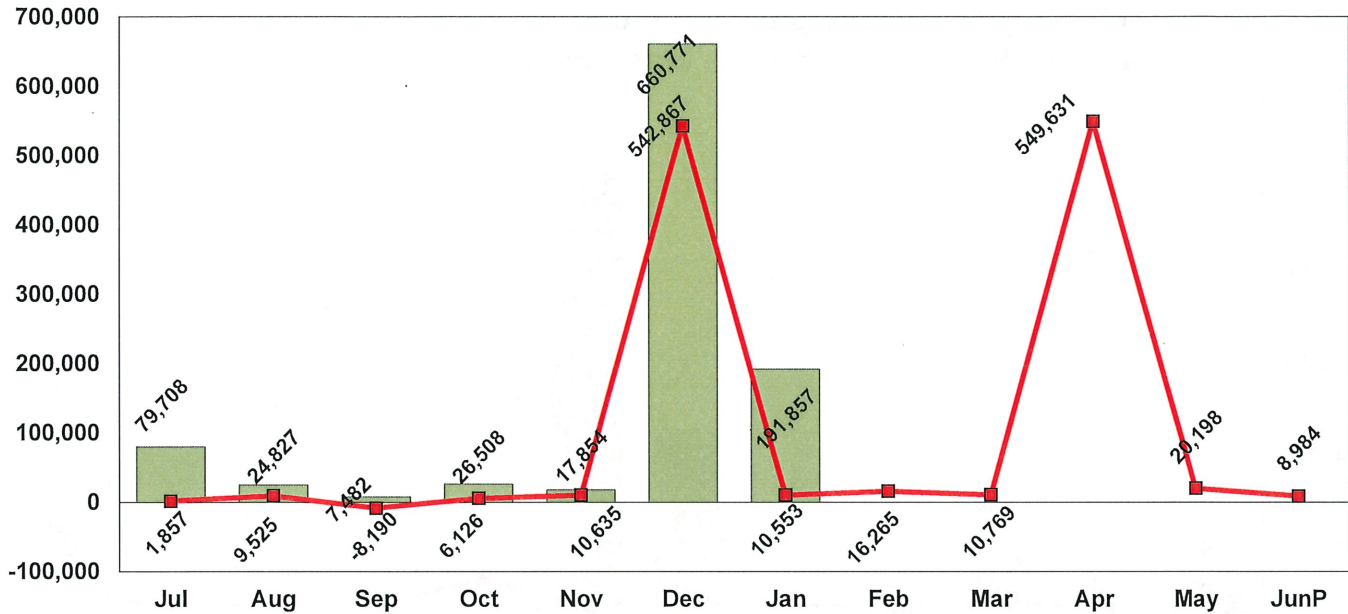
Monthly Operating Expense - Water



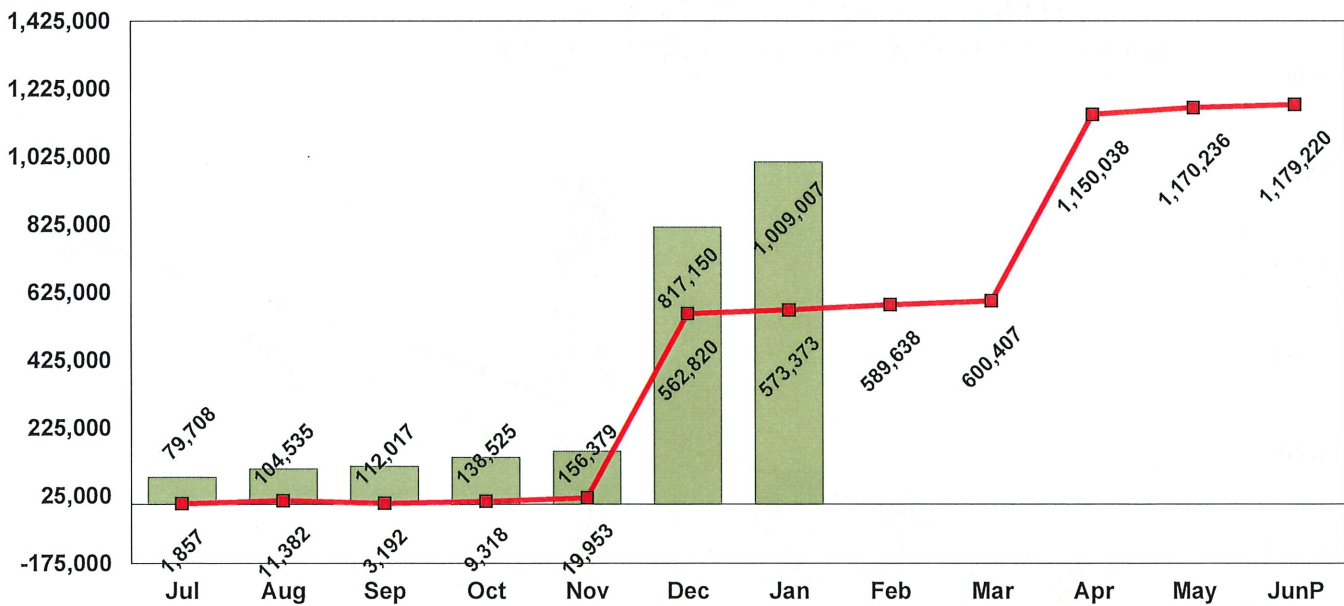
Change in Net Assets Vandenberg Village Community Services District July 1, 2023 to June 30, 2024

Monthly Change in Net Assets - Wastewater

Actual Budget

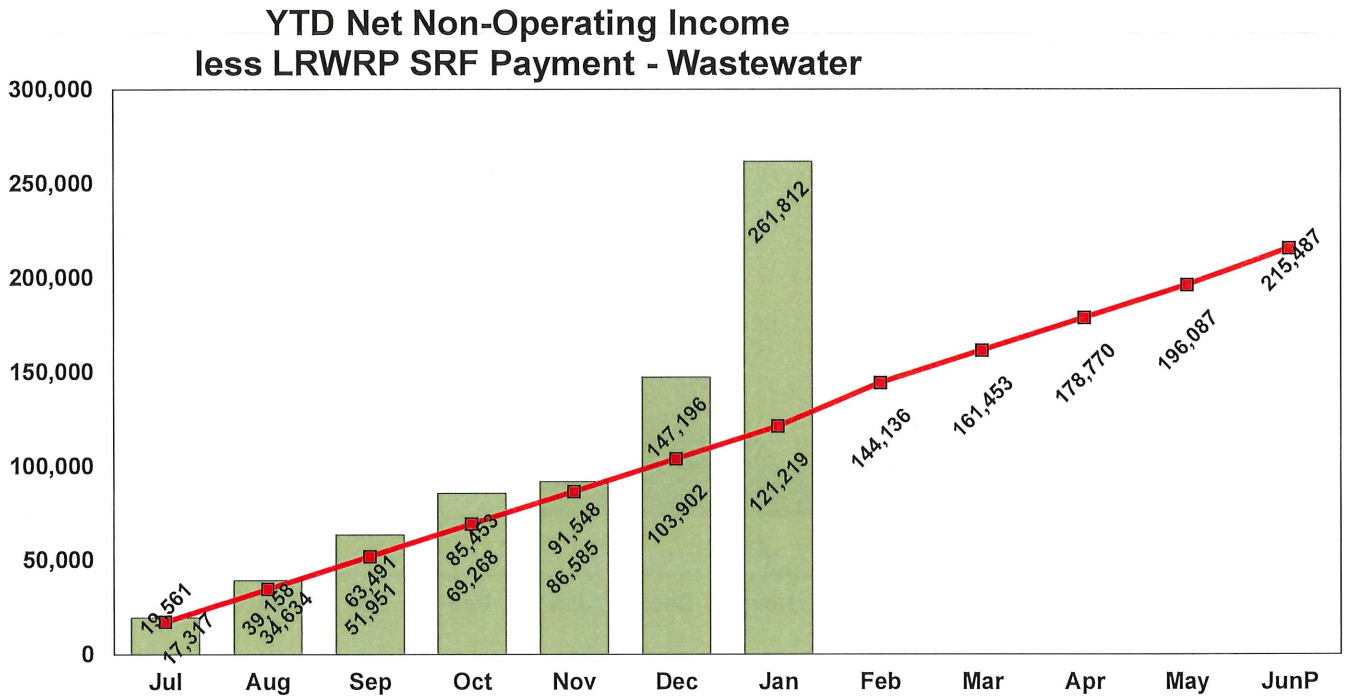
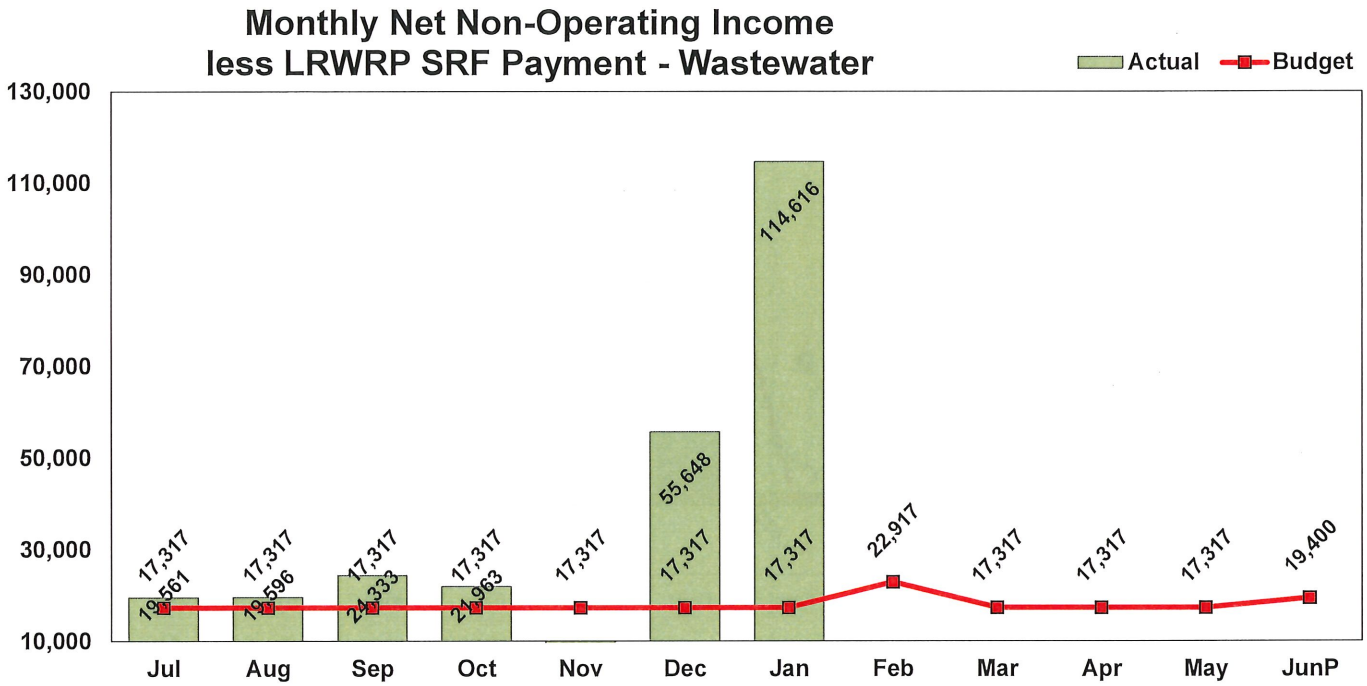


YTD Change in Net Assets - Wastewater



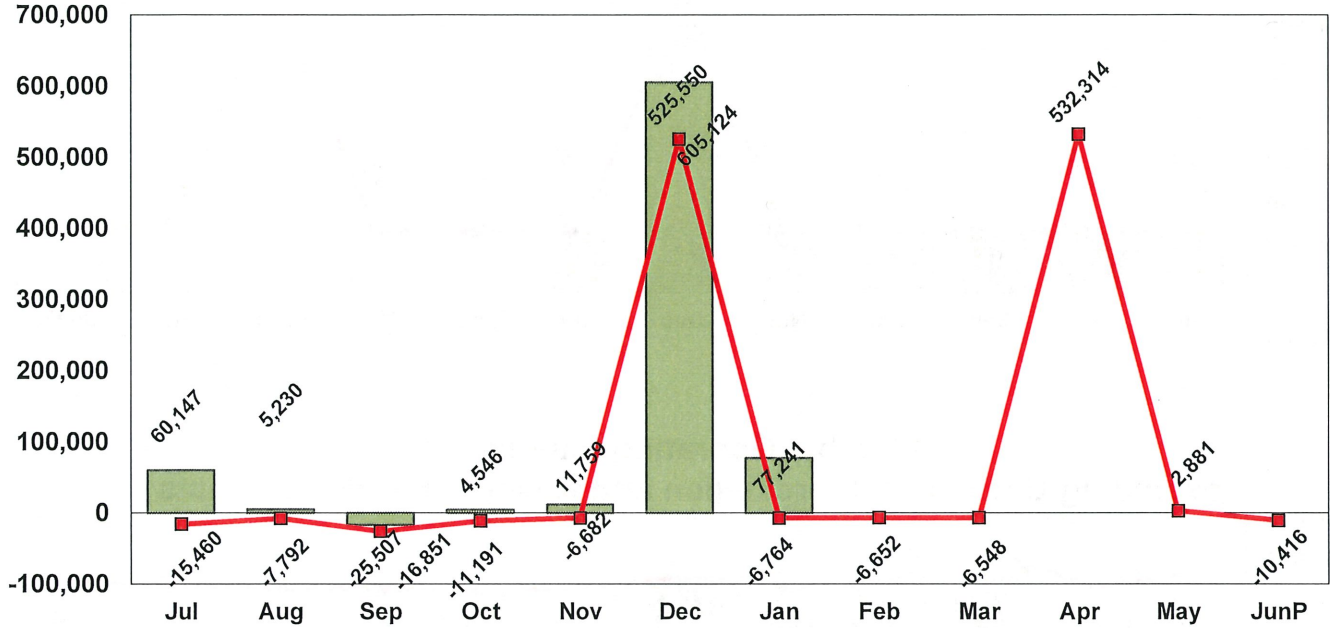
Note: Restricted revenue, \$18,207 in Connection Fees, has also been received this fiscal year.

Non-Operating Income
Vandenberg Village Community Services District
July 1, 2023 to June 30, 2024

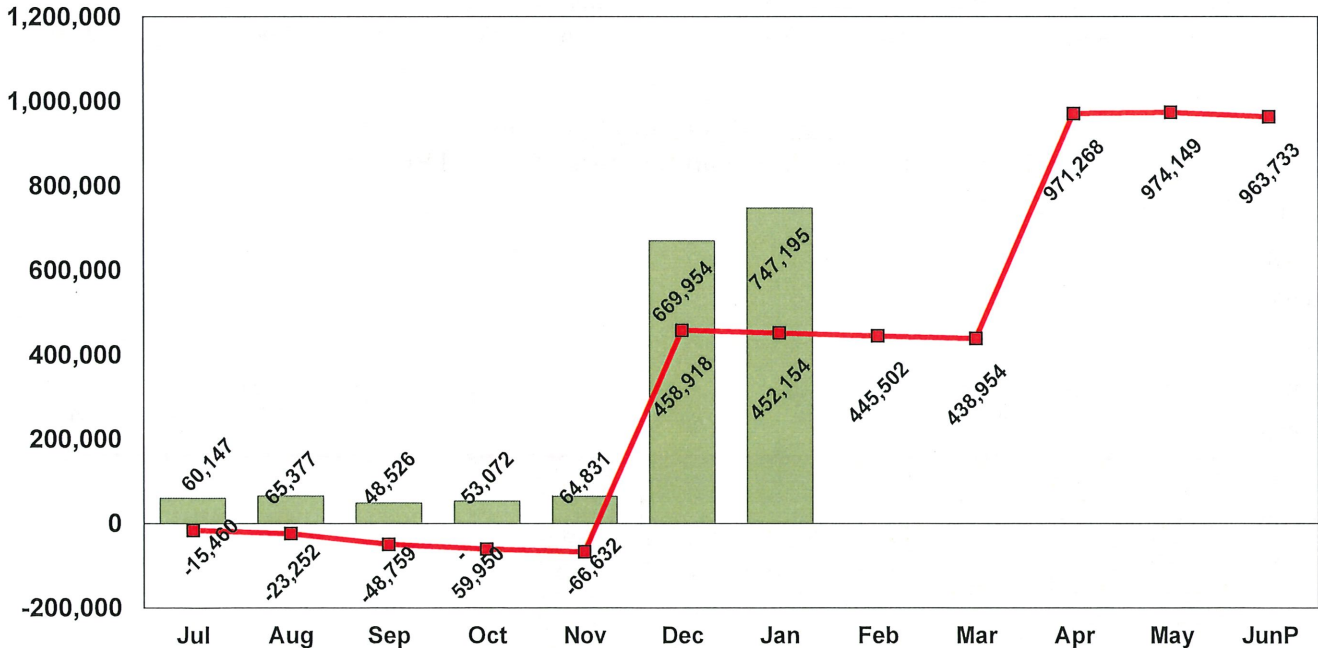


Operating Income
Vandenberg Village Community Services District
July 1, 2023 to June 30, 2024

Monthly Net Operating Income - Wastewater ■ Actual ■ Budget

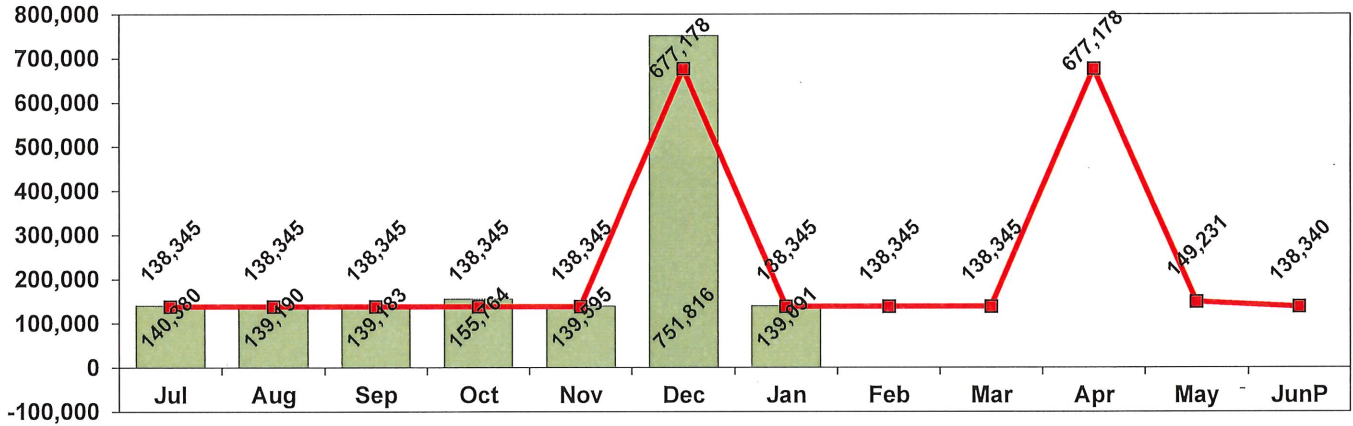


YTD Net Operating Income - Wastewater

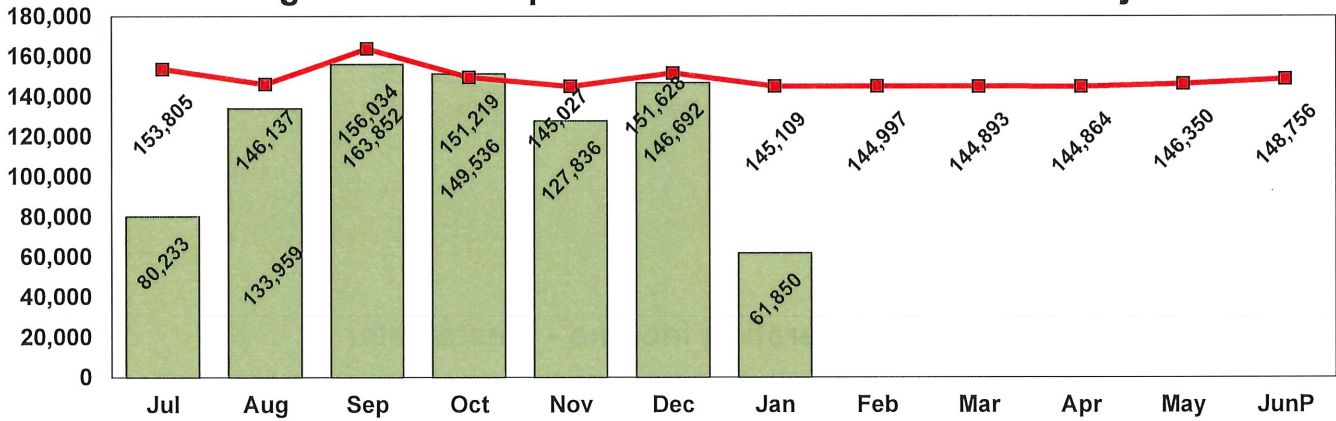


Operating Revenue and Expenses Vandenberg Village Community Services District July 1, 2023 to June 30, 2024

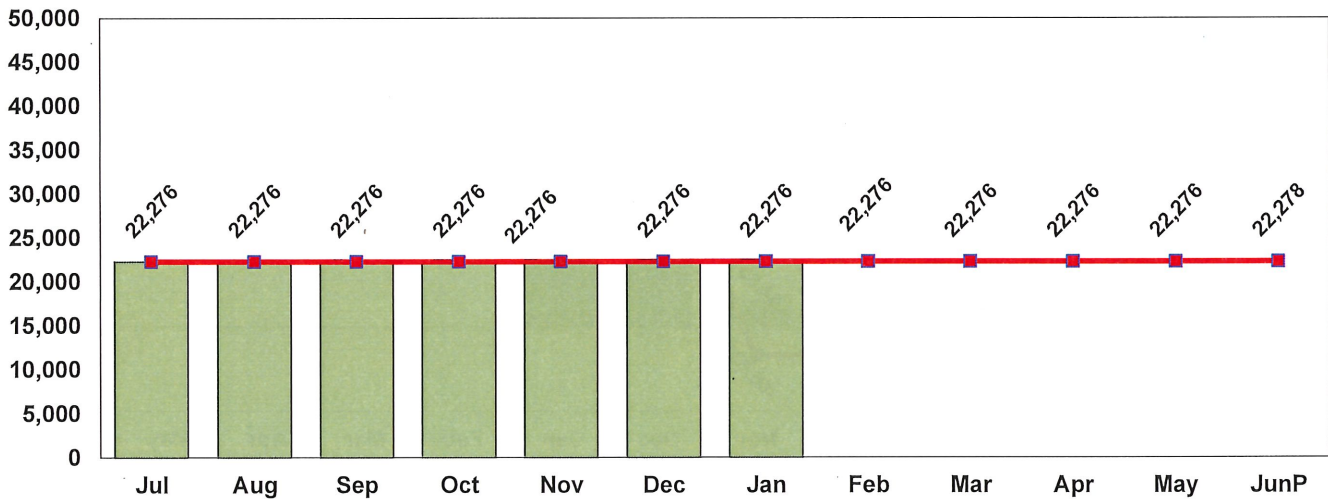
Monthly Operating Revenue - Wastewater ■ Actual ■ Budget



**Monthly Operating Expense
excluding Unfunded Depreciation and Reserve-Funded Projects**



**Monthly Operating Expense
Unfunded Depreciation and Reserve-Funded Projects**



Statement of Cash Flow
Vandenberg Village Community Services District
For the Period from July 1, 2023 to January 31, 2024

-19-

	Water Fund	WW Fund	
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users	\$ 1,151,857	\$ 1,614,460	
Cash payments for goods and services	(693,309)	(499,261)	
Cash payments to employees	(385,821)	(182,391)	
Net Cash Provided by Operating Activities	\$ 72,726	\$ 932,808	\$ 1,005,534
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES			
FEMA Reimbursement - 2023 Storm Damage		9,731	
CalOES Reimbursement - 2023 Storm Damage		2,433	
Connection fees collected	24,707	18,207	
Sale of capital assets	200		
Purchase of capital assets	(210,199)	(4,471)	
Net Cash Used - Capital & Related Financing Activities			(159,392)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income	145,187	261,812	
Net Cash Provided by Investing Activities			406,999
Net Increase (Decrease) in Cash & Cash Equivalents			1,253,141
Cash and cash equivalents, beginning of year			11,438,344
Cash and cash equivalents, year-to-date			\$ 12,691,485
Reconciliation to the Statement of Net Assets:			
Cash on hand	400		\$ 400
Cash and short term investments	3,019,436	9,671,649	12,691,085
			\$ 12,691,485
Reconciliation of Operating Income to Net Cash Provided by Operating Activities			
Operating Income (excluding Connection fees)	\$ 52,386	\$ 591,263	
Adjustments to reconcile operating income to net cash provided by operating activities			
Depreciation	\$ 132,323	\$ 381,821	
Change in operating assets and liabilities:			
(Increase) decrease in accounts receivable	8,430	9,440	
(Increase) decrease in other receivables	18,293		
(Increase) decrease in prepaid items	10,808	45	
Increase (decrease) in accounts payable	(34,807)	(38,569)	
Increase (decrease) in accrued payroll	(41,859)	(11,192)	
Increase (decrease) in customer deposits	1,398		
Increase (decrease) in compensated absences	(74,245)	-	
Net Cash Provided by Operating Activities	\$ 72,726	\$ 932,808	\$ 1,005,534
Reconciliation to other financial statements			
Net operating income/(loss)	52,386	591,263	
Connection Fees received from developers	24,707	18,207	
Non-operating income (<i>Interest Revenue/Fair Market Value Offset</i>)	80,166	261,812	
Non-operating expenses (<i>Asset retirement</i>)	200	-	
Total YTD Net Income (<i>Current Earnings on Statement of Net Position</i>)	157,458	871,282	1,028,740
Add back YTD Unfunded Depreciation		155,932	
Less Connection Fees received from developers	(24,707)	(18,207)	
YTD Change in Net Assets on Revenue and Expense charts	132,751	1,009,007	1,141,758

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Disbursement # 03-24 From 2/1/2024 To 2/29/2024
 Board Meeting Date 3/5/2024 Item: 7B.2

Accounts Payable Amount \$233,955.63

Check Numbers 29197-29236

Void Checks 28942

Electronic Vendor Payment Amount \$32,458.30

20767,56576,152024,
179401,376045,394986,

Confirmation Numbers 709645

A/P Hand Check Amount _____

Check Numbers _____

Payroll Amount \$79,308.82

Check Numbers electronically transferred

Wire Transfers _____

Wire Numbers _____

Disbursements/Investments

A/P Checks 233,955.63

Electronic Vendor Payments 32,458.30

A/P Hand Checks 0.00

Payroll 79,308.82

Investments 0.00

TOTAL \$345,722.75

REPORT.: Feb 29 24 Thursday
 RUN...: Feb 29 24 Time: 10:35
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 02-24 thru 02-24 Bank Account.: 13100

PAGE: 001
 ID #: PY-DP
 CTL.: VAN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
020767	02/15/24	CAL26	STATE OF CALIFORNIA	640.25	2160-1222	DTSC HAZARD. WASTE GENERATION/HANDLING FEE 4/5/22
028942	02/07/24	\M007	ERICK MARTINEZ	-24.95	000C30601u	Ck# 028942 Reversed
029237	02/01/24	AME02	AMERICAN INDUSTRIAL SUPPL	8.71	91856	FITTINGS TO INSTALL ANALYZER
029238	02/01/24	ARA01	ARAMARK UNIFORM SERV.INC.	247.24	20478566	SHOP TOWELS, SOAP 1/25/24
029239	02/01/24	BAN03	BANK OF AMERICA	720.00 -550.00 212.10	28020124 28021023C 54240124	REG.SPECIAL DISTRICT LEADERSHIP ACADEMY-GONZALES CANCEL CSDA REGISTRATION-GONZALES 1PASSWORD / AIR FRESHENERS
			Check Total.....:	382.10		
029240	02/01/24	CLS01	CLINICAL LABS OF SAN	427.00	1002273	MO.BACTERIA, IRON, MANGANESE, HALOACETIC, THM, GP 12/23
029241	02/01/24	COM03	COMCAST	360.16	10520124	INTERNET - OFFICE 1/20/24-2/19/24
029242	02/01/24	COR01	CORBIN WILLITS SYSTEM INC	846.05	C401151	SERVICE AND ENHANCEMENT FEE 2/24
029243	02/01/24	DEB01	DEBOLT ELECTRIC	658.00	4005	INSTALL CONDUIT AND CABLES FOR NEW ANALYZER
029244	02/01/24	FAM01	FAMCON PIPE & SUPPLY, INC	4906.80	100117750	BOAL BOALINQ DRESSER COUPLINGS
029245	02/01/24	FRO01	FRONTIER	132.70 323.78	28850124 49050124	FRONTIER 733-2109 1/13/24-2/12/24 FRONTIER 733-3615/3975 SCADA 1/13/24-2/12/24
			Check Total.....:	456.48		
029246	02/01/24	LIE01	LIEBERT CASSIDY	43.50	257813	LEGAL COUNSEL-GENERAL MGR EMPLOYMENT AGREEMENT
029247	02/01/24	MIS01	MISSION PAVING, INC.	1500.00	5226	ASPHALT REPAIR - 3985 BURNHAM DR.
029248	02/01/24	OLI01	OLIN CORP - CHLOR ALKALI	9453.08	900371073	3982 GALS NAOCL
029249	02/01/24	QUI03	QUINN COMPANY	302.74	27249301	RENT TRENCHER FOR SRVC LINE REPAIR-3985 BURNHAM DR
029250	02/01/24	SOU01	SO.CALIFORNIA GAS CO.INC.	97.32 195.04	79000124 84180124	SO.CALIF GAS-WELL 1B 12/21/23-1/23/24 SO.CALIF GAS-OFFICE 12/21/23-1/23/24
			Check Total.....:	292.36		
029251	02/01/24	STE04	STERICYCLE, INC.	259.20	5913905	DOCUMENT SHREDDING SERVICE 12/19/23,1/16/24
029252	02/01/24	USB02	U.S.BANK CORPORATE PAYMEN	2762.01	32560124	STARLINK, TONER, MEMBERSHIPS, FUEL, BID NOTICE
029253	02/01/24	VRE01	JIM VREELAND FORD	94.33	60187	UNIT 22 - OIL, FILTER
029254	02/01/24	WIS01	WISTEX II LLC	5085.00	910467	EATON SOFT STARTER 200MM 180A

REPORT.: Feb 29 24 Thursday
 RUN...: Feb 29 24 Time: 10:35
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 02-24 thru 02-24 Bank Account.: 13100

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029255	02/15/24	ACW03	ACWA JOINT POWERS INSURAN	10138.29	0701873	GROUP MEDICAL/DENTAL/VISION/LIFE/EAP 3/24
029256	02/15/24	AMA01	AMAZON CAPITAL SERVICES	1756.58 -70.03	3DL1-6GCW PCJV-RFXQC	FILTER/PLANNERS/CABLES/PRINTER/TV/CABINET/CHAIR CREDIT-REFRIGERATOR FILTERS
Check Total.....:				1686.55		
029257	02/15/24	ARA01	ARAMARK UNIFORM SERV.INC.	211.65	20488361	CONTINUOUS TOWELS, SHOP TOWELS 2/8/24
029258	02/15/24	BIG02	BIG BRAND TIRE CO.	1124.20	4342782	UNIT #23 - TIRES, BALANCE
029259	02/15/24	COL01	JEFFREY COLE	94.00	C40214	MEAL, INCID.REIMB-HYDROPRO SOLUTIONS OPEN HOUSE
029260	02/15/24	COV01	COVERALL MOUNTAIN & PACIF	391.00	155195767	JANITORIAL SERVICE 2/24
029261	02/15/24	DUK01	DUKE'S ROOT CONTROL, INC.	372.75	20771	JET POWER II SEWER CLEANER (10 GALLONS)
029262	02/15/24	GAR01	MICHAEL J. GARNER	94.00	C40214	MEAL, INCID.REIMB-HYDROPRO SOLUTIONS OPEN HOUSE
029263	02/15/24	HOM02	HOME DEPOT	239.75	10020124	SECURITY LIGHT SENSOR/DRAIN/COPPER PIPE/MISC.PARTS
029264	02/15/24	LOM01	CITY OF LOMPOC, FINANCE	47556.47	13789	WASTEWATER TREATMENT COSTS 12/23
029265	02/15/24	MIL01	MILLER LANDSCAPING AND MA	200.00	64637	OFFICE YARD MAINTENACE/HAUL AWAY SERVICE-LOT 54
029266	02/15/24	NAT01	NATIONAL GROUP TRUST	683.63	23940324	LONG-TERM DISABILITY 3/24
029267	02/15/24	SAN11	SANTA BARBARA COUNTY	218.00	24A122-24	2024 SPECIAL ANNUAL PERMIT FEE 21A122
029268	02/15/24	SMA01	SMARTCOVER SYSTEMS	1120.00	30732	SMART COVER SEWER MONITORING 3/24-2/25
029269	02/15/24	SMI04	SMITHS ALARMS & ELECTRONI	90.00	076069	SECURITY - OFFICE 3/24-5/24
029270	02/15/24	UBE01	UBEO WEST LLC	893.59	4402827	COPIER CONTRACT USAGE/ADJ/BILLS/FREIGHT ON TONER
029271	02/15/24	UND01	UNDERGROUND SERVICE ALERT	36.25	120240775	USA TICKETS 1/24
029272	02/15/24	VAL04	VALLEY ROCK READY MIX, IN	740.24	24-30477	SLURRY-SERVICE LINE REPAIR-3985 BURNHAM DRIVE
029273	02/15/24	WAS01	WASTE MANAGEMENT CORPORAT	170.98 50.70	577812 577815	TRASH COLLECTION - SHOP 1/24 TRASH COLLECTION - OFFICE 1/24
Check Total.....:				221.68		
029274	02/15/24	WES05	WESTERN EXTERMINATOR CO.	74.85	57409761	GOPHER CONTROL SERVICE 1/24
029275	02/15/24	\K006	AMBER M KUHLMAN	29.61	000C40101	CUSTOMER REFUND-KUH0007-452 TERRA WAY
029276	02/15/24	\M003	JOSHUA W. MANN	10.93	000C40101	CUSTOMER REFUND-MAN0026-4216 RIGEL AVE

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VANDENBERG VILLAGE CSD
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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029277	02/15/24	\0004	OAK HILL PARTNERS	46.40	000C40101	CUSTOMER REFUND-OAK0020-290 OAK HILL DR
029278	02/29/24	/L001	HIDEKO LANE	160.00	C40222	RETROFIT REIMB-1 HE TOILET-252 ORION AVE.
029279	02/29/24	ARA01	ARAMARK UNIFORM SERV.INC.	167.27	20498053	SHOP TOWELS 2/22/24
029280	02/29/24	CAL21	CALIFORNIA STATE LANDS CO	166.27 558.09	60544 B11016	LEASE #9621-BACK ACCESS ROAD 4/29/24-4/28/25 SLC STAFF CHRGS APP#W26877 1/24-CWIP WELL SITE
Check Total.....:				724.36		
029281	02/29/24	COL01	JEFFREY COLE	153.00	C40222	MEAL & INCID REIMBURSEMENT FOR SMITH & LOVELESS-JC
029282	02/29/24	COM03	COMCAST	360.16	10520224	INTERNET - OFFICE 2/20/24-3/19/24
029283	02/29/24	COR01	CORBIN WILLITS SYSTEM INC	846.05	C402151	SERVICE AND ENHANCEMENT FEE 3/24
029284	02/29/24	DEL01	DELL BUSINESS CREDIT	2140.12	88400224	OPTIPLEX 7010 HCMZ704/ OPTIPLEX PLUS 7010 GXXLG04
029285	02/29/24	FRO01	FRONTIER	147.81 334.23	28850224 49050224	FRONTIER 733-2109 2/13/24-3/12/24 FRONTIER 733-3615/3975 SCADA SYS 2/13/24-3/12/24
Check Total.....:				482.04		
029286	02/29/24	INK01	INKLINGS PRINTING CO.	19.03	124137	SCAN AND PRINT - OAK HILL PARTNERS PLANS
029287	02/29/24	PER07	PEREZ, MANUEL	153.00	C40222	MEAL & INCID REIMBURSMET FOR SMITH & LOVELESS-MP
029288	02/29/24	POI01	POINT OF ACTION	563.10	51481	UNIFORM SHIRTS - FIELD CREW
029289	02/29/24	PUR01	PUREFLOW FILTRATION DIV.	130224.39	4771	FILTER REHAB-DOCS/ENG. DRAWINGS,DUCTILE IRON PIPE
029290	02/29/24	REA02	REARDON'S LOCKSMITH SERVI	139.92	30859	REKEY JANITOR'S CLOSET AND MAKE KEY COPIES
029291	02/29/24	STE04	STERICYCLE, INC.	255.81	6244647	DOCUMENT SHREDDING SERVICE 1/30/24, 2/14/24
029292	02/29/24	TIE01	TIERZERO CLOUD COMMUNICAT	399.15	400397	TIERZERO CLOUD COMMUNICATIONS ACCT FEES 3/24
029293	02/29/24	USB02	U.S.BANK CORPORATE PAYMEN	2834.58	32560224	STARLINK/DUES/EQUIP/LODGING/PBLC NOTICE/SAMA/FUEL
056576	02/15/24	UPS01	UPS	-13.81 14.98 274.49	C30330C 306967271 V85948064	CREDIT-DUPLICATE-FREIGHT SCADA RADIO REPAIRS FREIGHT - MASTER METER SHIP PLCS TO EDDIE BRAMASCO-SCADA UPGRADE
Check Total.....:				275.66		
152024	02/15/24	WEX01	WEX BANK	329.83	95072891	76.5 GALLONS FUEL
179401	02/15/24	PGE01	PACIFIC GAS & ELECT. INC.	29319.14	6872-0124	PGE CHARGES 12/15/23-1/16/24

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VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
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Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
376045	02/01/24	TIE01	TIERZERO CLOUD COMMUNICAT	364.52	376045	TIERZERO CLOUD COMMUNICATIONS ACCT FEES 2/24
394986	02/29/24	UPS01	UPS	9.82	V85948074	UPS PICK-UP CHARGE
709645	02/15/24	PIT03	PITNEY BOWES	1015.58	01340124	POSTAGE FOR BILLS 1/24
				503.50	76730124	POSTAGE FOR METER
Check Total.....:				1519.08		
Cash Account Total.....:				266413.93		
Total Disbursements.....:				266413.93		
Cash Account Total.....:				.00		

REPORT.: Feb 29 24 Thursday
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VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 02-24 thru 02-24 Bank Account.: 13101

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
17605	02/29/24	COL03	COLONIAL LIFE & ACCIDENT	224.58	C40229	COLONIAL-PRETAX 2/24
147560	02/02/24	EFT01	EFTPS	545.55	C40202	FEDERAL WH TAXES PP#CT
147561	02/02/24	EFT01	EFTPS	84.08	1C40202	FICA MEDICARE PP#CT
147562	02/02/24	EFT01	EFTPS	3761.83	2C40202	FEDERAL WH TAXES PP#2
147563	02/02/24	EFT01	EFTPS	86.80	3C40202	FICA SOCIAL SECURITY DR#2
147564	02/02/24	EFT01	EFTPS	929.52	4C40202	FICA MEDICARE PP#2
351740	02/29/24	AFL01	AFLAC	120.96	C40229	AFLAC-PRETAX 2/24
351741	02/29/24	AFL01	AFLAC	2.88	1C40229	AFLAC-AFTER TAX 2/24
468000	02/02/24	EMP01	EMPLOYMENT DEVELOP.DEPART	46.66	C40202	STATE WH TAXES PP#CT
468001	02/02/24	EMP01	EMPLOYMENT DEVELOP.DEPART	31.89	1C40202	STATE DISABILITY PP#CT
468002	02/02/24	EMP01	EMPLOYMENT DEVELOP.DEPART	1273.49	2C40202	STATE WH TAXES PP#2
468003	02/02/24	EMP01	EMPLOYMENT DEVELOP.DEPART	344.89	3C40202	STATE DISABILITY PP#2
678210	02/02/24	PUB02	PUBLIC EMPLOYEES	1495.70	C40202	PERS TDMC PP#2
678211	02/02/24	PUB02	PUBLIC EMPLOYEES	876.12	1C40202	PERS EPMC PP#2
678212	02/02/24	PUB02	PUBLIC EMPLOYEES	4107.53	2C40202	PERS EMPLR CONTRIB PP#2
678220	02/02/24	PER04	CALPERS 457 PLAN	1050.00	C40202	EMPLOYER PERS 457 PP#2
678221	02/02/24	PER04	CALPERS 457 PLAN	1050.00	1C40202	EMPLOYEE PERS 457 PP#2
727220	02/16/24	EFT01	EFTPS	3811.08	C40216	FEDERAL WH TAXES PP#3
727221	02/16/24	EFT01	EFTPS	915.76	1C40216	FICA MEDICARE PP#3
800310	02/16/24	PUB02	PUBLIC EMPLOYEES	1495.70	C40216	PERS TDMC PP#3
800311	02/16/24	PUB02	PUBLIC EMPLOYEES	876.12	1C40216	PERS EPMC PP#3
800312	02/16/24	PUB02	PUBLIC EMPLOYEES	4107.53	2C40216	PERS EMPLR CONTRIB PP#3
800320	02/16/24	PER04	CALPERS 457 PLAN	1050.00	C40216	EMPLOYER PERS 457 PP#3
800321	02/16/24	PER04	CALPERS 457 PLAN	1050.00	1C40216	EMPLOYEE PERS 457 PP#3
975200	02/16/24	EMP01	EMPLOYMENT DEVELOP.DEPART	1295.11	C40216	STATE WH TAXES PP#3

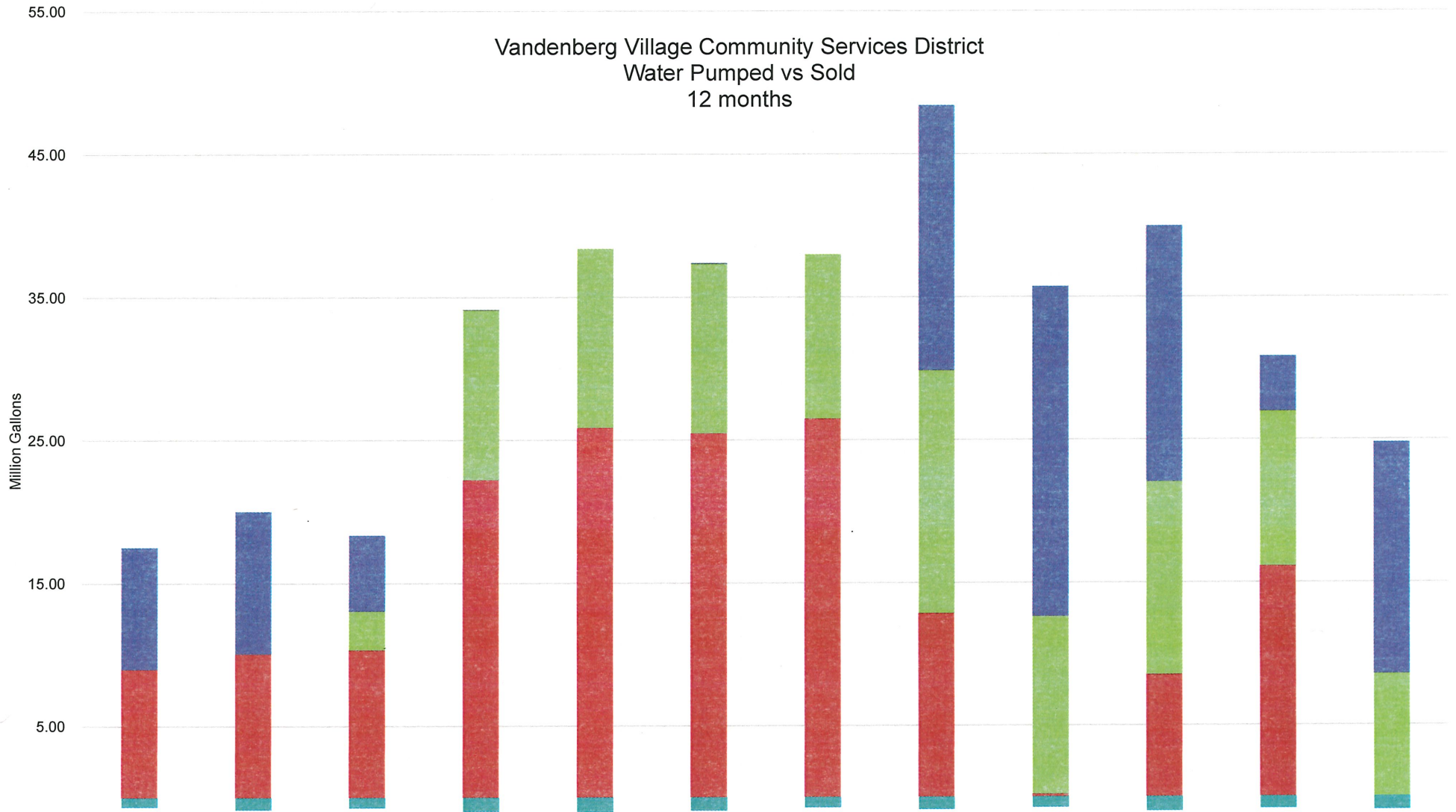
REPORT.: Feb 29 24 Thursday
RUN....: Feb 29 24 Time: 10:35
Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
Cash Disbursement Detail Report - Payroll Vendor Payment(s)
Check Listing for 02-24 thru 02-24 Bank Account.: 13101

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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
975201	02/16/24	EMP01	EMPLOYMENT DEVELOP.DEPART	347.36	1C40216	STATE DISABILITY PP#3
Cash Account Total.....:				30981.14		
Total Disbursements.....:				30981.14		
				=====		

Vandenberg Village Community Services District Water Pumped vs Sold 12 months



(5.00)

	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
Filter Loss	(0.65)	(0.85)	(0.72)	(0.99)	(1.05)	(0.9)	(0.7)	(0.9)	(0.7)	(1.0)	(0.8)	(0.9)
Well 3A	8.54	9.94	5.29	0.03	0.00	0.1	0.0	18.5	23.1	17.9	3.8	16.2
Well 3B	0.01	0.02	2.72	11.88	12.50	11.8	11.5	17.0	12.4	13.5	10.8	8.5
Well 1B	8.96	10.04	10.32	22.22	25.87	25.5	26.5	12.8	0.2	8.5	16.1	0.0

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.A

FROM: Cynthia Allen, General Manager CA
Patricia LeCavalier, Financial Services Manager PL

DATE: March 5, 2024

SUBJECT: [PUBLIC HEARING] Water and Wastewater Capacity Charges

Recommendations: Waive reading and adopt revised Ordinance 4.10 updating the water and wastewater capacity charges.

Policy Implications:

- California Government Code § 25120 specifies how Ordinances are to be adopted.
- California Government Code § 54354.5 requires a public hearing before adopting ordinances or resolutions that revise rates or charges with a notice published in the newspaper at least once per week for two weeks before the hearing.
- California Government Code § 61045(g) requires the Board to adopt policies for the operation of the District.
- California Government Code § 61060(a) and § 61060(b) provide the Board the authority to adopt, by ordinance, rules and regulations for the administration, operation, and use and maintenance of the facilities and services.
- California Government Code § 66016 et seq. requires the Board to hold a public hearing before changing rates, charges, and fees.
- California Government Code § 66017(a) requires the effective date of the fee to be no sooner than 60 days from the date of adoption.

Alternatives Considered: Do not change the capacity charges.

Resource Impacts: The proposed increases in capacity charges would ensure that new customers pay a fair share in the equity of the District's water and wastewater systems and a fair share of the incremental cost of capital projects associated with system expansion.

Discussion: At the regular meeting of February 6, the Board of Directors approved revisions to the water and wastewater capacity charges as recommended by the Finance/Budget Committee, and scheduled a public hearing for revision to Ordinance 4.10 for the March meeting.

Public notices were published in the February 21 and February 28 editions of the *Santa Maria Times*. If adopted, the new fees would go into effect on May 4, 2024.

Capacity Charge	Current	Proposed	Increase/<Decrease>
Water			
Buy-in Fee	\$3,178	\$5,366	\$2,188
Developer Fee	1,314	2,382	1,068
Total	\$4,492	\$7,748	\$3,256
Wastewater			
Buy-in Fee	\$3,809	\$8,827	\$5,018
Developer Fee	2,260	267	<1,993>
Total	\$6,069	\$9,094	\$3,025
Total	\$10,561	\$16,842	\$6,281

Attachments: Ordinance 4.10 Water and Wastewater Connection Fees

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

3745 Constellation Road • Vandenberg Village • Lompoc, CA 93436
Telephone: (805) 733-2475 • Fax: (805) 733-2109



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"Pride in Community Service"

<http://vvcasd.org>

into@vvcasd.org

ORDINANCE 4

March 5, 2024

ORDINANCE OF THE BOARD OF DIRECTORS OF THE VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT REPEALING AND REPLACING ORDINANCE 4.10

BE IT ORDAINED by the Board of Directors of the Vandenberg Village Community Services District that Ordinance 4.10 is hereby deleted in its entirety and replaced as attached hereto and made a part hereof;

Ordinance 4.10 shall take effect sixty (60) days after the date of adoption.

On the motion of Director ____, seconded by Director ____ Ordinance 4.10 is adopted.

Roll Call Vote:

AYES: Directors

NOES:

ABSENT:

ABSTAIN:

Ordinance 4.10 is hereby adopted.

Robert Bumpass, President
Board of Directors

ATTEST:

Stephanie Garner, Secretary
Board of Directors

4.10. CAPACITY CHARGES

4.10.1. RESIDENTIAL

Fee	Amount	Reference
EFFECTIVE JANUARY 3, 2008		
Water Conservation In-lieu Fee per SFE	\$4,300.00	Ordinance 3.2.2
EFFECTIVE MAY 4, 2024		
Water Buy-in Fee per house	5,366.00	Ordinance 3.2.1
Water Developer Fee per house	2,382.00	Ordinance 3.2.1
APN Specific Water Fee per house		
- Booster Station #4 Service Area	722.00	Ordinance 3.2.1
- Booster Station #5 Service Area	722.00	Ordinance 3.2.1
Wastewater Buy-in Fee per house	8,827.00	Ordinance 3.2.1
Wastewater Developer Fee per house	267.00	Ordinance 3.2.1
APN Specific Wastewater Fee per house		
- Lift Station #1 Service Area	637.00	Ordinance 3.2.1
- Lift Station #2 Service Area	300.00	Ordinance 3.2.1

4.10.2. BULK-RESIDENTIAL

Fee	Amount	Reference
EFFECTIVE JANUARY 3, 2008		
Water Conservation In-lieu Fee per SFE	\$4,300.00	Ordinance 3.2.2
EFFECTIVE MAY 4, 2024		
Water Buy-in Fee per SFE	5,366.00	Ordinance 3.2.1
Water Developer Fee per SFE	2,382.00	Ordinance 3.2.1
APN Specific Water Fee per SFE		
- Booster Station #4 Service Area	722.00	Ordinance 3.2.1
- Booster Station #5 Service Area	722.00	Ordinance 3.2.1
Wastewater Buy-in Fee per SFE	8,827.00	Ordinance 3.2.1
Wastewater Developer Fee per SFE	267.00	Ordinance 3.2.1
APN Specific Wastewater Fee per SFE		
- Lift Station #1 Service Area	637.00	Ordinance 3.2.1
- Lift Station #2 Service Area	300.00	Ordinance 3.2.1

4.10.3. COMMERCIAL, SCHOOL, INDUSTRIAL

4.10.3.1. WATER CONSERVATION IN-LIEU FEE (Reference: Ordinance 3.2.2)

EFFECTIVE JANUARY 3, 2008

	Amount
Water Conservation In-lieu Fee per SFE	\$4,300.00

4.10.3.2. WATER BUY-IN FEE (Reference: Ordinance 3.2.1)

EFFECTIVE MAY 4, 2024

Size of Water Meter	Flow Rate	Factor	Amount
5/8" x 3/4"	20	1.0	\$5,366.00
3/4"	30	1.5	8,049.00
1"	50	2.5	13,415.00
1 1/2"	100	5.0	26,830.00
2"	160	8.0	42,928.00
3"	350	17.5	93,905.00
4"	400	20.0	107,320.00
6"	900	45.0	241,470.00
8"	1200	60.0	321,961.00
10"	1500	75.0	402,451.00
12"	2000	100.0	536,601.00

4.10.3.3. WATER DEVELOPER FEE (Reference: Ordinance 3.2.1)

EFFECTIVE MAY 4, 2024

	Amount
Water Developer Fee per SFE	\$2,382.00
APN Specific Water Fee per SFE	
- Booster Station #4 Service Area	722.00
- Booster Station #5 Service Area	722.00

4.10.3.4. WASTEWATER BUY-IN FEE (Reference: Ordinance 3.2.1)

EFFECTIVE MAY 4, 2024

Size of Water Meter	Flow Rate	Factor	Amount
5/8" x 3/4"	20	1.0	\$8,827.00
3/4"	30	1.5	13,241.00
1"	50	2.5	22,069.00
1 1/2"	100	5.0	44,137.00
2"	160	8.0	70,620.00
3"	350	17.5	154,480.00
4"	400	20.0	176,549.00
6"	900	45.0	397,235.00
8"	1200	60.0	529,647.00

Size of Water Meter	Flow Rate	Factor	Amount
10"	1500	75.0	662,059.00
12"	2000	100.0	882,745.00

4.10.3.5. WASTEWATER DEVELOPER FEE (Reference: Ordinance 3.2.1)

EFFECTIVE MAY 4, 2024

	Amount
Wastewater Developer Fee per SFE	\$267.00
APN Specific Wastewater Fee per SFE	
- Lift Station #1 Service Area	637.00
- Lift Station #2 Service Area	300.00

4.10.4. HOTEL, MOTEL

4.10.4.1. WATER CONSERVATION IN-LIEU FEE (Reference: Ordinance 3.2.2)

EFFECTIVE JANUARY 3, 2008

	Amount
Water Conservation In-lieu Fee per SFE	\$4,300.00

4.10.4.2. WATER FEE (Reference: Ordinance 3.2.1)

EFFECTIVE MARCH 1, 1990

	Amount
per motel or hotel rental unit	\$500.00

4.10.4.3. WATER BUY-IN FEE (Reference: Ordinance 3.2.1)

EFFECTIVE MAY 4, 2024

Size of Water Meter	Flow Rate	Factor	Amount
5/8" x 3/4"	20	1.0	\$5,366.00
3/4"	30	1.5	8,049.00
1"	50	2.5	13,415.00
1 1/2"	100	5.0	26,830.00
2"	160	8.0	42,928.00
3"	350	17.5	93,905.00
4"	400	20.0	107,320.00
6"	900	45.0	241,470.00
8"	1200	60.0	321,961.00
10"	1500	75.0	402,451.00
12"	2000	100.0	536,601.00

4.10.4.4.WATER DEVELOPER FEE (Reference: Ordinance 3.2.1)

EFFECTIVE MAY 4, 2024

	Amount
Water Developer Fee per SFE	\$2,382.00
APN Specific Water Fee per house	
- Booster Station #4 Service Area	722.00
- Booster Station #5 Service Area	722.00

4.10.4.5.WASTEWATER FEE (Reference: Ordinance 3.2.1)

EFFECTIVE MARCH 1, 1990

	Amount
per motel or hotel rental unit	\$500.00

4.10.4.6.WASTEWATER BUY-IN FEE (Reference: Ordinance 3.2.1)

EFFECTIVE MAY 4, 2024

Size of Water Meter	Flow Rate	Factor	Amount
5/8" x 3/4"	20	1.0	\$8,827.00
3/4"	30	1.5	13,241.00
1"	50	2.5	22,069.00
1 1/2"	100	5.0	44,137.00
2"	160	8.0	70,620.00
3"	350	17.5	154,480.00
4"	400	20.0	176,549.00
6"	900	45.0	397,235.00
8"	1200	60.0	529,647.00
10"	1500	75.0	662,059.00
12"	2000	100.0	882,745.00

4.10.4.7.WASTEWATER DEVELOPER FEE (Reference: Ordinance 3.2.1)

EFFECTIVE MAY 4, 2024

	Amount
Wastewater Developer Fee per SFE	\$267.00
APN Specific Wastewater Fee per SFE	
- Lift Station #1 Service Area	637.00
- Lift Station #2 Service Area	300.00

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.B

FROM: Cynthia Allen, General Manager *CA*
Patricia LeCavalier, Financial Services Manager *PL*
Mike Garner, Operations and Maintenance Manager *mg/g*

DATE: March 5, 2024

SUBJECT: Sewer Main/Manhole Replacement Project

Recommendations:

- Increase the FY 2023-24 Wastewater Capital Replacement Budget by \$90K to replace the sewer main and manholes at Constellation Road and Apollo Way.
- Award the project to R. L. Johnson for \$143,450.

Policy Implications:

- California Public Contract Code §§ 20680-20683, which specifically applies to community services districts, requires the following:
 - Competitive bidding for construction contracts when the cost exceeds \$25,000.
 - A notice published in a newspaper of general circulation in the district at least 10 days before bids are due.
- District Ordinance § 1.6.1.2 requires the Board to approve construction contracts exceeding \$25,000.

Resource Impacts:

- The FY 2023-24 Wastewater Capital Budget includes \$73K for this project.

- VVCS D has purchased the sewer main parts and connectors for this project for \$9K.
- Capital projects are funded from reserves. Currently, the District has \$3.27 million in wastewater reserves.

Alternatives Considered: None

Discussion: A camera inspection of the sewer main between Manhole #84 and Manhole #86 in 2021 revealed that the pipe was starting to collapse. Subsequent inspections have revealed further deterioration. This project was approved with the FY 2022-23 budget on April 5, 2022 for a cost of \$73K.

The FY 2023-24 Wastewater Capital Budget includes this project with no change in cost. VVCS D has purchased the sewer main parts and connectors for a cost of \$9K. The remaining \$64K is insufficient to cover the cost of the project. An additional \$90K to increase the project budget to \$163K would cover the contractor’s bid and allocate \$10K for any unanticipated expenses.

The District published a Request for Proposal (RFP) to have a licensed Class A (General Engineering) or Class C-34 (Pipeline) contractor replace approximately 480 feet of sewer main and three manholes at Constellation Road and Apollo Way.

The public notice was published in the January 17 edition of the *Santa Maria Times* and the RFP was posted to QuestCDN. Four contractors received the bid packet and all four attended the mandatory pre-bid meeting on January 24. Two quotes were received by the deadline and were opened at 4:00 p.m. on February 21.

R. L. Johnson Construction was the Apparent Low Bidder. An assessment of the bid documents has concluded that R. L. Johnson Construction is the Lowest Responsible and Responsive Bidder.

Contractor	Price
Hanly General Engineering Corp	\$159,100
R.L. Johnson Construction, Inc.	\$143,450

It was the plan to have this project completed during Lompoc USD spring break scheduled for April 1-5. However, the storms this winter have saturated the ground and the increased groundwater may require postponement until June when school is adjourned for the summer. The contractor will honor the bid price if postponement is required.

Attachment:

- R. L. Johnson Bid Schedule
- Bid Extract
- Planholders List
- Request for Proposal

BID SCHEDULE

The following Bid Prices are quoted for accomplishing the complete Work described in the Contracts Documents for **SEWER MAIN/MANHOLE REPLACEMENT PROJECT**. The Bidder understands that the District may award all, none, or a portion only of Items for each Bid Option to the successful Bidder. By presenting this Bid, the Bidder certifies that the Bid amounts in each of the Items reflect the anticipated cost, with markups, of each item of Work in a balanced Bid and is willing to execute the work if one or more Items of Work are not awarded.

Item No.	Description	Qty	Unit	Unit Price	Total Amount
1.	MOBILIZATION / DEMOBILIZATION / PROJECT MANAGEMENT Furnish all labor, materials and equipment necessary for the mobilization, preparatory work, demobilization, and project management not to exceed five percent of the total amount of the Bid, in conformance with the Contract Documents.				
		Job	LS	\$ 3,125.00	\$ 3,125.00
2.	Provide labor to install approximately 60 linear ft of 6" VCP sewer lateral with District-provided C900 pipe and accessories.				
		Job	LS	\$ 387.50	\$ 23,250.00
3.	Provide labor to install approximately 260 linear ft of 8" VCP sewer main with District-provided C900 pipe and accessories.				
		Job	LS	\$ 185.00	\$ 48,100.00
4.	Provide labor to install approximately 160 linear ft of 8" VCP sewer main with District-provided SDR35 pipe and accessories.				
		Job	LS	\$ 185.00	\$ 29,600.00
5.	Furnish all labor, materials, and equipment to replace Manhole #84				
		Job	LS	\$ 7,250.00	\$ 7,250.00
6.	Furnish all labor, materials, and equipment to replace Manhole #85				
		Job	LS	\$ 6,000.00	\$ 6,000.00
7.	Furnish all labor, materials, and equipment to replace Manhole #86				
		Job	LS	\$ 5,250.00	\$ 5,250.00
8.	Connect new system to existing laterals and mains.				
		Job	LS	\$ 3,125.00	\$ 3,125.00
9.	Backfill excavation and replace asphalt				
		Job	LS	\$ 5,625.00	\$ 5,625.00
10.	Provide traffic control per the State of California Department of Transportation Manual of Traffic Controls				
		Job	LS	\$ 12,125.00	\$ 12,125.00

TOTAL BID PRICE \$ 143,450.00

Price in Words: One hundred forty three thousand four hundred fifty + 00/100

Vandenberg Village Community Services District

BID EXTRACT for SEWER MAIN/MANHOLE REPLACEMENT PROJECT

Bid Opening: 4:00 p.m. February 21, 2024

Contractor	Bid	Attend Pre-Bid Meeting?	Other
Hanley General Engineering	\$159,100	yes	
R.L. Johnson	\$143,450	yes	

NOTE: Bids have not been analyzed for responsiveness and responsibility of contractor.



Cynthia Allen
General Manager

2/21/24
Date

Plan Holder Report as of 02/22/2024 01:46 PM CST
 SEWER MAIN/MANHOLE REPLACEMENT PROJECT

Quest eBidDoc™ Number: 8919803

Closing Date: Wed, 02/21/2024 04:00 PM PST **Posting Type:** Construction Project **Owner Name:** Vandenberg Village Community Services
 District **Solicitor Name:** Vandenberg Village Community Services District **Contact:** Cynthia Allen **Phone:** 805-733-3417 **Email:** callen@vvcasd.org

Company Name & Address	Contact Name/Email Address	Phone/Fax	Bus. Cert	Bus. Desig	Entry Date	Doc Type	Comments ⓘ
ConstructConnect 3825 Edwards Rd, Cincinnati, OH-45209	Eric Mills content@constructconnect.com	800-364-2059 866-570-8187		Plan Room	01/16/2024	eBidDoc	
TPC Consultants, Inc. 460 East Carson Plaza Drive #218, Carson, CA- 90746	Tony Hobbs tpc@tnemec.com	310-637-2363 3106374161		Supplier	01/16/2024	eBidDoc	
Hanly General Engineering Corp PO Box 69, Solvang, CA- 93464	Bernard J Hanly Jr hanlyengineering@gmail.com	805-688-3752		Prime Bidder	01/16/2024	eBidDoc	Attended mandatory pre-bid meeting 1/24/24
JMM Construction Inc 1231 Mesa Oaks lane, Lompoc, CA-93436	Humberto Bobadilla abr@jmmconstructioninc.com	805-830-3722		Other	01/17/2024	eBidDoc	Attended mandatory pre-bid meeting 1/24/24
R. Burke Corporation P.O. BOX 957, SAN LUIS OBISPO, CA-93406	Robert E. Burke RBC@RBURKECORPORATION.COM	805-543-8568 805-543-2521	SBE	Prime Bidder	01/23/2024	eBidDoc	Attended mandatory pre-bid meeting 1/24/24
R. L. Johnson Construction P.O. Box 2359, Lompoc, CA - 93438	Ronnie Johnson ronnie.johnson@rljohnsonlompoc.com	(805) 735-8084		Prime Bidder	01/24/2024	Paper	Attended mandatory pre-bid meeting 1/24/24

REQUEST FOR PROPOSAL



SEWER MAIN/MANHOLE REPLACEMENT PROJECT

VANDENBERG VILLAGE
COMMUNITY SERVICES DISTRICT

RFP #12-11223-46

Vandenberg Village Community Services District
3745 Constellation Road
Lompoc, CA 93436
(805) 733-3417
callen@vcsd.org

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REQUEST FOR PROPOSAL

Vandenberg Village Community Services District seeks to identify and select a qualified general contractor with relevant expertise to replace approximately 480 feet of sewer main and three manholes abandoning in place the existing assets.

- Proposal Due Date/Time: **Wednesday, February 21, 2024 - 4:00 p.m.**
- Proposals must be received on or before the date and time indicated to:
 - Vandenberg Village Community Services District
 - Attn: Dr. Cynthia Allen
 - 3745 Constellation Road
 - Lompoc, CA 93436
 - (Indicate RFP Number, Name of Your Firm, and Project Name on lower left corner of envelope)*
- Contact Information (Note: questions must be submitted via the QuestCDN portal):
 - Telephone: (805) 733-3417
 - Cynthia Allen, General Manager – callen@vvcasd.org
 - Michael Garner, O&M Manager – mgarner@vvcasd.org

RFP SCHEDULE		
1.	Pre-submittal meeting and site walk-through	Wednesday, January 24, 2024 10:00 a.m.
2.	Deadline for submittal for clarifications or questions regarding the RFP via the QuestCDN portal	Wednesday, January 31, 2024 5:00 p.m.
3.	Modifications and/or answers to questions posted on the District website at https://www.vvcasd.org/bid-opportunities	Wednesday, February 7, 2024 5:00 p.m.
4.	Submittal Deadline	Wednesday, February 21, 2024 4:00 p.m.
5.	Board of Directors awards contract	Tuesday, March 5, 2024 7:00 p.m.
6.	Construction	April 1 - 5, 2024

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REQUEST FOR PROPOSAL

GENERAL CONTRACTOR

RFP #12-11223-46

RFP INDEX

- 1.0 Introduction
- 2.0 Purpose of this Request for Proposal
- 3.0 Scope of Services
- 4.0 Responding to the Request for Proposal
- 5.0 Submission of Request for Proposal
- 6.0 Evaluation Process
- 7.0 Administrative Rules Governing Requests for Proposal
- 8.0 Proposed Contract Terms

ATTACHMENTS

- A. Project Details
- B. Forms
- C. Model Agreement and Insurance Provisions

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1.0 INTRODUCTION

Vandenberg Village Community Services District (the District) was established in 1983 as a local government agency under California Government Code Section 61000, et seq., for providing water and wastewater services to the community of Vandenberg Village, an unincorporated area of Santa Barbara County north of Lompoc. It is governed by a Board of five locally elected directors.

This Request for Proposals (RFP) is to allow prospective General Contractors to submit their qualifications to the District for the services described in this document. A link to the RFP and all associated documents and addenda in electronic format can be found at <https://www.vvcsd.org/bid-opportunities> (click link to visit VVCSD's QuestCDN Project Bid Page).

2.0 PURPOSE OF THIS REQUEST FOR PROPOSALS

The District seeks the services of a qualified General Contractor with relevant expertise to replace approximately 480 feet of sewer main and three manholes abandoning in place the existing assets.

3.0 SCOPE OF SERVICES

Contractor to provide general construction services for the public works project located behind the gas station at the intersection of Apollo Way and Constellation Road within Vandenberg Village, an unincorporated area of Santa Barbara County north of Lompoc. Traffic control on Apollo Way and Constellation Road will be required.

It is intended that the provider will deliver a total and complete construction project as requested. The contractor agrees to provide all necessary expertise and services to professionally and diligently perform the work authorized by the contract. The contractor must be licensed as a general contractor in the State of California to provide the services and registered with the California Department of Industrial Relations for public works projects.

4.0 RESPONDING TO THE REQUEST FOR PROPOSALS

The District has developed the Schedule of Events (see page i) with dates showing the key events in this solicitation process. The RFP and schedule are subject to change. The District cannot guarantee the receipt of notifications of changes to this RFP or the schedule to prospective proposers and is not responsible for failure of any Proposer to receive notification of any change in a timely manner. Prospective proposers are advised to visit the District website (<https://www.vvcsd.org/bid-opportunities>) frequently to check for changes and updates to the RFP, including the Schedule.

A mandatory pre-submittal meeting and site walk-through will be held at **10:00 a.m. on Wednesday, January 24, 2024 at 3745 Constellation Road**. At the Mandatory Pre-Bid Meeting, Bidders will have the opportunity to visit the Site and ask questions regarding the local conditions, potential construction difficulties, and restrictions related to the performance of the Work under

the Contract. Bidders who do not attend the Mandatory Pre-Bid Meeting will not be eligible to bid on the Work.

In the event of a scheduling conflict, an appointment for a site visit and tour may be scheduled during business hours through Friday, January 26, 2024 by telephone at (805) 733-3417.

Prospective proposers may submit written questions before the site visit to the District via the QuestCDN portal (go to <https://www.vvcasd.org/bid-opportunities> and click the link to visit VVCSD's QuestCDN Project Bid Page). Questions following the pre-submittal meeting must be submitted no later than the date and time specified in the RFP Schedule, utilizing the QuestCDN portal.

Proposals should provide straightforward, concise information that satisfies the requirements noted in this RFP. Expensive binding, elaborate displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the District's instructions, selection criteria of this RFP, and completeness and clarity of content.

Attachments, except as noted, will not be accepted.

Each proposal should clearly and accurately demonstrate the specialized knowledge and experience required for consideration for the project. In one sealed envelope (clearly marked "RFP – (firm name), Project Name, RFP Number"), submit one copy in paper form of the **PROPOSAL**. Please include the documents as specified below:

Cover Letter

Provide a cover letter that references this RFP and includes the prospective Consultant's ability to begin services upon contract execution. Additionally, confirm that all elements of the RFP have been read and understood and that the prospective Consultant has reviewed all terms stated and takes no exception to the terms and conditions of the Model Agreement (Attachment C of this solicitation document).

- The exact legal name, address, telephone and fax numbers, and federal tax identification number of the company proposing to do business with the District (or social security number if the company is a sole proprietorship),
- The name, telephone, fax, address, and e-mail address of one businessperson who is the company's designated representative, the name, telephone, fax, address, and e-mail address of the contracts management or legal person who will liaise with the District in contractual matters.
- Provide an anticipated timeline for this project;

Bid Documents

Complete and return all of the forms provided in Attachment B or reasonable facsimile.

5.0 SUBMISSION OF REQUEST FOR PROPOSALS

Submit your **PROPOSAL** to the address specified on or before the date and time required as noted in the RFP Schedule. All materials to be submitted may be sent by U.S. mail, express mail, or courier service of the prospective proposer's choice to the District office at 3745 Constellation Road, Lompoc, CA 93436. The **PROPOSAL** may be hand-delivered to 3745 Constellation Road, Vandenberg Village. E-mail submissions will not be accepted. Proposals received after the deadline will be rejected without review. The District provides no receipts nor makes any notification of its receipt or failure to receive any **PROPOSAL**.

6.0 PROPOSAL EVALUATION PROCESS

- 6.1** An evaluation team consisting of the relevant District staff will evaluate the **PROPOSALS**.
- 6.2** The evaluation team will initially determine if the **PROPOSAL** submitted conforms to the requirements of this RFP. Prospective consultants who submitted **PROPOSALS** failing to meet RFP requirements will be notified in writing via e-mail.
- 6.3** The District will present the lowest responsive and responsible **PROPOSAL** to the District Board of Directors for contract consideration at their next regular meeting.

7.0 ADMINISTRATIVE RULES GOVERNING RFP

By submission of a written proposal, the prospective proposer agrees to be bound by these administrative rules.

7.1 COMMUNICATIONS WITH THE DISTRICT REGARDING THE RFP

Except as specifically addressed elsewhere in the RFP, prospective proposers must send any communications regarding the RFP via the QuestCDN portal. Prospective proposers must include the RFP Number in the subject line of any communication.

7.2 QUESTIONS REGARDING THE RFP

Prospective proposers interested in responding to the RFP may submit questions on procedural matters related to the RFP or requests for clarification or modification of the RFP via the QuestCDN portal no later than the deadline for questions listed in the timeline of the RFP.

If the prospective proposer is requesting a change, the request must set forth the recommended change and the Proposer's reasons for proposing the change. Questions or requests submitted after the deadline for questions will not be answered. Without disclosing the source of the question or request, a copy of the questions and the District's responses will be made available.

7.3 ERRORS IN THE RFP

If, before the **PROPOSAL** due date and time listed in the timeline of the RFP, a prospective proposer discovers any ambiguity, conflict, discrepancy, omission, or error in the RFP, the prospective proposer must immediately notify the District via the QuestCDN portal and request modification or clarification of the RFP. Without disclosing the source of the request, the District may modify the RFP before the **PROPOSAL** due date and time by releasing an addendum to the solicitation.

If a prospective proposer fails to notify the District of an error in the RFP known to the prospective proposer, or an error that reasonably should have been known to the prospective proposer, before the **PROPOSAL** due date and time listed in the timeline of the RFP, the prospective proposer shall propose at its own risk. Furthermore, if the prospective proposer is awarded the agreement, the prospective proposer shall not be entitled to additional compensation or time because of the error or its later correction.

7.4 ADDENDA

The District may modify the RFP before the **PROPOSAL** due date and time listed in the timeline of the RFP by issuing an addendum. It is each prospective proposer's responsibility to inform itself of any addendum before its submission of a **PROPOSAL**.

If any prospective proposer determines that an addendum unnecessarily restricts its ability to propose, the prospective proposer shall notify the District via email to the QuestCDN portal no later than three business days following the issuance of the addendum.

7.5 WITHDRAWAL AND RESUBMISSION/MODIFICATION OF PROPOSAL

A prospective proposer may withdraw its **PROPOSAL** at any time before the deadline for submitting **PROPOSALS** by notifying the District in writing of its withdrawal. The notice must be signed by the prospective proposer. The prospective proposer may thereafter submit a new or modified **PROPOSAL** if it is received at the District no later than the **PROPOSAL** due date and time listed in the timeline of the RFP. Modifications offered in any other manner, oral or written, will not be considered. **PROPOSALS** cannot be changed or withdrawn after the **PROPOSAL** due date and time listed in the timeline of the RFP.

7.6 ERRORS IN THE PROPOSAL

If errors are found in a **PROPOSAL**, the District may reject the **PROPOSAL**; however, the District may, at its sole option, correct arithmetic or transposition errors or both on the basis that the lowest level of detail will prevail in any discrepancy. If these corrections result in significant changes in the amount of money to be paid to the prospective proposer (if selected for the award of the agreement), the prospective proposer will be informed of the errors and corrections thereof and will be given the option to abide by the corrected amount or withdraw the **PROPOSAL**.

7.7 RIGHT TO REJECT PROPOSALS

Before the **PROPOSAL** due date and time listed in the timeline of the RFP, the District may cancel the RFP for any or no reason. After the **PROPOSAL** due date and time listed in the timeline of the RFP, the District may reject all **PROPOSALS** and cancel the RFP if the District determines that: (i) the **PROPOSALS** received do not reflect effective competition; (ii) the cost is not reasonable; (iii) the cost exceeds the amount expected; or (iv) awarding the contract is not in the best interest of the District.

The District may or may not waive an immaterial deviation or defect in a **PROPOSAL**. The District's waiver of an immaterial deviation or defect shall in no way modify the RFP or excuse a prospective proposer from full compliance with RFP specifications. Until a contract resulting from this RFP is signed, the District reserves the right to accept or reject any or all of the items in the **PROPOSAL**, to award the contract in whole or in part, and/or negotiate any or all items with individual prospective proposer if it is deemed in the District's best interest. A notice of intent to award does not constitute a contract and confers no right of contract on any Proposer.

The District reserves the right to issue similar RFPs in the future. The RFP is in no way an agreement, obligation, or contract, and in no way is the District responsible for the cost of preparing the **PROPOSAL**.

Proposers are specifically directed **NOT** to contact any District personnel or consultants for meetings, conferences, or discussions that are related to the RFP at any time between the release of the RFP and any award and execution of a contract. Unauthorized contact with any District personnel or consultants may be cause for rejection of the prospective proposer's **PROPOSAL**.

7.8 EVALUATION PROCESS

An evaluation team will review all **PROPOSALS** that are received by the appropriate deadline to determine the extent to which they comply with RFP requirements.

PROPOSALS that contain false or misleading statements may be rejected if in the District's opinion, the information was intended to mislead the evaluation team regarding a requirement of the RFP.

During the evaluation process, the District may require a prospective proposer's representative to answer questions concerning the prospective proposer's proposal. Failure of a Proposer to demonstrate that the claims made in its proposal are true may be sufficient cause for deeming a proposal non-responsive.

7.9 PROTEST PROCEDURE

Failure of prospective proposer to comply with the protest procedures outlined in this Section will render a protest inadequate and non-responsive and will result in rejection of the protest.

- A. **Before Submission of PROPOSAL.** A prospective proposer may file a protest based on allegedly restrictive or defective specifications or other improprieties in the RFP process. The prospective proposer is solely responsible for ensuring that a solicitation specifications protest is received before the RFP Closing Time. Failure to comply with this procedure constitutes a waiver of the prospective proposer's right to protest the solicitation's specifications or requirements.
- B. **After Award.** A prospective proposer submitting a **PROPOSAL** may protest the award based on allegations of errors in the award process sufficiently material to justify invalidation of the proposed award or the District decisions are lacking a rational basis and are, therefore, arbitrary.

Protest must be received no later than five (5) business days after the District publishes the intent to award in the board agenda.

- C. **Form of Protest.** The protest must be in writing and sent by certified or registered mail, or overnight delivery service (with proof of delivery), or delivered personally to the address noted in section 5.0 above.
 - 1. The protest shall include the name, address, telephone and fax numbers, and email address of the party protesting or their representation,
 - 2. The title of the RFP under which the protest is submitted,
 - 3. A specific alleged deficiency in the solicitation's technical, administrative, or cost specifications or requirements, or alleged error or irrational decision made by the District,
 - 4. A detailed description of the specific legal and factual grounds of protest and any supporting documentation, and
 - 5. The specific ruling or relief request.

If an award protest is missing any of this information (by the date the protester is required to have all such information to the District), the award protest may be rejected by the Board of Directors. The Board of Directors may issue a written determination regarding the award protest without requesting further information from the protester. Therefore, the award protest must include all grounds and all evidence available at the time the award protest is submitted. New grounds or new evidence raised later, but which could have been provided at the initial protest shall not be considered.

- D. **Final Action.** The decision by the District Board of Directors shall be considered the final action by the District. The District may, at its sole discretion, delay the

award until the appeal is resolved or proceed with the award and execution of the contract.

If the protest is upheld, the District will consider all circumstances surrounding the RFP in its decision for a fair and reasonable remedy, including the seriousness of the RFP deficiency, the degree of prejudice to the protesting party or the integrity of the competitive process, the good faith efforts of the parties, the cost to the District, the urgency of the procurement, and the impact of the recommendation(s) on the District. Remedial action may include:

1. Terminate the awarded contract
2. Re-solicit the requirement
3. Issue a new solicitation;
4. Refrain from exercising options under the awarded contract; and
5. Award a contract consistent with statute or regulation.

8.0 PROPOSED CONTRACT TERMS

- 8.1** Contracts with successful Contractors will be signed by the parties on a District Contract form. A typical District Agreement is included as Attachment C to this RFP.
- 8.2** The District reserves the right to modify or update the Standard Agreement in the interest of the District, in whole or in part at any time up to the negotiation of the agreement with the Contractor. By submitting this RFP, the prospective Contractor and their key sub-consultants acknowledge that a) the project team will provide the services required in the contract, and b) has no objection to the Standard Agreement.
- 8.3** If a satisfactory contractual agreement on services and compensation cannot be reached between the District and a selected Contractor within 30 calendar days of notification of selection, the District reserves the right to terminate negotiations with that Contractor and attempt to reach a satisfactory contractual agreement with another qualified Contractor.
- 8.4** The Contractor selected under this RFP will not be precluded from consideration nor given special status in any future RFPs issued by the District.
- 8.5** The District reserves the right to reject any of the Contractor's sub-consultants and ask that a different firm be proposed for consideration. Upon selection of the Contractor, the District reserves the right to approve the selection of other subconsultants not requested in the RFP.
- 8.6** **Provision of the Work:** Work shall be provided per the Project Details, and shall be subject to the provisions of the Agreement and General Conditions of the Contract accompanying this RFP, including any additional provisions specified by the District concerning schedule, key personnel, and subcontractors.

8.7 Compensation: The District shall make payments to the Contractor as provided in Article 14 of the General Conditions.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.C

FROM: Finance/Budget Committee
(Director Gonzales and Director Stassi)

BY: Cynthia Allen, General Manager CA
Patricia LeCavalier, Financial Services Manager PL

DATE: March 5, 2024

SUBJECT: Reserve Policy

Recommendation: Adopt Resolution 229-24 establishing a new reserve policy.

Policy Implications:

- The current reserve policy is contained in Resolution 176-06 adopted in 2006.
- In December 2022, the Board adopted a 20-year Capital Improvement Plan that requires approximately \$13,554,806 from water reserves or through financing, \$34,776,000 from wastewater reserves or through financing, \$101,194 from developers, and \$750,000 from rates.

Resource Impacts: This resolution would decrease the amount of the District's current reserves target by \$6.3 million: \$1.8 million for water and \$4.5 million for wastewater.

Alternatives Considered: Keep the current policy.

Discussion: The American Water Works Association (AWWA), California Special Districts Association (CSDA), and Government Finance Officers Association (GFOA) recommend that districts formulate and adopt a

reserve policy as an integral part of the prudent accumulation and management of reserves. American Water Works Association (AWWA) recommends that the policy be reviewed every three to five years. Before the most recent committee reviews, the Finance/Budget Committee reviewed the policy in August 2010, June 2012, May 2015, and March 2019. Reserve balances are reviewed by the VVCSD Board of Directors twice annually, during both the capital budget process and the mid-year budget review.

From 1988 to 2005, the District was required to satisfy a 20 percent bond covenant while repaying \$5.4 million in revenue bonds. Through a combination of funding the bond covenant and funding depreciation, the District was able to steadily accumulate reserves. These funds were used to redeem the bonds three years early, pay off the CalPERS side fund balance, and partially finance the LRWRP Upgrade Project. Reserves are also used to fund the annual water and wastewater capital budgets.

In 2006, the Board rescinded Resolution 99-94 and adopted Resolution 176-06 to revise the reserve policy in response to the repayment of the revenue bonds and the subsequent discontinuance of the 20 percent bond covenant. The board established a reserve contribution factor and directed staff to incorporate that factor into the rate structure to help meet the reserve targets in the resolution. The current reserve policy also establishes three categories: capital reserves, emergency reserves, and operating reserves and establishes the allowed use for each category. Under the current policy, the District falls short of meeting its capital reserve requirements.

On February 14, the Finance/Budget Committee reviewed the revised policy presented in the Reserves Study and made adjustments. The proposed policy adjusts the reserve targets by changing the calculation methods for emergency and capital reserves, separating the LRWRP wastewater reserves from the VVCSD wastewater reserves, and establishing a separate LRWRP reserve calculation method. The calculation for operating reserves was left unchanged.

	Current Policy	Proposed Policy
Emergency Reserve (water, wastewater)	Target: 10 percent of capital assets	Minimum Target: 10 percent of capital assets Maximum Target: 15 percent of capital assets
Operating Reserve (water, wastewater)	Target: 25 percent combined operating budget	No change
Capital Reserve (water, wastewater)	Target: Accumulated depreciation + 25 percent combined operating budget	Target: 50 percent accumulated depreciation
LRWRP Reserve	Calculated the same as wastewater emergency, operating, and capital reserves	Minimum Target: 15 percent of capacity rights Maximum Target: 25 percent of capacity rights

Although the reserves targets would decrease by \$6.3 million, the policy would still provide sufficient reserves to fund a majority of the Capital Improvement Plan projects. However, external financing may be required for larger projects (greater than \$1 million).

WATER RESERVES

	Water Reserve Balance FYE 2023	Resolution 176-06 Targets	Proposed Policy - Maximum Targets	Proposed Policy - Minimum Targets
Emergency Reserve	1,093,406	1,093,406	1,640,108	1,093,406
Operating Reserve	529,942	529,942	529,942	529,942
Capital Reserve	1,038,411	4,188,606	1,829,332	1,829,332
	<u>\$2,661,759</u>	<u>\$5,811,954</u>	<u>\$3,999,382</u>	<u>\$3,452,680</u>

WASTEWATER RESERVES

	Wastewater Reserve Balance FYE 2023	Resolution 176-06 Targets	Proposed Policy - Maximum Targets	Proposed Policy - Minimum Targets
Emergency Reserve	500,530	500,530	750,795	500,530
Operating Reserve	385,567	385,567	385,567	385,567
Capital Reserve	2,387,786	1,559,532	586,982	586,982
	<u>\$3,273,883</u>	<u>\$2,445,629</u>	<u>\$1,723,344</u>	<u>\$1,473,079</u>

LRWRP RESERVES

	LRWRP Reserve Balance FYE 2023	Resolution 176-06 Targets	Proposed Policy - Maximum Targets	Proposed Policy - Minimum Targets
Emergency Reserve	1,911,847	1,911,847	-	-
Operating Reserve	161,614	161,614	-	-
Capital Reserve	3,103,786	6,536,856	4,779,616	2,867,770
	<u>\$5,177,247</u>	<u>\$8,610,317</u>	<u>\$4,779,616</u>	<u>\$2,867,770</u>

Attachments:

1. Resolution 229-24 dated March 5, 2024 (proposed policy)
2. Resolution 176-06 dated May 2, 2006 (current policy)
3. Reserve Policy Comparisons: Water Fund, Wastewater Fund, and LRWRP Reserve Fund

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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-67-

DRAFT

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RESOLUTION 229-24

March 5, 2024

REVISING THE VVCSD RESERVE POLICY

WHEREAS, the Board of Directors of Vandenberg Village Community Services District is committed to operating and maintaining the District's water and wastewater systems in a fiscally sound and responsible manner; and

WHEREAS, the Board of Directors desires to provide cost-effective and efficient public services through a stable rate structure and gradual rate increases; and

WHEREAS, toward the goal of fiscal management and long-range planning, the Board of Directors of the Vandenberg Village Community Services District recognizes the need to maintain reserve funds; and

WHEREAS, on February 3, 1994, the Board of Directors adopted Resolution 99-94 establishing a District reserve policy; and

WHEREAS, on May 2, 2006, the Board of Directors rescinded Resolution 99-94 and adopted Resolution 176-06 revising the District reserve policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Vandenberg Village Community Services District that:

- Section 1. This resolution rescinds and replaces Resolution 176-06.
- Section 2. The Reserve Policy attached hereto as Exhibit "A" is approved and adopted.
- Section 3. This resolution shall be effective immediately.

PASSED AND ADOPTED by the Board of Directors of the Vandenberg Village Community Services District this 5th day of March, 2024 upon motion by Director ____, seconded by Director ____, and as approved by the following vote:

Roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Resolution 229-24 is hereby adopted.

Robert Bumpass, President
Board of Directors

ATTEST:

Stephanie Garner
Secretary to the Board of Directors

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

RESERVE POLICY

EXHIBIT A TO RESOLUTION 229-24

POLICY STATEMENT

Vandenberg Village Community Services District shall maintain reserve funds from existing unrestricted revenues as designated by this policy. This policy establishes the procedure and level of reserve funding to achieve the following goals:

- Provide economic stability during emergencies; and
- Maintain operational sustainability during periods of economic uncertainty; and
- Fund the Capital Improvement Plan.

This Reserve Policy establishes guidelines and procedures for allocating and reporting fund balances following Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

The adequacy of the targeted reserve balances and/or annual contributions shall be reviewed annually during the budgeting process and may be revised accordingly.

ACCOUNTING GUIDANCE

GASB Statement No. 54 requires the classification of fund balances as non-spendable, restricted, committed, assigned, or unassigned.

- *Non-spendable Fund Balance* – amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
- *Restricted Fund Balance* – amounts restricted externally by creditors, grantors, contributors, or laws and regulations of other governments or restricted by law through constitutional provisions or enabling legislation.

- *Committed Fund Balance* – amounts that can only be used for specific purposes according to constraints imposed by formal action of the Board of Directors.
- *Assigned Fund Balance* – amounts that are constrained by the Board's intent to be used for specific purposes but are neither restricted nor committed.
- *Unassigned Fund Balance* – amounts that have not been restricted, committed, or assigned to specific purposes.

DEPRECIATION EXPENSE

The District shall establish and maintain a Depreciation Schedule of assets. The Useful Life Guidelines, published by the Office of the State Controller, and the Straight-Line method will be used to calculate monthly depreciation expenses. Depreciation will be included in the annual operating expense budget. The District shall establish rates to generate sufficient revenue to fully fund this depreciation expense and place it in reserves.

RESERVE CONTRIBUTION FACTOR

Depreciation alone is insufficient to fund the replacement of equipment, infrastructure, and facilities. Therefore, the District shall incorporate a reserve contribution factor into its rate structure. This factor, expressed as a percentage of the annual water and wastewater operating expense budgets, will generate revenues specifically for reserves. The District shall consider the amount of money available in reserves relative to the goal, investment performance, the timing of planned and foreseeable capital projects, the strategic plan, and other pertinent considerations in approving the reserve contribution factor each year as part of the annual budget approval process.

RESTRICTED FUND BALANCE

Connection fees, development fees, and funds collected from development agreements paid to the District to serve new development with water and wastewater services are designated as restricted reserves. They will be deposited into a separate, interest-bearing account and be used to expand infrastructure and facilities to serve new development as defined in the capacity charge rate calculations. Funds will be administered and maintained per Government Code § 66013.

ASSIGNED FUND BALANCE

The District shall maintain reserve fund balances in the following order of importance:

Emergency Reserve (Water, Wastewater)

Purpose: This reserve is intended as protection against catastrophic loss and to provide a cushion for inaccuracy in long-range planning.

Target Balance: The minimum balance shall be equal to 10 percent of the audited value of capital assets. The maximum balance shall be equal to 15 percent of the audited value of capital assets.

Operating Reserve (Water, Wastewater)

Purpose: This reserve is intended as a cushion to fund three months of operating expenses.

Target Balance: The target balance shall be equal to 25 percent of the current annual operating expense budget.

Capital Reserve (Water, Wastewater)

Purpose: This reserve is intended to replace assets, fund capital projects, and minimize the impact of capital debt financing on future rates. The District recognizes that Capital Reserves may not be sufficient to fully fund capital asset expenditures and financing may be required.

Target Balance: The target balance shall be equal to 50 percent of the audited accumulated depreciation.

LRWRP Reserve (Lompoc Regional Wastewater Reclamation Plant)

Purpose: This reserve is intended to fund capital projects and to minimize the impact of future debt financing on rates for the contractual obligations at the Lompoc Regional Wastewater Reclamation Plant.

Target Balance: The minimum balance shall be equal to 15 percent of the audited value of the capacity rights of the Lompoc Regional Wastewater Reclamation Plant. The maximum balance shall be equal to 25 percent of the audited value of that asset.

MINIMUM THRESHOLD

The minimum balance for the assigned water and wastewater reserve funds shall be equal to 50 percent of budgeted operating expenses per California Government Code § 53646(b)(3).

EXCESS RESERVES

Fund balances over the cumulative maximum fund balance shall be used to pay down long-term liabilities such as capital plan financing or unfunded pension liabilities.

INTEREST INCOME

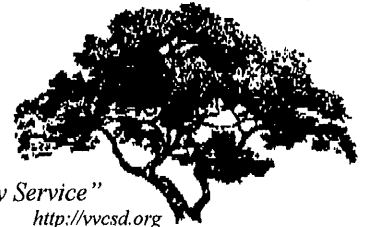
Reserves will be segregated from operating funds and invested per the District's investment policy. Interest income shall be allocated to the appropriate fund balance per California Government Code § 53647.

ACCEPTABLE USE OF RESERVES

Reserves should not be used for recurring annual operating costs except when economic conditions require the use of Operating or Emergency Reserves to provide short-term relief.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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RESOLUTION 176-06

May 2, 2006

BY THE BOARD OF DIRECTORS OF VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT ESTABLISHING A RESERVE POLICY

WHEREAS, the Board of Directors of Vandenberg Village Community Services District is committed to operating and maintaining the District's water and wastewater systems in a fiscally sound and responsible manner; and

WHEREAS, the Board of Directors desires to provide cost-effective and efficient public services through a stable rate structure and gradual rate increases; and

WHEREAS, during the period 1988 to 2005 when the District was repaying \$5.4 million in revenue bonds, the District was required to satisfy a 20 percent bond covenant in order to demonstrate financial capability to fund operations, capital projects, and debt service; and

WHEREAS, through satisfying the bond covenant and funding depreciation, the District was able to accumulate reserves; and

WHEREAS, although there is no longer a bond covenant requirement, the District plans to continue contributing funds in a regular, disciplined manner to build and sustain reserves at a level sufficient to fund operations, capital projects, and emergencies.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Vandenberg Village Community Services District that:

1. The District shall establish and maintain a Depreciation Schedule of assets. The Useful Life Guidelines, published by the Office of the State Controller, and the Straight Line method will be used to calculate monthly depreciation expenses. Depreciation will be included in the annual operating expense budget. The District shall establish rates to generate sufficient revenue to fully fund this depreciation expense and place it in reserves.

Resolution No. 176-06
May 2, 2006
Page 2

2. Depreciation alone is insufficient to fund replacement of equipment, infrastructure, and facilities. Therefore, the District shall incorporate a reserve contribution factor into its rate structure. This factor, expressed as a percentage of the annual water and annual wastewater operating expense budgets, will generate revenues specifically for reserves. The District shall take into account the amount of money available in reserves relative to the goal, investment performance, the timing of planned and foreseeable capital projects, the strategic plan, and other pertinent considerations in approving the reserve contribution factor each year as part of the annual budget approval process.
3. The goal of the District is to maintain reserves at a level that equals or exceeds the sum of the following components:
 - a. Operating Reserve Requirement: 25 percent of the current combined annual operating expense budget. This amount is intended as a cushion to fund three months of operating expenses.
 - b. Capital Reserve Requirement: Accumulated depreciation plus 25 percent of the current combined annual water and wastewater expense budget. This amount is intended to replace assets and fund capital projects.
 - c. Emergency Reserve Requirement: 10 percent of the value of capital assets. This amount is intended as protection against catastrophic loss and to provide a cushion for inaccuracy in long range planning.
4. Reserves will be segregated from operating funds and invested in accordance with the District's investment policy.
5. Connection fees, development fees, and funds collected from development agreements paid to the District to serve new development with water and wastewater services are designated as restricted reserves. They will be deposited into a separate, interest-bearing account and be used to expand infrastructure and facilities to serve new development. Funds will be administered and maintained in accordance with Government Code § 66013.
6. This resolution rescinds and replaces Resolution 99-94.

PASSED AND ADOPTED by the Board of Directors of the Vandenberg Village Community Services District this 2nd day of May, 2006 upon motion by Director Wyckoff, seconded by Director Fox and as approved by the following vote:

Resolution No. 176-06
May 2, 2006
Page 3

Roll call vote, to wit:

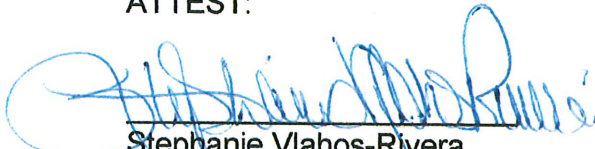
AYES: Directors Brooks, Fox, Redmon, Rowland, and Wyckoff
NOES: None
ABSENT: None
ABSTAIN: None

Resolution 176-06 is hereby adopted.



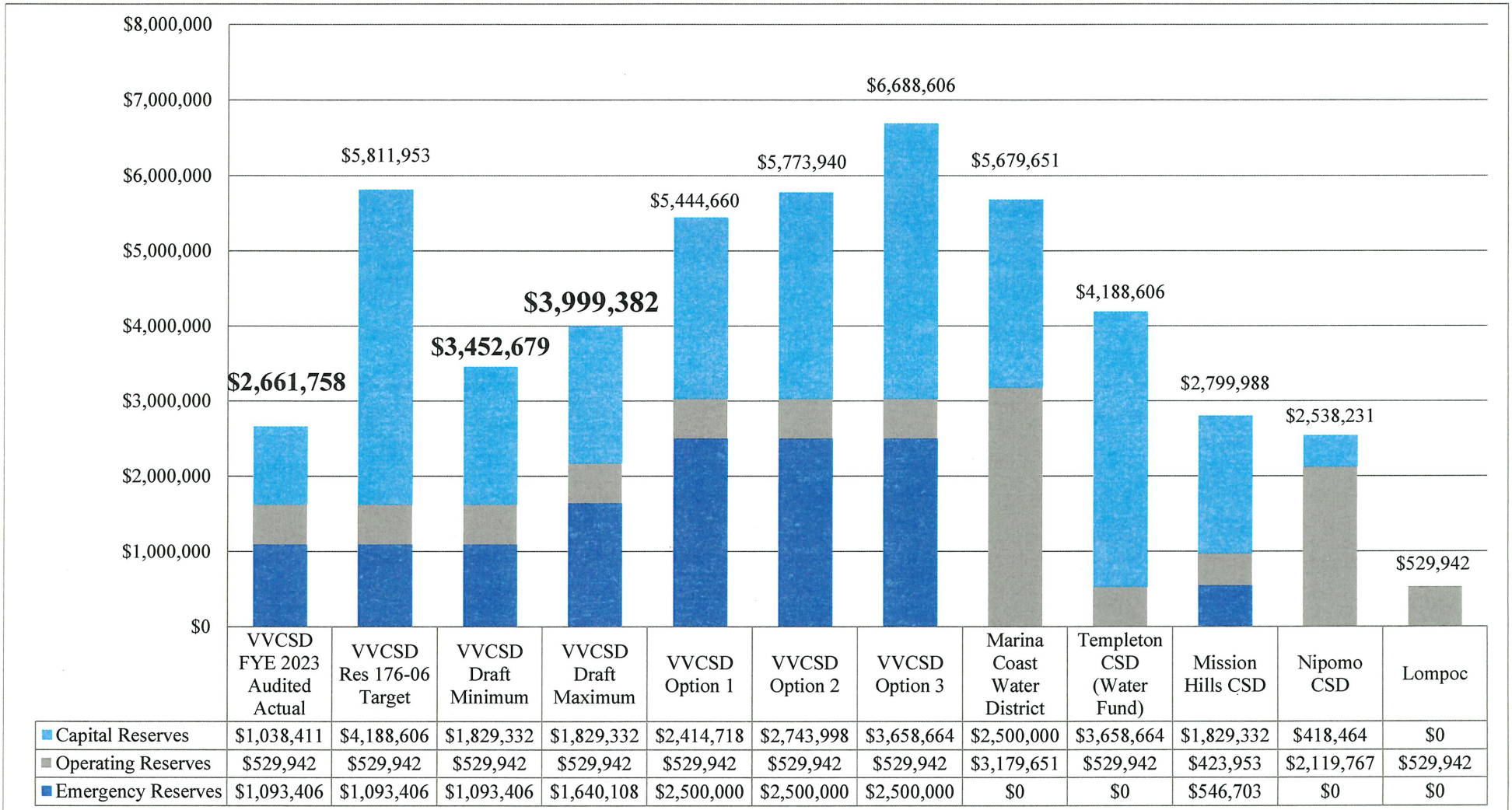
Robert Wyckoff
President, Board of Directors

ATTEST:

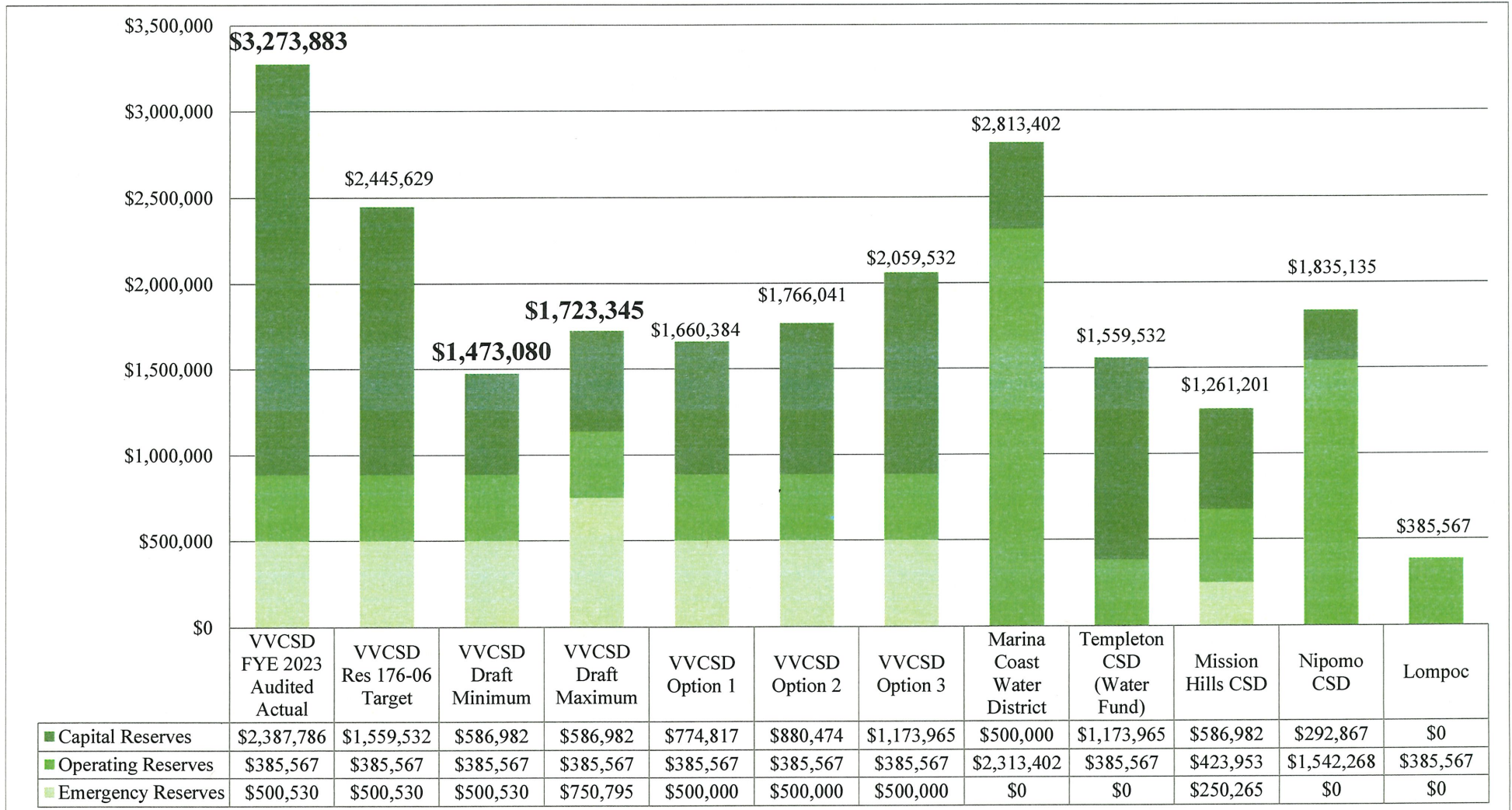


Stephanie Vlahos-Rivera
Secretary, Board of Directors

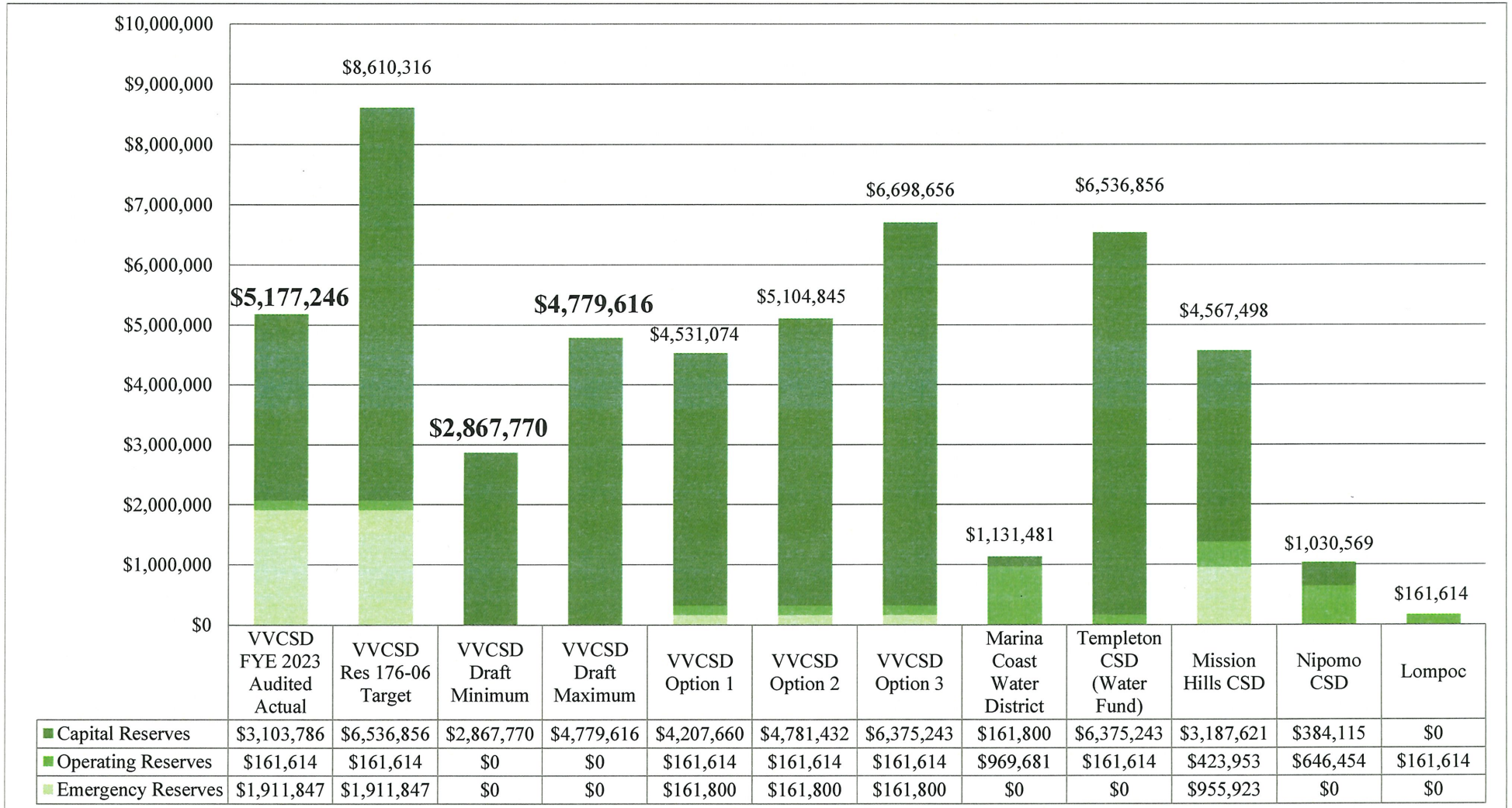
Vandenberg Village Community Services District Reserve Policy Comparison - Water Fund



Vandenberg Village Community Services District Reserve Policy Comparison - Wastewater Fund



Vandenberg Village Community Services District Reserve Policy Comparison - LRWRP Reserve Fund



VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.D
FROM: Legal/Personnel Committee
(Director Bumpass and Director Gonzales)
BY: Cynthia Allen, General Manager *CA*
DATE: March 5, 2024
SUBJECT: Board Compensation

Recommendation: Discuss adjusting board compensation.

Policy Implications:

- Government Code § 61047 allows the boards, by ordinance or resolution, to compensate their members for no more than six days of service per month.
- Water Code § 20202 caps board compensation increases at five percent per calendar year following the date of the last adjustment.
- VVCSD Ordinance § 1.3.3 sets board compensation at \$100 per board meeting, \$50 per committee meeting, and \$75 per SGMA meeting.

Resource Impacts:

- The maximum allowable compensation adjustment would increase the Director's salary expense budget from \$7,662 to \$16,155 per year.

Alternatives Considered:

- Do nothing (do not adjust director compensation).

Discussion: On February 22, the Legal/Personnel Committee reviewed the information presented in this staff report regarding board compensation and recommended bringing it to the board for discussion.

State law (Government Code §61047 and Water Code §20202) allows Director Compensation by ordinance or resolution of up to \$100 per day of service with a maximum of \$600 per month. After adoption, Director compensation may be adjusted by five percent for each calendar year and is subject to voter override by the objection of 10 percent of the voters in the last gubernatorial election within the District.

The table below illustrates the estimated cost for the two compensation alternatives reviewed by the Legal/Personnel Committee. Amounts would be in addition to the Director’s Expense (\$22,200 estimated for FY 2023-24 budget) to pay for travel, meals, and registration for training and conferences.

		Approximate Compensation Per Year	Taxes/ Benefits Per Year	Total Annual Cost
Current	Board meeting (\$100) Committee meeting (\$50) SGMA meeting (\$75)	\$7,200	\$462	\$7,662
Maximum	Board meeting (\$218) Committee meeting (\$111) SGMA meeting (\$96)	\$15,180	\$975	\$16,155
Alternative	Board meeting (\$151) Committee meeting (\$78) SGMA meeting (\$90)	\$10,716	\$688	\$11,404

Board member compensation is subject to State, Federal, and SSA withholding and employer contributions for Federal and State income tax, FICA, Medicare, and Workers’ Compensation. Elected officials are exempt from State Disability and Unemployment Insurance coverage and ineligible for PERS.

Attachments:

- Director compensation calculation detail
- History of Employee Salary Schedule Adjustments (2023 VVCS D Compensation Study – page 2)

Vandenberg Village Community Services District
 Director Compensation

		Maximum Percentage Allowed per Water Code § 20202		Employee Salary Adjustments (capped at Maximum Percentage Allowed)	
Monthly Maximum per Gov Code § 61047 / VVCSD Ordinance 1.3.3		1,308.00		906.00	
Regular Board Meetings	2008		100.00 <i>Current</i>		100.00 <i>Current</i>
	2009	5.00%	105.00	3.00%	103.00
	2010	5.00%	110.00	1.30%	104.00
	2011	5.00%	116.00	1.30%	105.00
	2012	5.00%	122.00	2.73%	108.00
	2013	5.00%	128.00	1.70%	110.00
	2014	5.00%	134.00	3.00%	113.00
	2015	5.00%	141.00	1.30%	114.00
	2016	5.00%	148.00	3.10%	118.00
	2017	5.00%	155.00	0.90%	119.00
	2018	5.00%	163.00	2.40%	122.00
	2019	5.00%	171.00	3.00%	126.00
	2020	5.00%	180.00	2.40%	129.00
	2021	5.00%	189.00	1.70%	131.00
2022	5.00%	198.00	5.00%	138.00	
2023	5.00%	208.00	5.00%	145.00	
	2024	5.00%	218.00	4.30%	151.00
Committee Meetings	2008		50.00 <i>Current</i>		50.00 <i>Current</i>
	2009	5.00%	53.00	3.00%	52.00
	2010	5.00%	56.00	1.30%	53.00
	2011	5.00%	59.00	1.30%	54.00
	2012	5.00%	62.00	2.73%	55.00
	2013	5.00%	65.00	1.70%	56.00
	2014	5.00%	68.00	3.00%	58.00
	2015	5.00%	71.00	1.30%	59.00
	2016	5.00%	75.00	3.10%	61.00
	2017	5.00%	79.00	0.90%	62.00
	2018	5.00%	83.00	2.40%	63.00
	2019	5.00%	87.00	3.00%	65.00
	2020	5.00%	91.00	2.40%	67.00
	2021	5.00%	96.00	1.70%	68.00
2022	5.00%	101.00	5.00%	71.00	
2023	5.00%	106.00	5.00%	75.00	
	2024	5.00%	111.00	4.30%	78.00
SGMA	2019		75.00 <i>Current</i>		75.00 <i>Current</i>
	2020	5.00%	79.00	2.40%	77.00
	2021	5.00%	83.00	1.70%	78.00
	2022	5.00%	87.00	5.00%	82.00
	2023	5.00%	91.00	5.00%	86.00
	2024	5.00%	96.00	4.30%	90.00

TABLE 1: HISTORY OF SALARY SCHEDULE ADJUSTMENTS

Date	Fiscal Year	Percentage Applied	CPI	Basis
January 1, 1989				VVCSD initial salary schedule set
July 27, 1989	1989-90	4.00%	4.00%	CPI-U West - December 1988
January 1, 1990	1989-90	4.00%	4.00%	CPI-U West C - February 1989
January 1, 1991	1990-91	5.00%	5.00%	CPI-U West - February 1990
July 1, 1991	1991-92	3.00%	5.30%	Board decision
July 12, 1992	1992-93	3.00%	3.00%	CPI-U West C - February 1992 In-house Salary Survey - 6.48%
July 1, 1993	1993-94	3.00%	3.30%	Board decision
July 1, 1994	1994-95	3.30%	3.30%	CPI-W West C - February 1994
July 1, 1995	1995-96	4.20%	4.20%	CPI-W West C - February 1995
July 1, 1996	1996-97	3.50%	3.50%	CPI-W West C - February 1996
July 1, 1997	1997-98	2.90%	2.90%	CPI-W West C - February 1997
July 1, 1998	1998-99	8.88%	1.30%	In-house Salary Survey Min: 0.14% - Max: 13.71%
July 1, 1999	1999-00	1.20%	1.20%	CPI-W West B/C - January 1999
July 1, 2000	2000-01	2.00%	2.00%	CPI-U West B/C - January 2000
July 1, 2001	2001-02	3.90%	3.90%	CPI-U West B/C - January 2001
July 1, 2002	2002-03	1.90%	1.90%	CPI-U West B/C - January 2002
July 1, 2003	2003-04	12.10%	1.70%	Consultant Salary Survey Min: 4.01% - Max: 22.15%
July 1, 2004	2004-05	3.34%	1.90%	ACWA Salary Survey
July 1, 2005	2005-06	0.00%	2.70%	Employees waived 2.71% ACWA Salary Survey adjustment in exchange for CalPERS 2.7% @ 55 retirement benefit
July 1, 2006	2006-07	3.75%	2.90%	ACWA Salary Survey
July 1, 2007	2007-08	5.00%	2.90%	Board decision ACWA Salary Survey - 7.18%
July 1, 2008	2008-09	6.98%	3.10%	In-house Salary Survey Min: 4.42% - Max: 11.33%
July 1, 2009	2009-10	3.00%	3.50%	Board decision ACWA Salary Survey - 5.36%
July 1, 2010	2010-11	1.30%	(0.60%)	ACWA Salary Survey
July 1, 2011	2011-12	1.30%	1.00%	ACWA Salary Survey
July 1, 2012	2012-13	2.73%	3.00%	ACWA Salary Survey
March 10, 2013	2012-13	4.88%	n/a	Consultant Salary Survey Min: 4.3% - Max: 13.27% Approved Adjustment 10.03% Half applied 3/13, remainder 3/14
July 1, 2013	2013-14	1.70%	1.70%	CPI-W West B/C - Annual 2012
March 9, 2014	2013-14	4.54%	n/a	Remainder of 2013 Salary Adjustment
July 1, 2014	2014-15	3.00%	1.00%	Board decision
July 1, 2015	2015-16	1.30%	1.30%	CPI-W West B/C - Annual 2014
July 1, 2016	2016-17	3.10%	0.10%	0.1% - CPI-W West B/C - Annual 2015 1.0% - Merit Increase 2.0% - Offset CalPERS contribution
July 1, 2017	2017-18	0.90%	0.90%	CPI-W West B/C - Annual 2016
July 1, 2018	2018-19	2.40%	2.40%	CPI-W West B/C - Annual 2017
July 1, 2019	2019-20	3.00%	3.00%	CPI-W West B/C - Annual 2018
July 1, 2020	2020-21	2.40%	2.40%	CPI-W West B/C - Annual 2019
July 1, 2021	2021-22	1.70%	1.70%	CPI-W West B/C - Annual 2020
July 1, 2022	2022-23	5.50%	5.50%	CPI-W West B/C - Annual 2021
July 1, 2023	2023-24	5.50%	8.70%	Board decision

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.E

FROM: Legal/Personnel Committee
(Director Bumpass and Director Gonzales)

BY: Cynthia Allen, General Manager CA

DATE: March 5, 2024

SUBJECT: Board Member Manual

Recommendations: Consider approving the revised board member manual.

Policy Implications: As referenced in the manual:

- Multiple VVCSD board actions, Ordinances, and Resolutions
- Multiple sections of the California Government Code
- California Labor Code § 1101-1106
- California Penal Code § 403

Resource Impacts: None

Alternatives Considered: None

Discussion: On February 22, the Legal/Personnel Committee reviewed the updated Board Member Manual and recommended approval. The manual has been compiled from VVCSD's board actions, Ordinances, Resolutions, and pertinent California law and is generally updated after each election. A hard copy is provided to each board member upon taking office and upon request. The most recent version is also available on the VVCSD website. It is intended to provide a consolidated source so that VVCSD Directors can perform their duties and responsibilities to the best of their ability.

Attachment: Redlined version of the revised Board Member Manual (under separate cover)

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.F
FROM: Cynthia Allen, General Manager CA
DATE: March 5, 2024
SUBJECT: Additional Special District Powers

Recommendation: Discuss adding additional community services powers.

Policy Implications:

- Government Code § 61100 authorizes community services districts to perform 31 purposes, services, and facilities.
- Government Code § 56824 requires special districts to conduct a public hearing, adopt a resolution of application, and obtain Local Agency Formation Commission (LAFCo) approval to provide a new function.
- Article XIII C of the California Constitution allows local governments to impose special taxes, subject to a two-thirds majority vote.
- Article XIII D of the California Constitution requires that all assessments be supported by a detailed engineer's report prepared by a registered professional engineer certified by the State of California.
- Article XIII D of the California Constitution allows local governments to impose fees, subject to a majority vote.

Resource Impacts:

- An engineer's report could cost between \$25,000 and \$100,000 depending on the complexity of evaluating the power activated.
- The Santa Barbara County Elections Office estimates a cost of \$11,300 to \$16,500 for the inclusion of the ballot measures required for each added power for the 2024 General Election.

- The LAFCo application is currently \$3,000 per power activated.

Alternatives Considered: None.

Discussion: On numerous occasions, the Board has discussed the possibility of activating latent special district powers such as street sweeping and parks.

A special district wishing to activate a latent power is required to receive LAFCo approval before providing the service. The Cortese-Knox-Hertzberg (CKH) Act also requires that a Protest Process be conducted. A vote of the District's residents is not needed to activate the power unless the Protest Process indicates a vote is required by the registered voters. However, a vote would be required to approve the funding for the power.

The CKH Act requires that the application to LAFCo for new services include all of the following information:

1. The total estimated cost to provide the new function.
2. The estimated cost of the new function to District customers.
3. Identification of existing providers of the function and the potential fiscal impact on the customers of those existing providers.
4. A written summary of whether the new function will involve the activation of the power to provide a particular service.
5. A plan for financing the establishment of the new function.
6. Alternatives for the establishment of the new function.

If the Board would like to pursue additional powers, the three main steps involved are:

1. Commission an Engineer's Report to detail the cost to provide the service and the cost to each ratepayer.
2. Get voter approval for the fee or special tax.
3. Get LAFCo permission to perform the service.

Attachments:

- Memo from Director Heuring regarding adding powers
- County of Santa Barbara Elections 2024 calendar

**Vandenberg Village Community Services District
Board of Directors and General Manager**

Date: February 6, 2024

Subject: Consider Adding Services

In my opinion the residents of Vandenberg Village are being underserved or in some cases poorly served when it comes to those public services that one usually finds in a community of our size. I'm positive that we (VVCSD) can fix this issue, and I certainly want to discuss it with you to get the ball rolling. At the crux of the matter is my concern of a continuing deterioration of our community in various areas. Listed below are three areas on which I believe we could have a positive impact.

Parks & Open Space:

- Lot 54 - Muffin Hill - Village Hills Little League Field
- Providence Landing Park - Constellation Park - Falcon Park

Lot 54 is a really nice natural area of our community – and belongs to us. I have walked the trails several times. It could use better accessibility for those with disabilities. I understand it cannot be developed, but are there limits to improving the trails, can a large picnic area be established, can a rough camping area (non-RV) be created? Do we have an obligation to reduce wild fire fuel?

Muffin Hill. I have never stepped foot on Muffin Hill. I've seen photos and maps and I've gone by it many times and have wondered to myself "One of these days I'm going to check it out". It appears to be private property, but I hear it is in a land conservancy open to the public. No development allowed – just trails.

Village Hills Little League Field is an wonderful asset to our community and is deserving of community support. I understand the property belongs to S. B. County, but it is managed by a nonprofit. In conversation with a couple of their board members a year ago, it was stated they have a difficult time raising the money to pay for maintenance and the cost of watering the fields.

Falcon Park, Providence Landing Park, Constellation Park. One thing more sad than not having parks and playground in a community is having them, but not being able to use them because they are in poor repair. I believe the VVCSD, at the appropriate time take on the burden of maintaining our Parks and open spaces. With our growing community, we will need them more than ever. Again, this is a service that can most certainly be contracted out verses have in-house personnel. Plus, The Vandenberg Village Park & Playground Coalition is not going to disappear when Constellation Park is finally built. This volunteer group in here for the long haul – to help with community engagement and fundraising.

Vandenberg Village Library:

Library Services can be provided by the VVCS D, and I believe we should. A Library is more than a building full of books – in small communities they tend to become Community Centers. Currently, the Village Library is part of the S. B. County unincorporated area Library system. However, it is being managed by the City of Lompoc Library. In my opinion this is an example of our community being poorly served. Its hours of operation are not conducive for our residents to take full advantage of limited services it offers. It appears to me that its current management is locked into a sort of “self-fulfilling prophecy” train of thought. It is my opinion they want to close our library down. The hours they have implemented make it nearly impossible for our residents to take advantage of having a local library. The result is low attendance which supports their notion our Library is not cost effective to operate. County Libraries are funded on a “\$8.80 per capita” basis. Although this amount is one of the lowest in the State, the County Supervisors seem to have a hard time raising the amount to effectively operate the County’s system. A possible motivation for Lompoc to close down our library is the City of Lompoc would get the per capita funding for the unincorporated areas. However, I do wonder if we (VVCS D) could avoid “recreating the wheel”. For example, continue to allow/contract with Lompoc to operate the Village Library but with better oversight and simply play a more active role in the management of our Village Library. And if needed subsidize the cost of operation beyond what the County is able to provide. These are answers I would be happy to pursue.

Street Sweeping:

I know there hasn’t been a lot of support for this in the past from either the VVCS D Board or from members of the community. My personal opinion of course is street sweeping is a much needed service – not only for aesthetics but environmental reasons too. All you have to do is drive around and take note of the various areas that have significant accumulations of debris. I find it interesting that much of this debris is in the street gutter along the curb. I often wonder why the residents do not clean-up the debris in front of their own homes, but they don’t and it is left to accumulate. Even those residents and businesses who have lawn care service, some tend to ignore the street curb.

I see this as being a contracted service verses an in-housed provided service. Also, it isn’t a service that is needed more than on a quarterly basis. Obviously street parking will adversely impact a contractor’s ability to do a more thorough job, but I would not propose having vehicles ticketed or removed. I don’t want a few bad actors to spoil it for the whole community. Possibly, the infrequent need to sweep our streets and a nicely written notice campaign asking residents to “Do their best” to have their vehicles off the street will cause most of them to do so.

Sincerely

Steven W. Heuring
Board Member

**COUNTY OF SANTA BARBARA ELECTIONS DIVISION
NOVEMBER 5, 2024 PRESIDENTIAL GENERAL ELECTION
LOCAL MEASURES CALENDAR OF EVENTS AND DEADLINES**

Clerk of the Board Agenda Deadline: Deadline to file with the Clerk of the Board of Supervisors the original the resolution requesting consolidation with the election. Resolution must contain the full text of the measure and the exact form of the question as it will appear on the ballot. For docketing guidelines please contact the Clerk of the Board 805-568-2240.	6/27/2024 E-131
Board of Supervisors Meeting: Board of Supervisors to approve the request for consolidation with the election in order to meet the printer deadlines. Cities: See note below.	7/9/2024 E-119
Publication-Notice of Election & Notice to Submit Arguments: County Clerk, Recorder and Assessor to publish a notice calling for the submission of direct arguments for and against the measure. The publication date for a specific measure is established once a resolution placing the measure on the ballot is approved by the Board of Supervisors.	7/21/2024 E-107
Period for Submitting Direct Arguments: Timeframe for submitting direct arguments for and against the measure is established once a resolution placing the measure on the ballot is approved by the Board of Supervisors.	7/23/2024 to 8/1/2024 E-105 to E-96
10-Day Public Exam Period: Period of public examination of proposed measure and direct arguments (if any) begins the day after the deadline for submitting these items.	8/2/2024 to 8/11/2024* E-95 to E-86
Period for Submitting Rebuttal Arguments: Written rebuttal arguments by the authors of the direct arguments are to be submitted within the 10-day period following the close of the direct argument period.	8/2/2024 to 8/11/2024* E-95 to E-86
Deadline for Impartial Analysis: LAST DAY for submittal of impartial analysis prepared by County Counsel.	8/12/2024 E-85
10-Day Public Exam Period: Period of public examination of impartial analysis and rebuttal arguments (if any) begins the day after the deadline for submitting these items.	8/13/2024 to 8/22/2024 E-84 to E-75
Tax Rate Statement (Bond Measures Only): Deadline to file a tax rate statement for a bond measure to the Elections Official (if applicable).	8/9/2024 E-88
Board of Supervisors direct Auditor to prepare Fiscal Impact Statement: LAST DAY for the Board of Supervisors to direct the Auditor to prepare a Fiscal Impact Statement on a proposed county initiative.	8/9/2024 E-88
Deadline for Fiscal Impact Statement: LAST DAY for submittal of the Fiscal Impact Statement prepared by the Auditor to be submitted to the Elections Official.	8/15/2024 E-82
10-Day Public Exam Period: Period of public examination of Fiscal Impact Statement (if any) begins the day after the deadline for submitting the Fiscal Impact Statement.	8/16/2024 to 8/25/2024* E-81 to E-72
Election Official's Deadline for Submission of Local Measure Information to Printer:** Submission of ballot/sample ballot material to printer by County Elections Official.	8/26/2024** E-71

The date(s) listed are based on the approval of the resolution at the Board of Supervisors meeting on July 9, 2024. The Elections Division will prepare calendars for each measure as they are consolidated with the election. You may verify the date(s) by calling the County Elections Office at (805) 696-8957. The deadline for submittal of all items is 5:00 p.m. on the filing deadline.

* If the deadline falls on a weekend or holiday, the deadline moves to following business day.

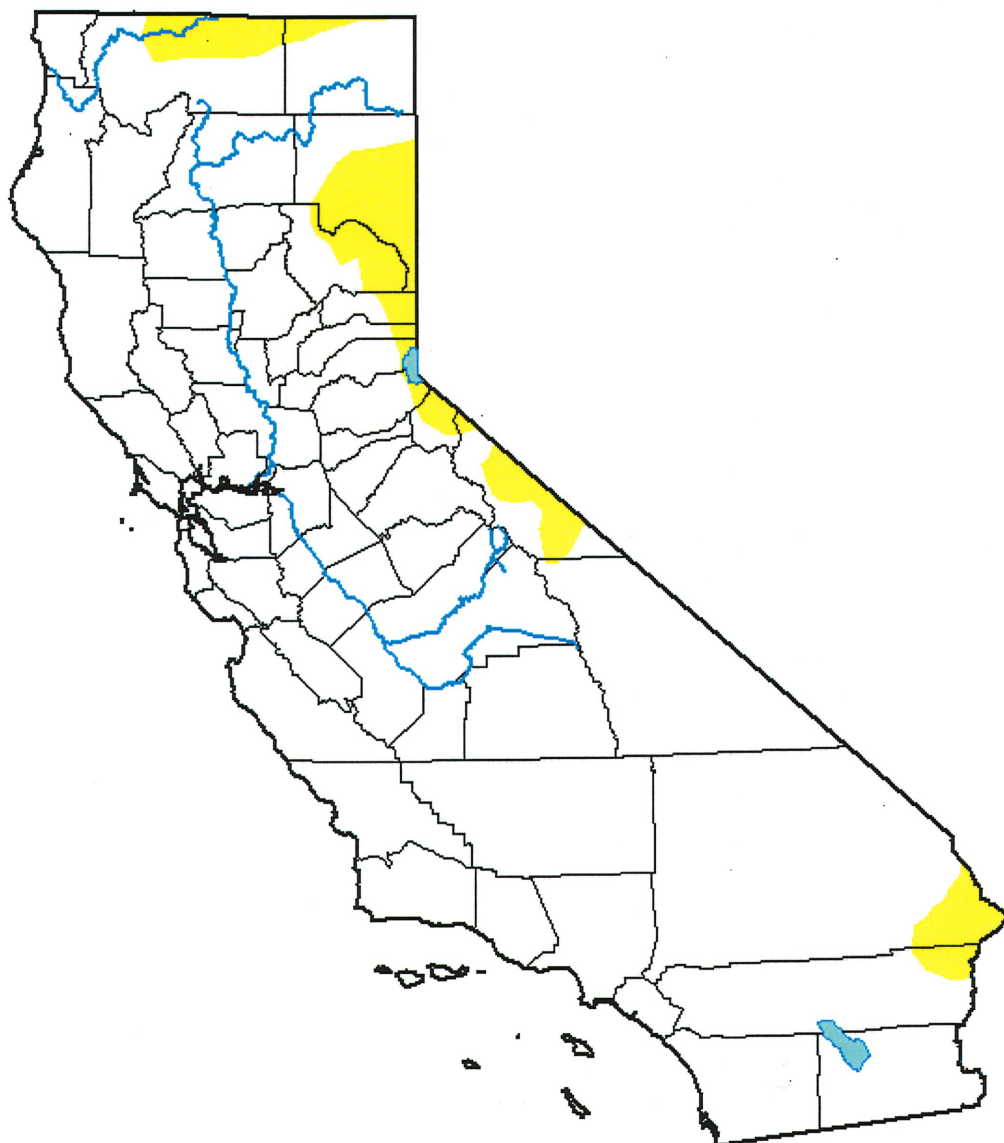
** The final date for the County Elections Official to have submitted all material to the printer, as quoted on the above calendar, is firm.

IMPORTANT NOTE FOR CITIES:

Cities are responsible for setting the calendar for their city measures and receiving the items above. Therefore, the last day for cities to request consolidation is 88 days before an election. **The last scheduled Board of Supervisors meeting prior to the 88th day is July 16, 2024 and the docketing deadline is July 3, 2024.**

U.S. Drought Monitor California

February 27, 2024
(Released Thursday, Feb. 29, 2024)
Valid 7 a.m. EST



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	92.97	7.03	0.00	0.00	0.00	0.00
Last Week <i>02-20-2024</i>	92.97	7.03	0.00	0.00	0.00	0.00
3 Months Ago <i>11-28-2023</i>	95.32	4.68	0.00	0.00	0.00	0.00
Start of Calendar Year <i>01-02-2024</i>	96.65	3.35	0.00	0.00	0.00	0.00
Start of Water Year <i>09-26-2023</i>	94.01	5.99	0.07	0.00	0.00	0.00
One Year Ago <i>02-28-2023</i>	16.71	83.29	49.13	24.96	0.00	0.00

Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:

Richard Heim
NCEI/NOAA



LAFCO

Santa Barbara Local Agency Formation Commission

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/568-2249

www.sblafco.org ♦ lafco@sblafco.org

February 20, 2024

TO: Santa Barbara County Independent Special Distrits
Subject: Notice of Results for the Regular and Alternate Special District Member Nomination

The deadline for filing election ballots for the Regular Special District Members to Santa Barbara LAFCO ended at 5 :00 PM on Monday, February 19, 2024. There was a total of 31 eligible Independent Special Districts that filed ballots by the deadline. One Nomination was received for the Alternate Member seat of the Independent Special Districts Members that filed Nominations by the deadline. Pursuant to Government Code section 56332(c)(2), “[at] the end of the nomination period, if only one candidate was nominated for a vacant seat, that candidate shall be deemed appointed” to the Commission.

The results of the mailed ballot elections are attached in **Attachment A**.

The results are as follows:

LAFCO Regular Special District Member Votes (31 Votes Total):

- 25 Votes **Craig Geyer, Goleta West Sanitary District**
- 5 Votes **Dorinne Lee Johnson, Montecito Sanitary District**
- 1 Votes **Jorge Magana, Mission Hills Community Services District**

LAFCO Alternate Special District Member Nomination (1 Form Received 1/3/24):

Presiding Officer Steve Dietrich, Mission Hills Community Services District

By virtue of receiving the majority of the votes cast, Mr. Geyer was elected as a Regular Special District Member of the Commission with a term to expire on March 1, 2028. By virtue of receiving only one nomination Mr. Magana is deemed appointed as the Alternate Special District Member of the Commission with a term to expire on March 1, 2028.

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater
Executive Officer

Cc: LAFCO Commissioners

**Delegates, Nominations & Votes for LAFCO Special Member
Voting Period Called For by mailed Ballot ends February 19, 2024**

No	Special District	Voted for:	Date
1	CACHUMA RESOURCE CONSERVATION	Craig Geyer	1/17/24
2	CARPINTERIA CEMETERY	Craig Geyer	1/26/24
3	CARPINTERIA SANITARY	Craig Geyer	1/26/24
4	CARPINTERIA/SUMMERLAND FIRE PROTECTION	Craig Geyer	2/5/24
5	CARPINTERIA VALLEY WATER	Craig Geyer	2/15/24
6	CUYAMA COMMUNITY SERVICES	Dorinne Lee Johnson	2/15/24
7	EMBARCADERO MUNICIPAL IMPROVEMENT	Craig Geyer	1/30/24
8	GOLETA CEMETERY	Craig Geyer	1/29/24
9	GOLETA SANITARY	Craig Geyer	2/7/24
10	GOLETA WATER	Craig Geyer	1/5/24
11	GOLETA WEST SANITARY	Craig Geyer	1/11/24
12	ISLA VISTA COMMUNITY SERVICES	Craig Geyer	2/16/24
13	ISLA VISTA RECREATION AND PARK	Craig Geyer	1/31/24
14	LOMPOC CEMETERY	Craig Geyer	1/24/24
15	LOMPOC HEALTH CARE	Craig Geyer	1/26/24
16	LOS ALAMOS COMMUNITY SERVICES	Craig Geyer	1/31/24
17	LOS OLIVOS COMMUNITY SERVICES	Craig Geyer	2/1/24
18	MISSION HILLS COMMUNITY SERVICES	Jorge Magana	1/5/24
19	MONTECITO FIRE PROTECTION	Craig Geyer	1/23/24
20	MONTECITO SANITARY	Dorinne Lee Johnson	1/12/24
21	MONTECITO WATER	Dorinne Lee Johnson	1/24/24
22	MOSQUITO AND VECTOR MANAGEMENT	Craig Geyer	2/1/24
23	SAN ANTONIO BASIN WATER	Dorinne Lee Johnson	1/16/24
24	SANTA BARBARA METRO TRANSIT	Craig Geyer	2/1/24
25	SANTA MARIA PUBLIC AIRPORT	Craig Geyer	1/26/24
26	SANTA MARIA CEMETERY	Craig Geyer	2/14/24
27	SANTA MARIA VALLEY WATER CONSERVATION	Craig Geyer	2/16/24
28	SANTA YNEZ COMMUNITY SERVICES	Craig Geyer	1/31/24
29	SANTA YNEZ RIVER WATER CONSERVATION	Craig Geyer	2/1/24
30	SUMMERLAND SANITARY	Dorinne Lee Johnson	2/1/24
31	VANDENBERG VILLAGE COMMUNITY SERVICES	Craig Geyer	2/7/24

Total Number of Nominations Returned

- # Nominations Returned
- 1 Craig Geyer – Goleta West Sanitary District (REG)
- 2 Steve Dietrich – Mission Hills CSD (REG & ALT)
- 1 Woody Barrett – Montecito Sanitary District (REG)

Number of Votes for Each Nominee

Mailed Ballot Called for Ballots Due Feb 19, 2024

- #31 Total Ballots cast
- #25 Ballots for Nom #1 (Geyer)
- #1 Ballots for Nom #2 (Magana)
- #5 Ballots for Nom #3 (Johnson)

Invalid or Late Ballots after 5pm

Total Ballots ineligible



**California Special
Districts Association**

Districts Stronger Together

DATE: February 5, 2024

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2024. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat A – Greg Orsini, Director, McKinleyville Community Services District*
Sierra Network	Seat A – Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A – Chad Davisson, General Manager, Ironhouse Sanitary District*
Central Network	Seat A – Patrick Ostly, General Manager, North of River Sanitary District*
Coastal Network	Seat A – Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network	Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 10, 2024.* All votes must be received through the system no later than 5:00 p.m. July 26, 2024.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 10, 2024** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2024 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



California Special
Districts Association
Districts Stronger Together

2024 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

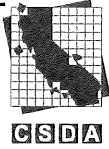
Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2024 at 5:00 p.m.



2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association

DISTRICT NETWORKS



VVCSD Utility Cost Centers

DRAFT

Formed in accordance with California law, VVCSD is a Special District with corporate powers. It operates two independent utilities referred to as enterprise funds: Water and Wastewater (Sewage), however, it has three distinct cost centers. Water consists of a single cost center while Wastewater consists of two cost centers: its internal collection system operated under the direction of VVCSD management, and the treatment/disposal of its sewage performed by the City of Lompoc at the LRWTP, a regional sewage treatment plant. This arrangement with Lompoc differs from that of the water division and the part of the wastewater division ^{that performs} where on-site sewage collections are managed and performed by VVCSD staff. Under the LRWTP service agreement, the City of Lompoc has the complete authority to manage, operate and maintain the treatment plant. VVCSD role is basically limited to paying its share of operating costs and capital improvements as determined by the City of Lompoc. (Refer to the attached table as well as the discussion of the relationship between the parties in the annual audits for more detail.)

One way to think of the VVCSD/LRWTP arrangement is that it is similar to a contract or agreement where tasks for certain specialized services are to be performed by one party under terms that are acceptable to the other party.

RUR
8/8/23

Comparison of VVCSD Governance for the two Wastewater Enterprise Cost Centers

	VVCSD (Collections)	LRWTP (Treatment)
- Facilities located in district?	Yes	No
- Policy setting authority?	Yes	No
- Management of Activities:		
○ Sets Rates and Approves Budget	Yes	No
○ Determination of Capital Improvements	Yes	No
○ Compliance with State & Fed Regulations	Yes	No
○ Staffing: Determine Job Requirements, FTEs, Hiring/Firing, etc.		
	Yes	No
○ Setting Salaries, Benefits, COLAs	Yes	No
- Work Performed by:	Employees	Contract