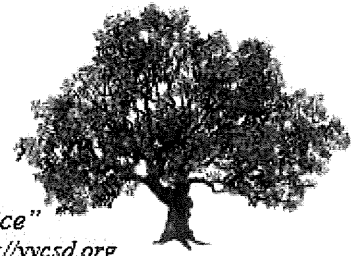


VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



"Pride in Community Service"

<http://vvcasd.org>
info@vvcasd.org

REGULAR MEETING

Tuesday, November 7, 2023

7:00 p.m.

AGENDA

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 October 3, 2023..... page 1
- B. Minutes of the Special Meeting on October 17, 2023..... page 7
- C. Minutes of the Special Meeting on October 24, 2023..... page 9

D. Treasurer Report

- (1) Monthly Financials page 11
- (2) Disbursements through October 31, 2023..... page 23
- (3) Schedule of Investments page 29

E. Water Pumped vs Sold, 12 months..... page 31

8. ACTION ITEMS

- A. **APN 097-371-075:** Consider issuing an Intent to Serve Letter to PD Apollo Way, LLC, for a proposed project to construct 100 townhomes and 208 apartments on the vacant parcel.Page 33
- B. **APN 098-016-010:** Consider issuing an Intent to Serve Letter to Vijelas, LLC, to construct a single-family residence on the vacant parcel at 3925 Club House Court..... page 37
- C. **Legal Services:** Consider approving an updated agreement with Liebert Cassidy Whitmore (LCW)..... page 41
- D. **Reserves:** Review and discuss the current reserve policy established in Resolution 176-06; and consider a proposal from Tuckfield & Associates to perform a reserve policy review page 49

9. REPORTS

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

10. INFORMATIONAL CORRESPONDENCE

- A. US Drought Monitor: California, October 31, 2023..... page 61

B. LAFCO letter, Call for Nominations for Special District Member,
November 1, 2023..... page 63

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

12. CLOSED SESSION

A. Public Employment, Title: General Manager

B. Discuss the General Manager’s working relationship with the Board, performance, salary, benefits, and term in accordance with his employment agreement.

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

14. ADJOURN

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 § 54954.2 of the Government Code of the State of California.

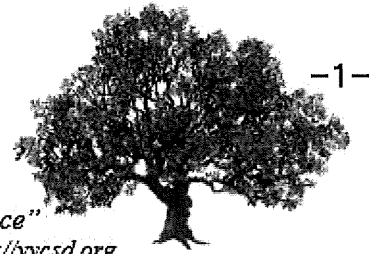
If you need reasonable accommodation due to a disability, please contact the Board Secretary 24 hours prior to the meeting at (805) 733-2475.

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

The board package is available on the District’s website at www.vvcasd.org

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MINUTES Regular Meeting

October 3, 2023

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. ROLL CALL: Directors, Brooks, Bumpass, Gonzales, Heuring, and Stassi were present.

OTHERS PRESENT

General Manager Joe Barget, Operations & Maintenance (O&M) Manager Mike Garner, Administrative Services (AS) Manager Cynthia Allen, Finance Administrator Patricia LeCavalier, Adam Guise from Moss, Levy & Hartzhiem, Bill Buelow from the Santa Ynez River Water Conservation District, and LynneDee Althouse from Althouse and Meade.

3. ADDITIONS AND DELETIONS TO THE AGENDA - None

4. PUBLIC FORUM

President Brooks invited public comments and there were none.

5. OPERATIONS REPORT

O&M Manager Garner reported the District pumped 38.7 million gallons of water in September with an average daily demand of 1,290,000 gallons. This is the same amount as last year.

There was no rain in September keeping the calendar year total at 19.42 inches. The District's well levels for September were 1B-142', 3A-137', and 3B-136'.

The field crew installed a battery backup to the radio tower behind the District office. This enables the field crew to communicate with the SCADA system at Well Site #1 if there is a power outage.

Central City Tree Service trimmed back the trees along the shop road.

The field crew had one service line repair in September and there were no sanitary sewer overflows to report.

6. ADMINISTRATION REPORT

AS Manager Allen referred to the capacity charge annual report on pages 39-41 of the board package. Funds in these accounts after the end of the fiscal year are the developer's fees collected for pending projects. Funds for projects completed or in progress are transferred to the money market account and added to the capital reserve balance. The District collected \$7,148 in developer's fees and earned \$2,048 in interest for fiscal year 2022-23.

The Water Pumped vs. Sold report on page 43 of the board package was edited to show a rolling twelve-month period. The most recent month will be added and the oldest will drop off the report.

AS Manager Allen prepared a Compensation Study and provided copies to the Legal/Personnel Committee, as requested, and the other board members. A link was also posted on the District's website. AS Manager Allen is currently working on a Reserve Study, to update the District's Reserve Policy, and has provided General Manager Barget with a draft.

Cabrillo High School and Allan Hancock College were sent notices inviting applicants to apply for the District's internship program. Only one application was received. AS Manager Allen and O&M Manager Garner will meet with the applicant about being cross-trained in both administration and operations.

7. CONSENT CALENDAR

A. Minutes from the Regular Meeting on August 1, 2023

B. Minutes from the Special Meeting on August 24, 2023

C. Treasurer Report

1) Financial Statements

2) Disbursements through September 30, 2023

D. Public Official Reimbursement Report

E. Summary Report of Capacity Charges

F. Water Pumped vs. Sold, 12 months

G. Cal OES Form OES-FPD-130

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

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

Noes: None

Abstain: None

Absent: None

8. ACTION ITEM

A. Annual Audit

Lead Auditor Adam Guise from Moss, Levy & Hartzheim reviewed highlights of the audit report with the Directors.

Motion by Director Stassi, seconded by Director to Heuring to accept the FY 2022-23 annual audit report from Moss, Levy & Hartzheim, LLP.

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

Noes: None

Abstain: None

Absent: None

B. Sustainable Groundwater Management Act (SGMA)

Motion by Director Stassi, seconded by Director Brooks to ratify the Joint Exercise of Powers Agreement for the Santa Ynez River Valley Basin Western Management Groundwater Sustainability Agency and to authorize Directors Brooks and Stassi to vote to ratify the agreement, and Board President Brooks to sign it on behalf of the District.

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

C. Iron & Manganese Filter

Motion by Director Gonzales, seconded by Director Stassi to accept a \$384,577 quote from Pureflow Filtration Division to rehabilitate and upgrade the iron & manganese filter and authorize the General Manager to sign it.

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

D. Water Rates

Motion by Director Bumpass, seconded by Director Brooks to approve the Water Rate Study prepared by AS Manager Allen, to schedule a public hearing for the December 5 regular board meeting to consider adopting the proposed water rate increase and to hold a water rates workshop for members of the public on November 8 and 9.

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

9. REPORTS

A. Committees

Water/Wastewater Committee met on September 20 and discussed items on this agenda.

Finance/Budget Committee met on September 21 and discussed items on this agenda.

The Groundwater Sustainability Agency met on September 27 and discussed items on this agenda.

Legal/Personnel Committee met on October 2 and discussed items on this agenda.

B. District Representatives to External Agencies

Director Heuring attended the Community Advisory Board on September 14 at Vandenberg Space Force Base regarding the Environmental Restoration Program.

Director Stassi said at the California Special Districts Association conference he attended a workshop about Reserve Policies and they should be revisited annually.

C. President

There were no comments.

D. General Manager

General Manager Barget referred to page 95 of the board package, a letter to the State Lands Commission amending the District's lease application for a well site. He introduced LynneDee Althouse of Althouse and Meade, and she reviewed the presentation that her firm gave during a Microsoft Teams meeting with State Lands Commission (SLC) and California Department of Fish and Wildlife (CDFW) staff earlier that day. Ms. Althouse explained the biological aspects of alternative well sites.

10. INFORMATIONAL CORRESPONDENCE

- A. Letter to State Lands Commission, Well Site Lease Application W26877, dated August 15, 2023
- B. Cash Reserves: Perspective by Director Stassi
- C. US Drought Monitor: California, May 30, 2023

11. DIRECTORS FORUM

Director Gonzales thanked AS Manager Allen for the compensation study and would like the District to recognize Santa Barbara County Fire for their work clearing brush on Lot 54.

12. CLOSED SESSION

The Board convened into a closed session at 9:05 p.m. to discuss public employment (Title: General Manager).

13. OPEN SESSION

The Board convened into open session at 9:15 p.m. President Brooks announced no action was taken during the closed session:

14. ADJOURN

President Brooks declared the meeting adjourned at 9:15 p.m.

Attest:

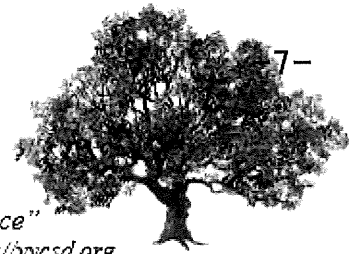
Signed:

Stephanie Garner
Secretary, Board of Directors

Christopher Brooks
President, Board of Directors

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MINUTES Special Meeting

October 17, 2023

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. ROLL CALL: Directors Brooks, Gonzales, Heuring, and Stassi were present. Director Bumpass was absent.

OTHERS PRESENT

General Manager Joe Barget.

3. ADDITIONS AND DELETIONS TO THE AGENDA

There were none.

4. PUBLIC FORUM

President Brooks invited public comments and there were none.

5. CLOSED SESSION

The Board convened into a closed session at 7:02 p.m. to discuss public employment (Title: General Manager).

6. OPEN SESSION

The Board convened into open session at 9:23 p.m. President Brooks announced that no reportable action was taken during closed session.

7. ADJOURN

President Brooks declared the meeting adjourned at 9:25 p.m.

Attest:

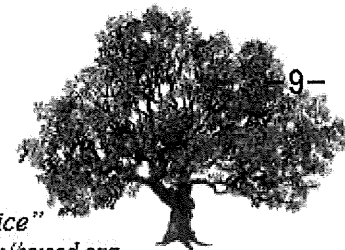
Signed:

Joe Barget,
Assistant Board Secretary
Board of Directors

Christopher Brooks
President, Board of Directors

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MINUTES Special Meeting

October 24, 2023

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 8:40 a.m. by President Brooks who led the Pledge of Allegiance.

2. ROLL CALL: Directors Brooks, Bumpass, Gonzales, Heuring, and Stassi were present.

OTHERS PRESENT

General Manager Joe Barget

3. ADDITIONS AND DELETIONS TO THE AGENDA

There were none.

4. PUBLIC FORUM

President Brooks invited public comments and there were none.

5. CLOSED SESSION

The Board convened into a closed session at 8:42 a.m. to discuss public employment (Title: General Manager).

6. OPEN SESSION

The Board convened into open session at 1:33 p.m. President Brooks announced that no reportable action was taken during closed session.

7. ADJOURN

President Brooks declared the meeting adjourned at 1:35 p.m.

Attest:

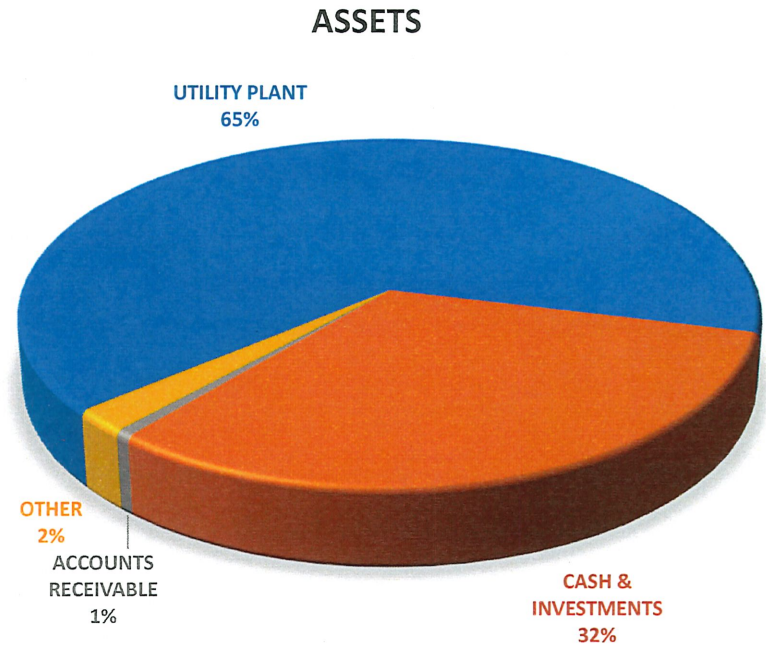
Signed:

**Joe Barget,
Assistant Board Secretary
Board of Directors**

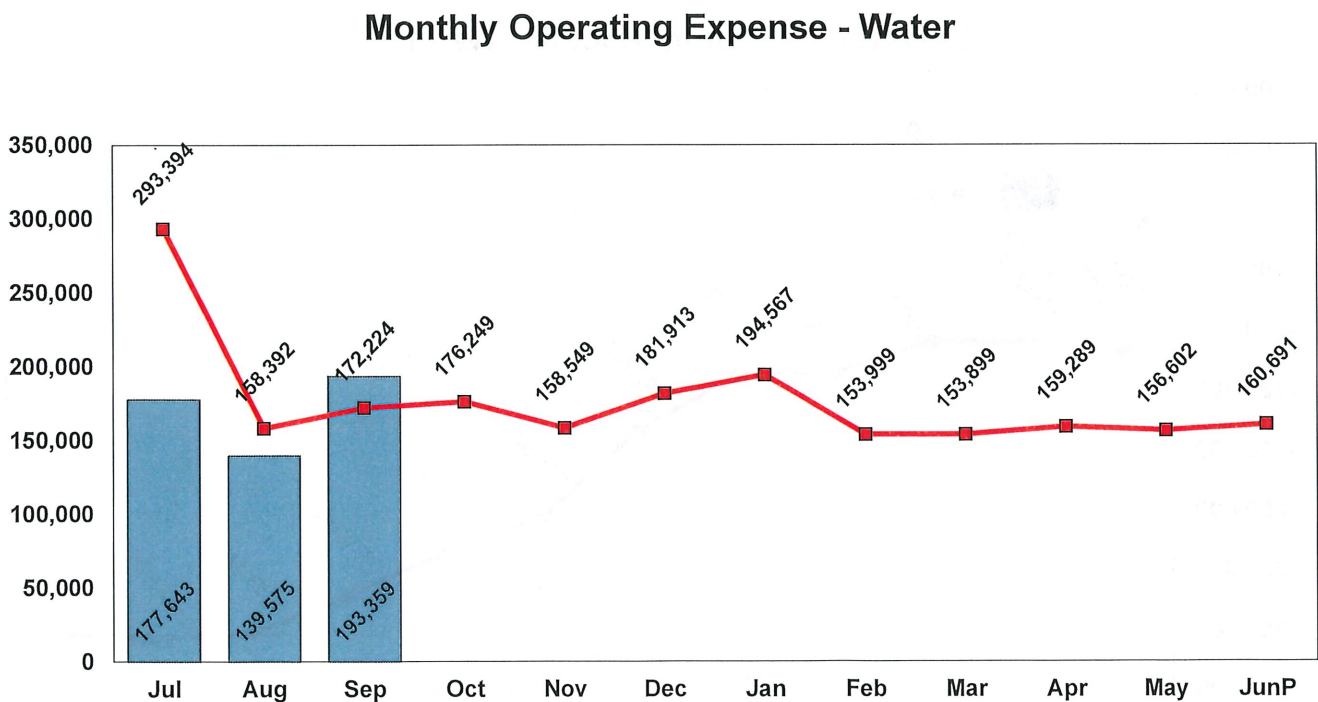
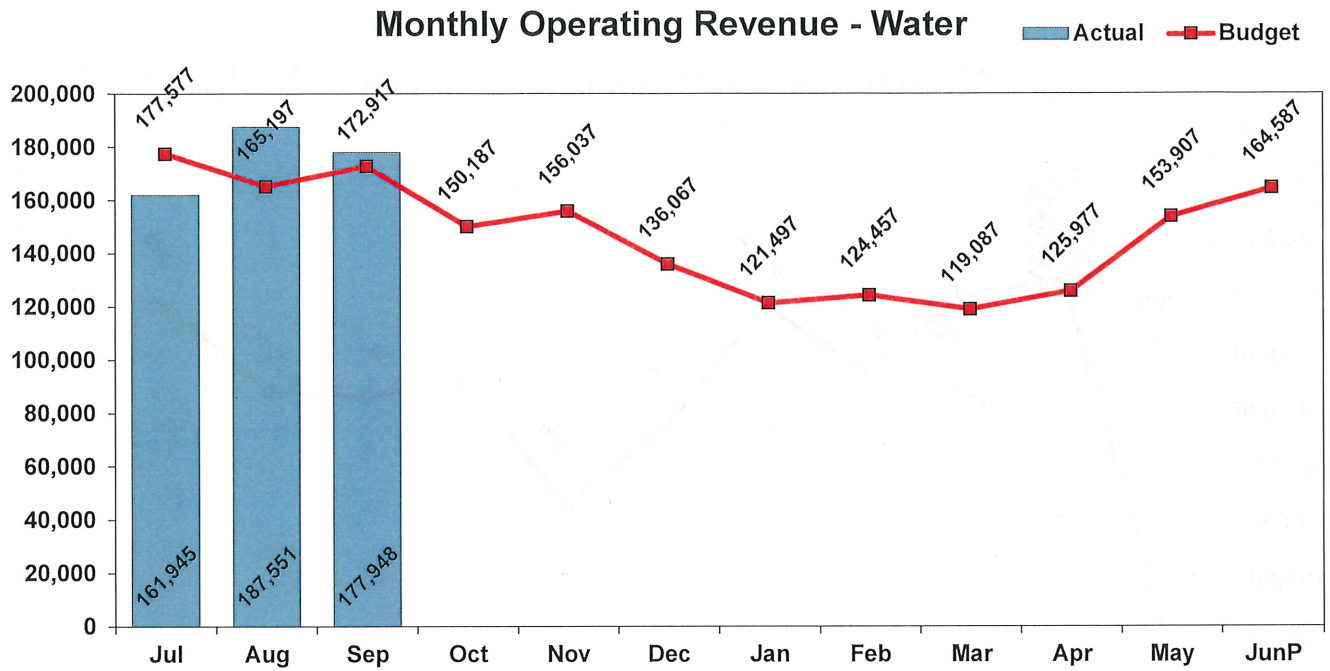
**Christopher Brooks
President, Board of Directors**

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
 Combined Balance Sheet
 As of September 30, 2023

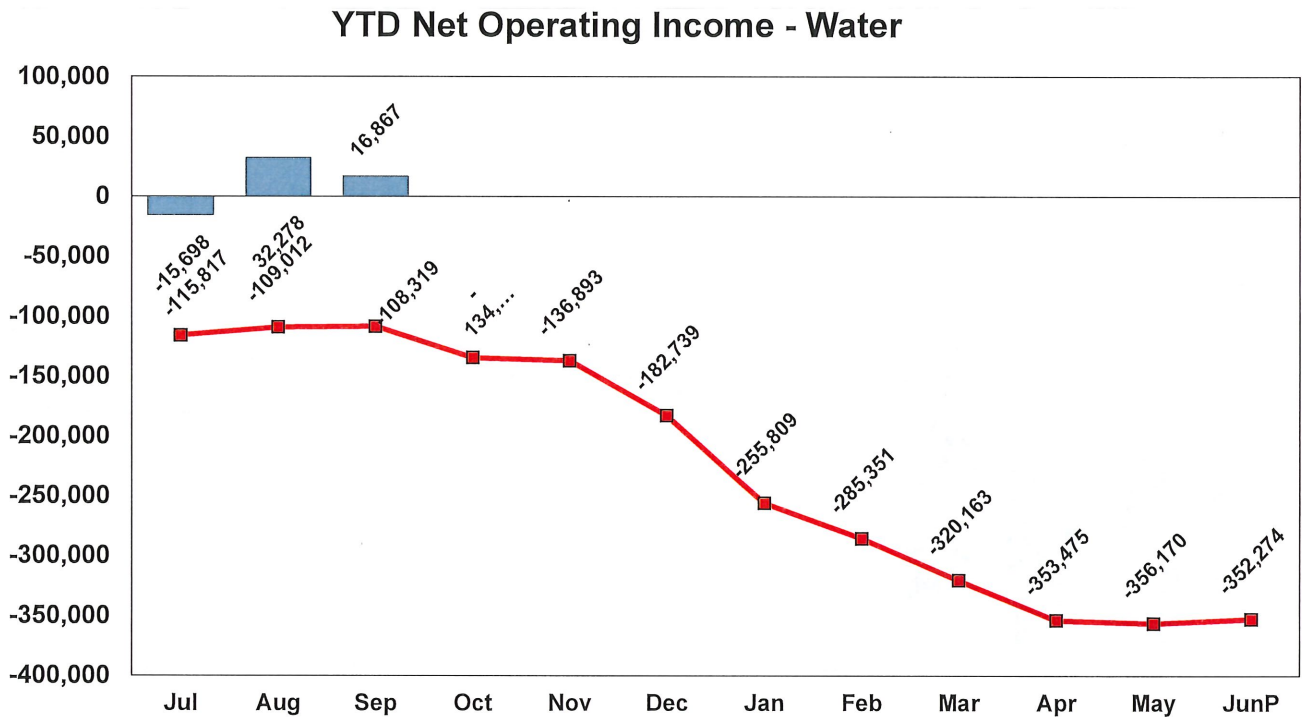
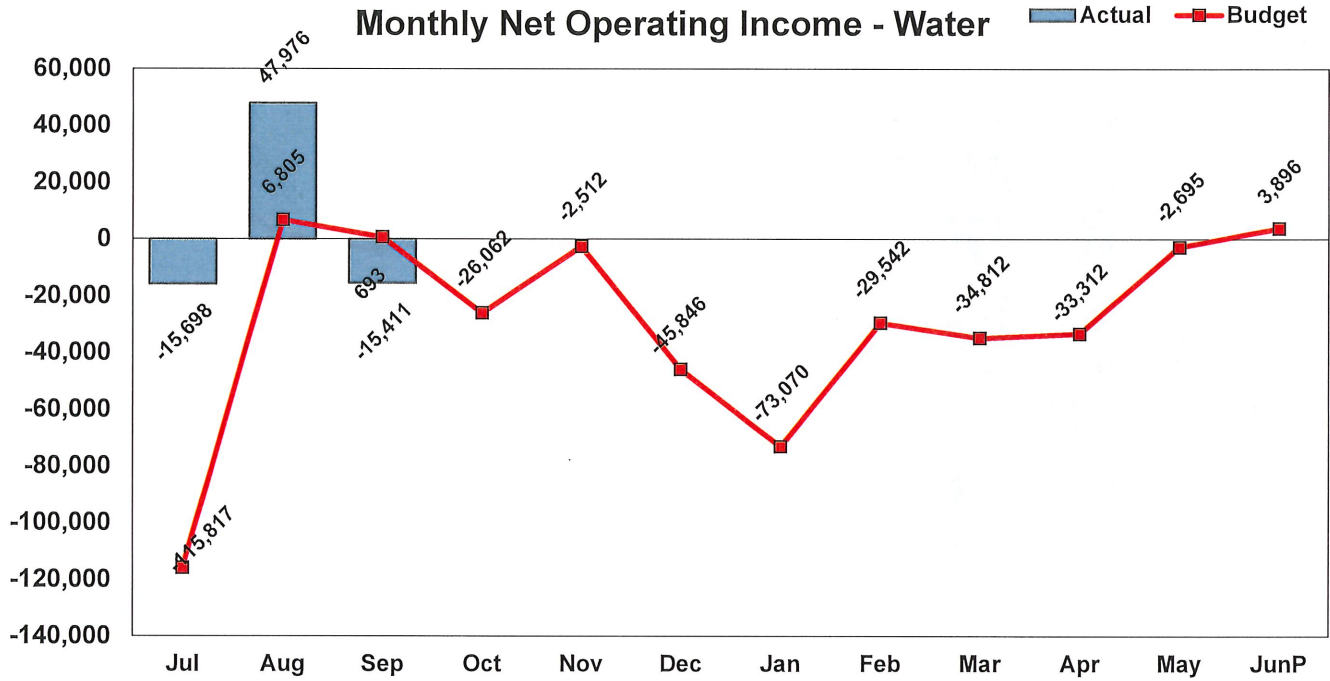
	2024 FYTD	FYE 2023	CHANGE
ASSETS			
UTILITY PLANT	\$23,645,371	\$23,849,953	(\$204,582)
CASH & INVESTMENTS	11,742,909	11,438,344	304,565
ACCOUNTS RECEIVABLE	233,886	307,846	(73,960)
OTHER	796,814	807,667	(10,853)
TOTAL ASSETS	\$36,418,980	\$36,403,810	\$15,170
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS	\$874,314	\$874,314	\$0
TOTAL ASSETS & DEFERRED OUTFLOWS	\$37,293,294	\$37,278,124	\$15,170
LIABILITIES			
CURRENT LIABILITIES	\$576,641	\$656,764	(\$80,123)
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	\$6,719,979	\$6,800,102	(\$80,123)
DEFERRED INFLOWS OF RESOURCES-PENSIONS	\$103,601	\$103,601	\$0
EQUITY			
CONTRIBUTED CAPITAL	\$5,667,825	\$5,716,874	(\$49,049)
EQUITY	24,706,596	23,710,437	996,159
CURRENT EARNINGS	95,293	947,110	(851,817)
TOTAL EQUITY	\$30,469,714	\$30,374,421	\$95,293
TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	\$37,293,294	\$37,278,124	\$15,170



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

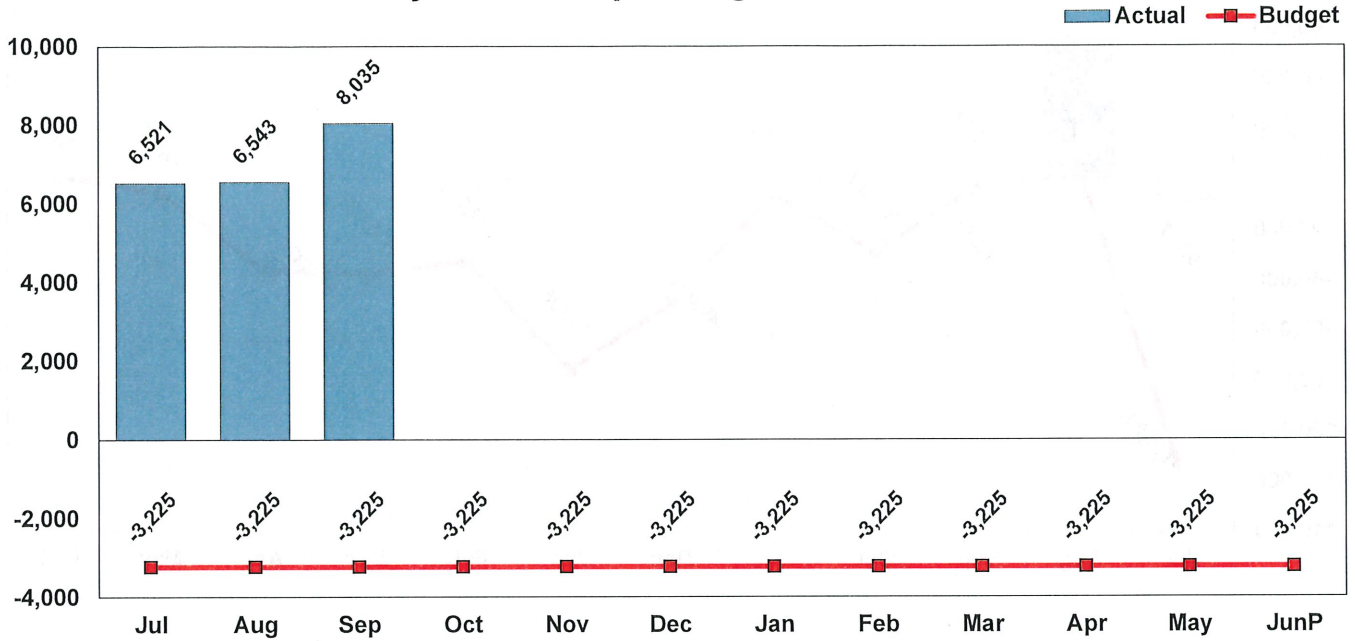


Operating Income Vandenberg Village Community Services District July 1, 2023 to June 30, 2024

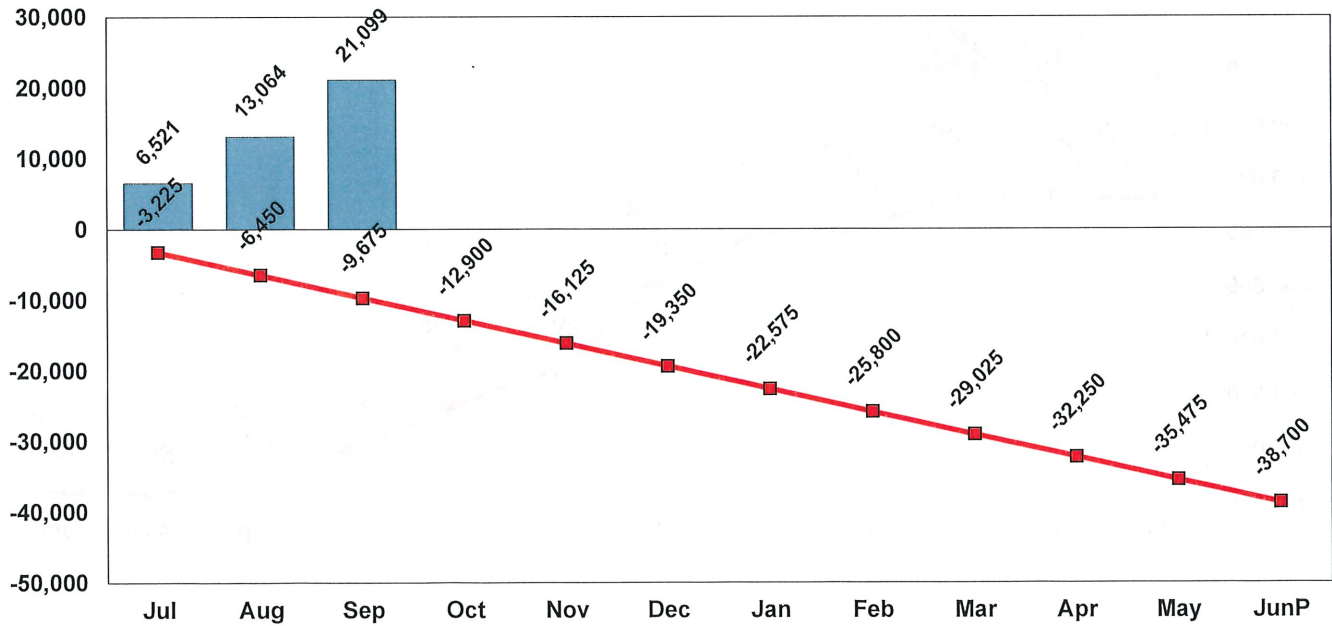


Non-Operating Income Vandenberg Village Community Services District July 1, 2023 to June 30, 2024

Monthly Net Non-Operating Income - Water



YTD Net Non-Operating Income - Water



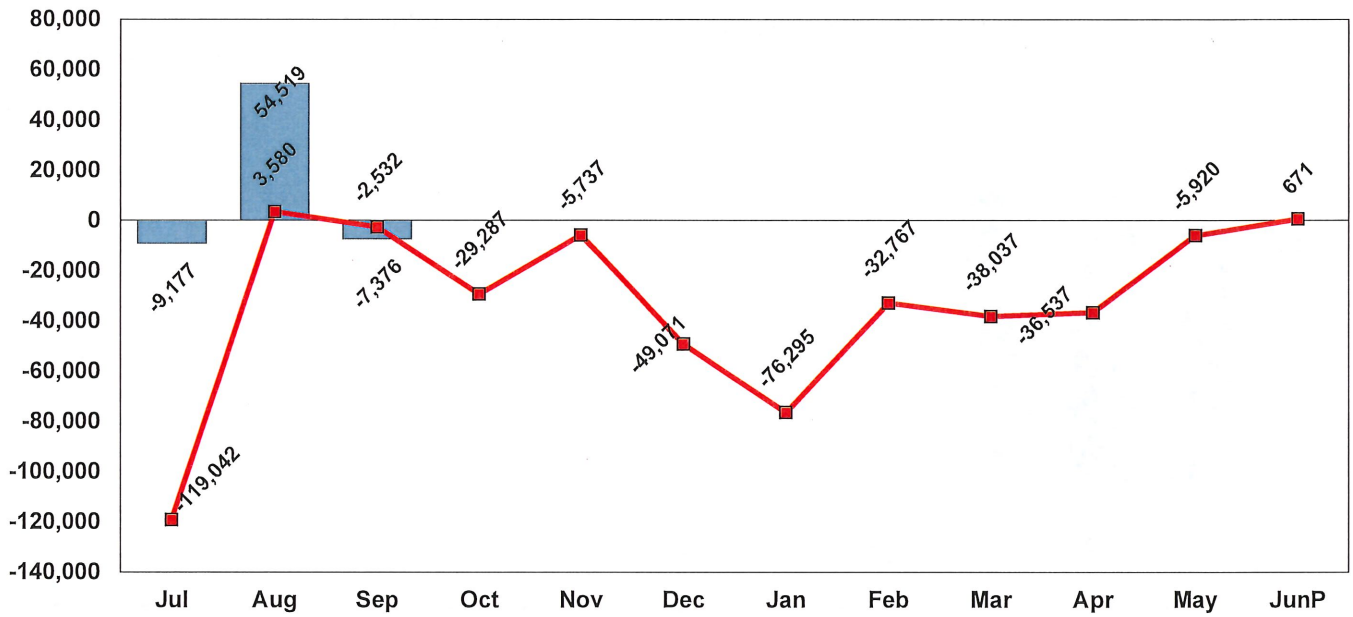
Change in Net Assets

Vandenberg Village Community Services District

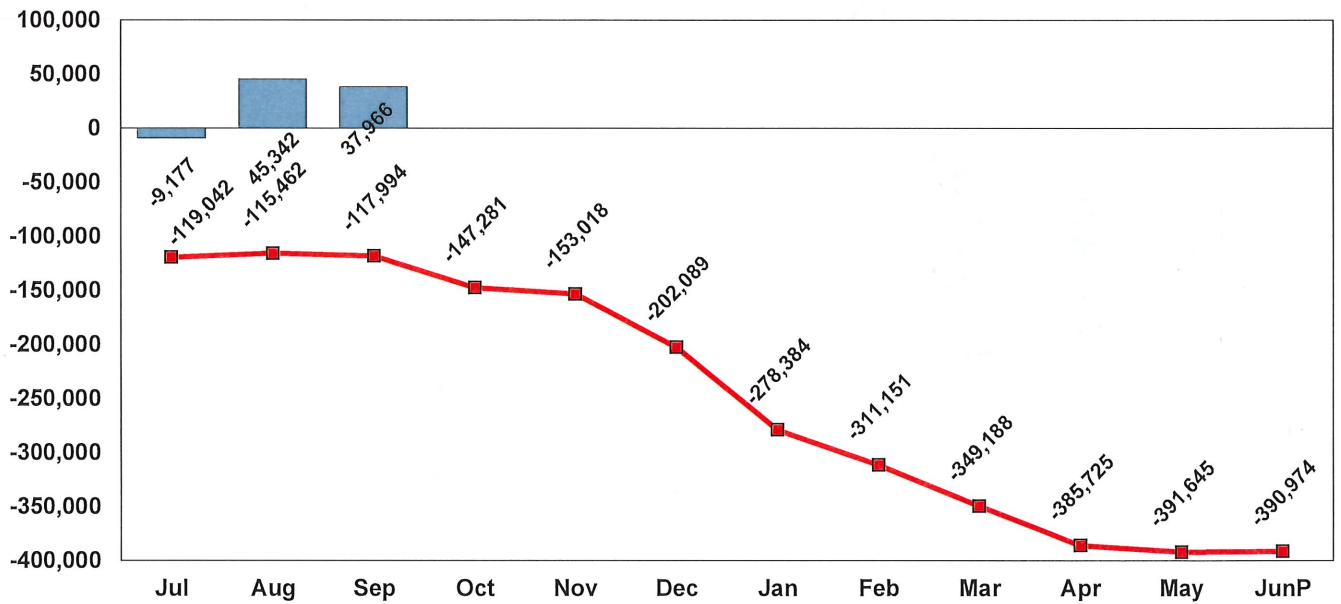
July 1, 2023 to June 30, 2024

Monthly Change in Net Assets - Water

Actual ■ Budget ■

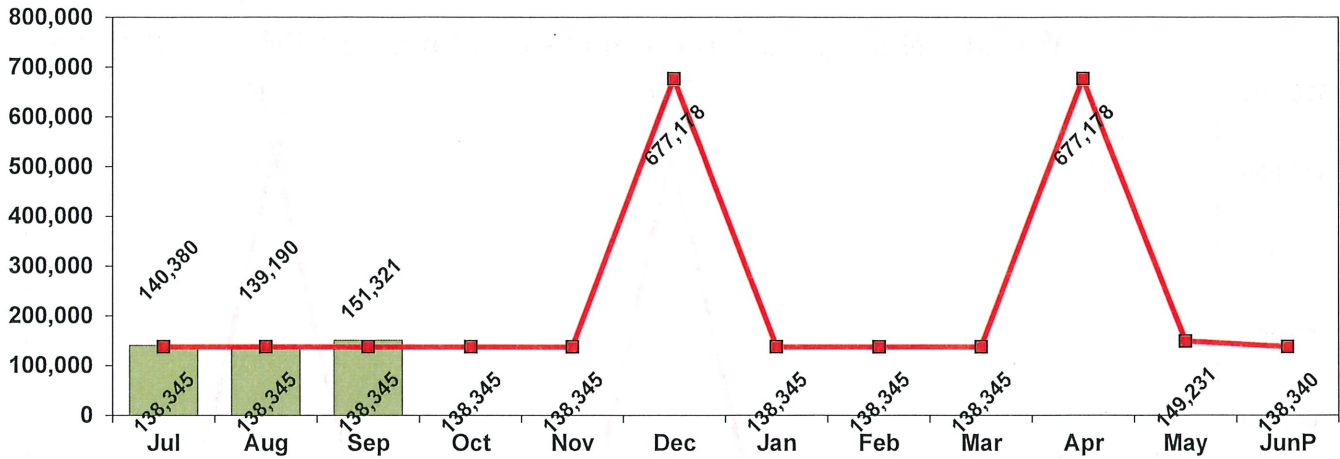


YTD Change in Net Assets - Water

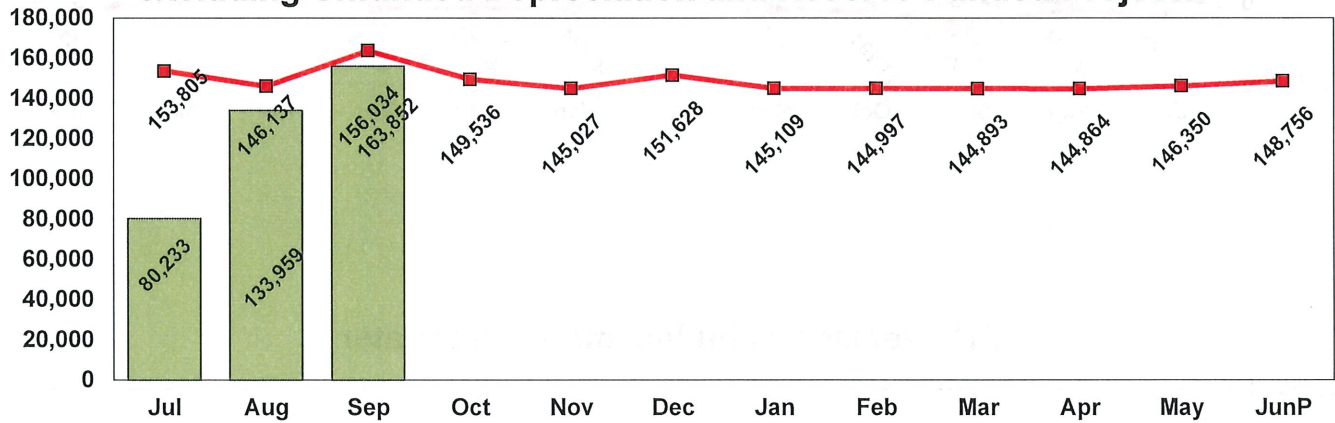


Operating Revenue and Expenses
 Vandenberg Village Community Services District
 July 1, 2023 to June 30, 2024

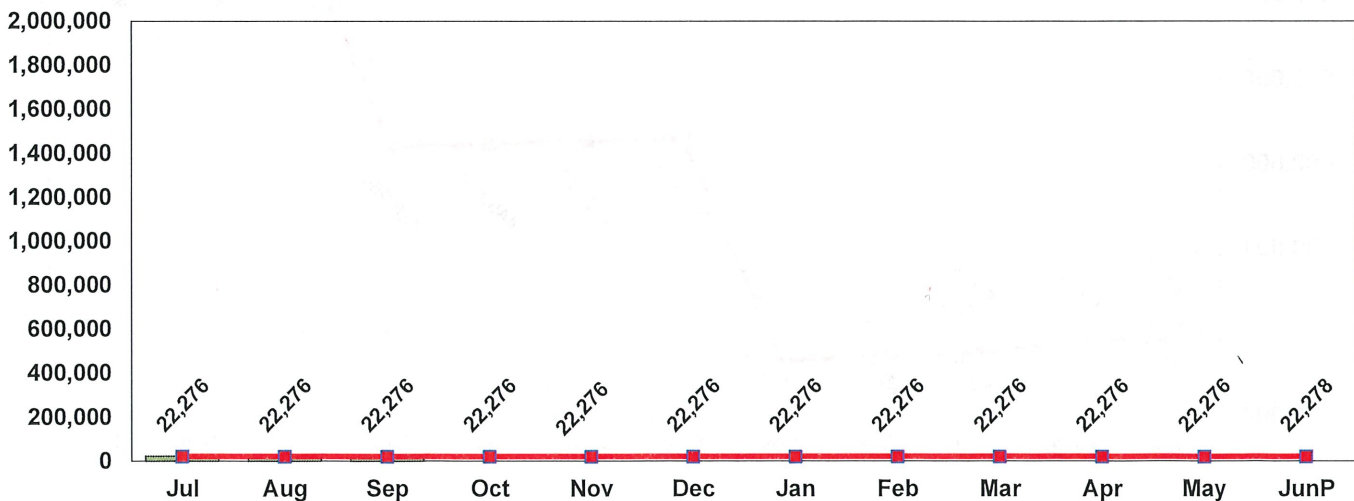
Monthly Operating Revenue - Wastewater ■ Actual ■ Budget



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



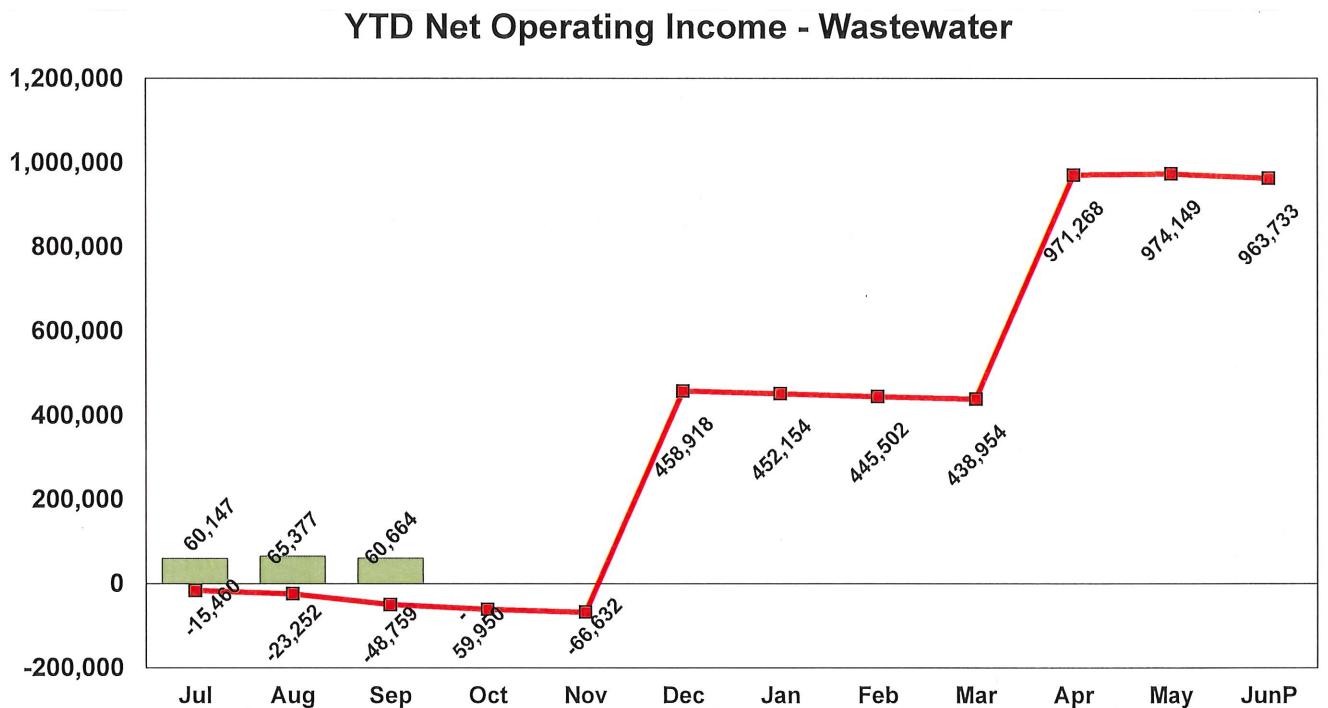
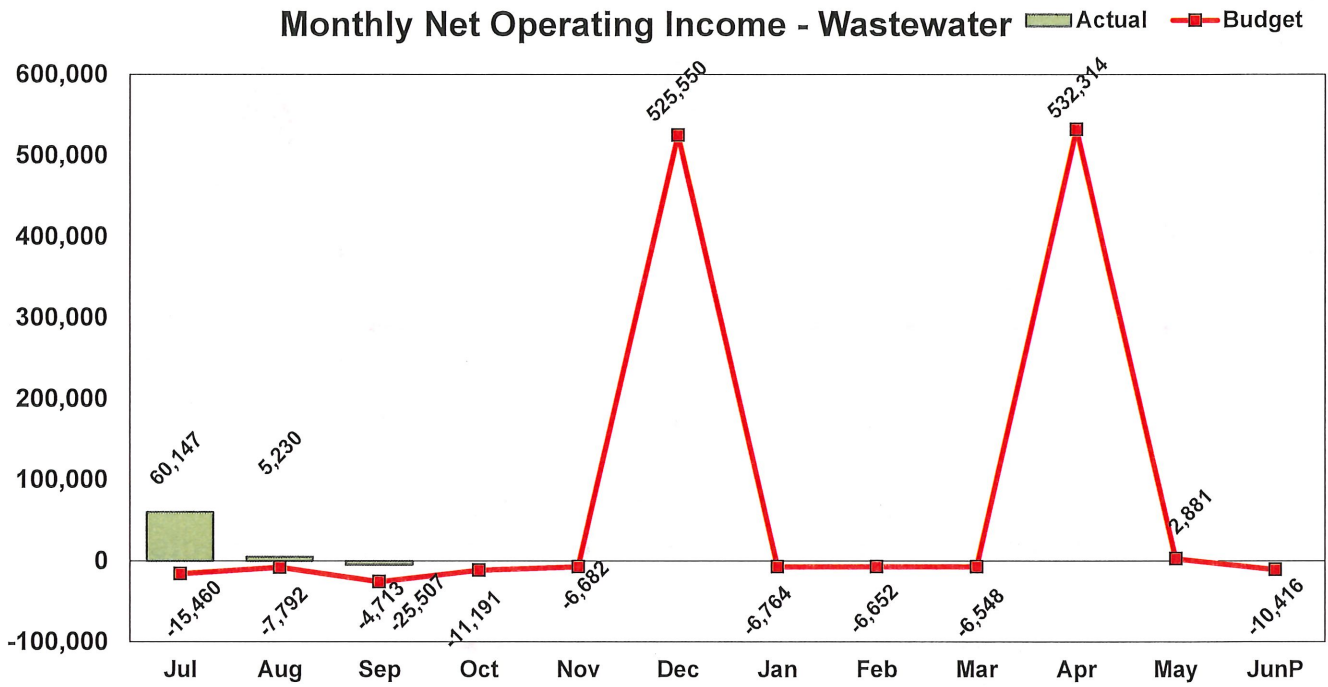
**Monthly Operating Expense
 Unfunded Depreciation and Reserve-Funded Projects**



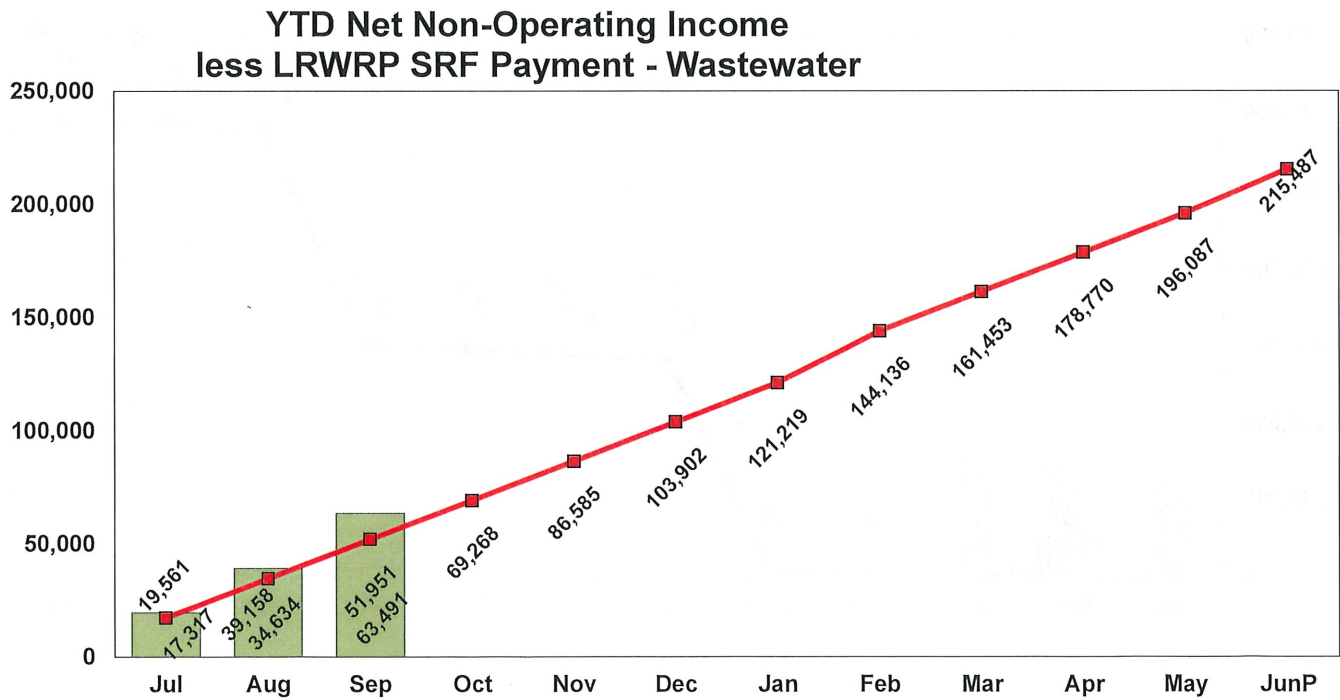
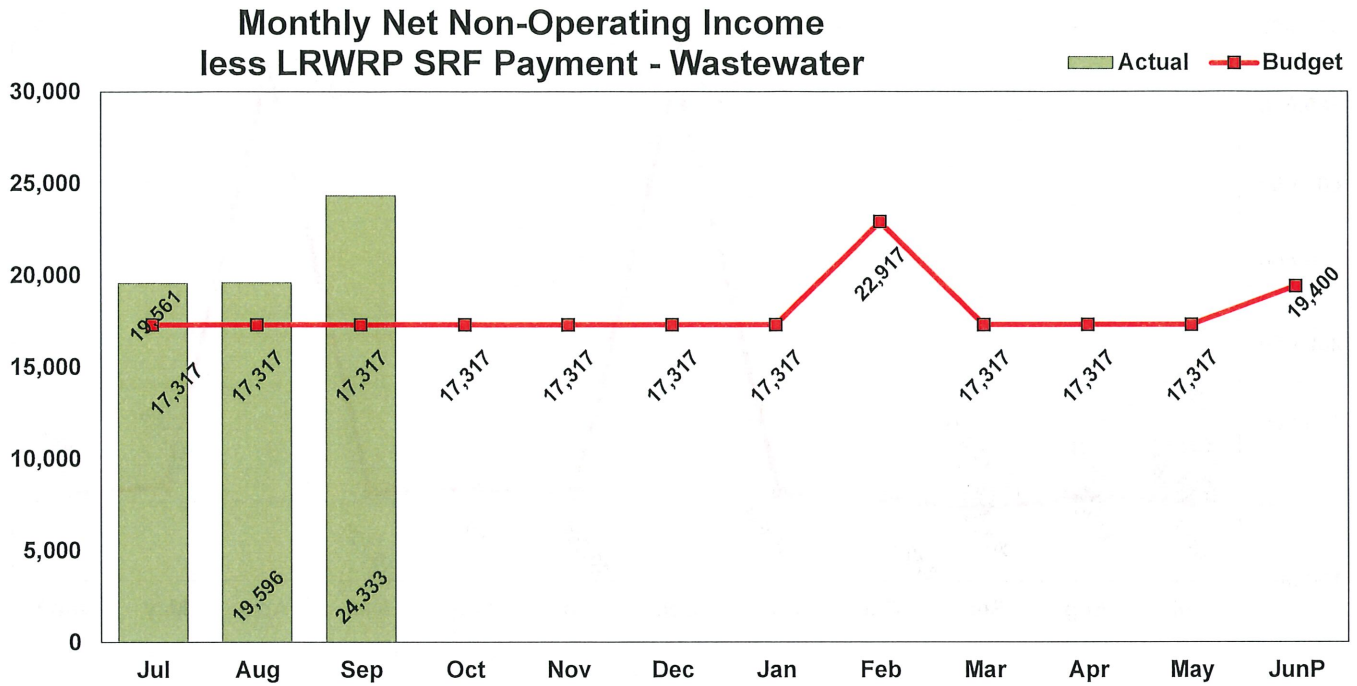
Operating Income

Vandenberg Village Community Services District

July 1, 2023 to June 30, 2024



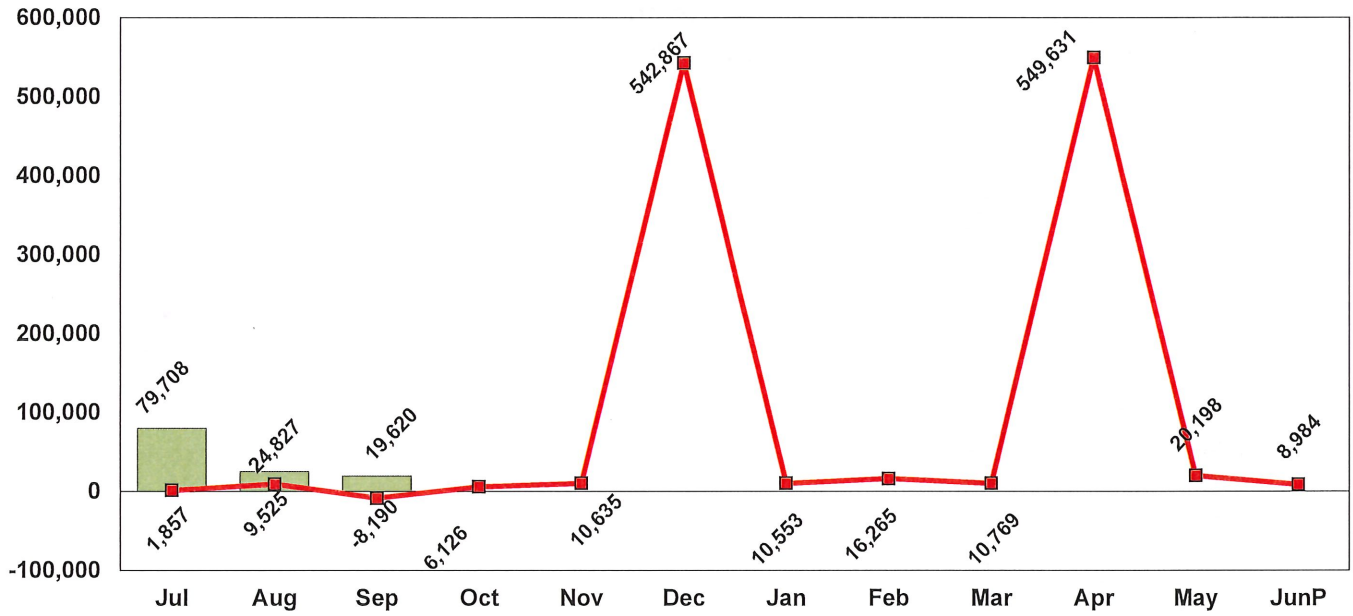
Non-Operating Income
Vandenberg Village Community Services District
July 1, 2023 to June 30, 2024



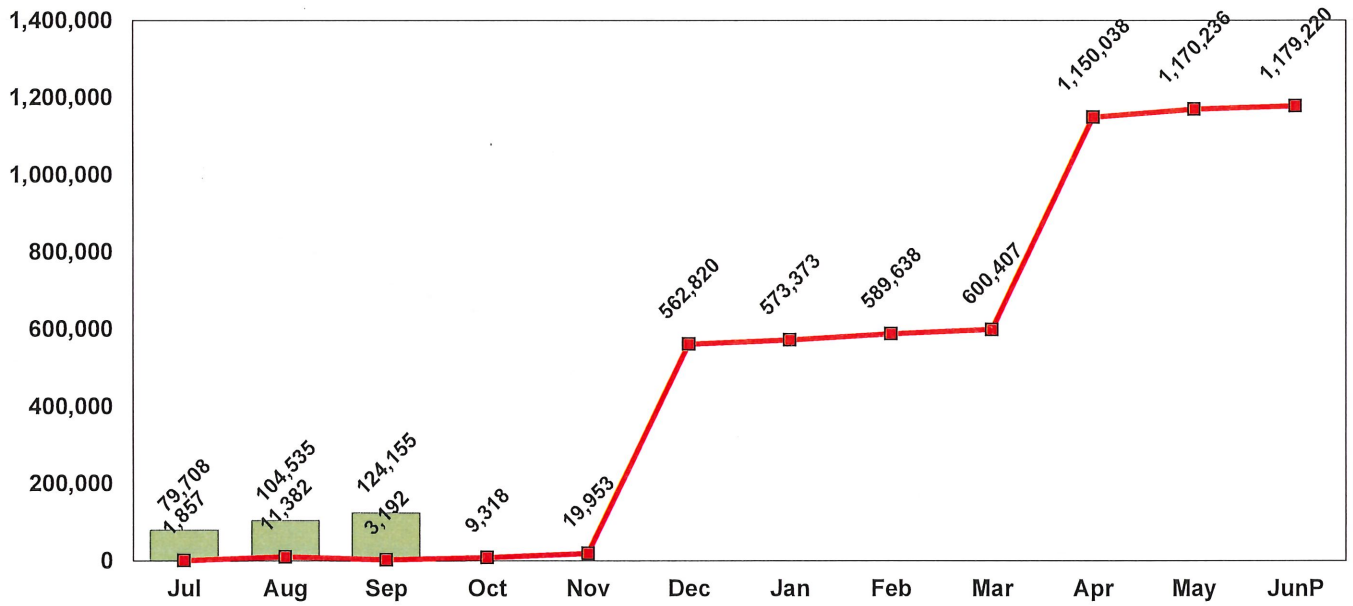
Change in Net Assets Vandenberg Village Community Services District July 1, 2023 to June 30, 2024

Monthly Change in Net Assets - Wastewater

Actual Budget



YTD Change in Net Assets - Wastewater



Statement of Cash Flow
 Vandenberg Village Community Services District
 For the Period from July 1, 2023 to September 30, 2023

	Water Fund	WW Fund	
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users	\$ 511,620	\$ 425,002	
Cash payments for goods and services	(327,758)	(195,487)	
Cash payments to employees	(177,262)	(86,390)	
Net Cash Provided by Operating Activities	\$ 6,600	\$ 143,125	\$ 149,725
 CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES			
Connection fees collected	8,984	12,138	
Purchase of capital assets	(15,877)	(16)	
Net Cash Used - Capital & Related Financing Activities			5,229
 CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income	86,121	63,491	
Net Cash Provided by Investing Activities			149,612
Net Increase (Decrease) in Cash & Cash Equivalents			304,566
Cash and cash equivalents, beginning of year			11,438,344
Cash and cash equivalents, year-to-date			\$ 11,742,910
 Reconciliation to the Statement of Net Assets:			
Cash on hand	400		\$ 400
Cash and short term investments	3,072,642	8,669,868	11,742,510
			\$ 11,742,910
 Reconciliation of Operating Income to Net Cash Provided by Operating Activities			
Operating Income (excluding Connection fees)	\$ 7,883	\$ (18,302)	
Adjustments to reconcile operating income to net cash provided by operating activities			
Depreciation	\$ 56,802	\$ 163,673	
Change in operating assets and liabilities:			
(Increase) decrease in accounts receivable	(15,603)	6,249	
(Increase) decrease in other receivables	18,293		
(Increase) decrease in prepaid items	10,808	45	
Increase (decrease) in accounts payable	(3,021)	2,653	
Increase (decrease) in accrued payroll	(24,452)	(11,192)	
Increase (decrease) in customer deposits	(9,530)		
Increase (decrease) in compensated absences	(34,581)	-	
Net Cash Provided by Operating Activities	\$ 6,600	\$ 143,125	\$ 149,725

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Disbursement # 11-23 From 10/1/2023 To 10/31/2023
 Board Meeting Date 11/7/2023 Item: 7D.2

Accounts Payable Amount \$170,221.23

Check Numbers 29061-29089, 29091, 29100-29114

Void Checks 29090, 29092-29099

Electronic Vendor Payment Amount \$182,149.20

Confirmation Numbers 48361, 122023, 350134, 374002, 751135, 831957

A/P Hand Check Amount _____

Check Numbers _____

Payroll Amount \$89,540.06

Check Numbers electronically transferred

Wire Transfers _____

Wire Numbers _____

Disbursements/Investments

A/P Checks 170,221.23

Electronic Vendor Payments 182,149.20

A/P Hand Checks 0.00

Payroll 89,540.06

Investments 0.00

TOTAL \$441,910.49

REPORT.: Nov 01 23 Wednesday
 RUN...: Nov 01 23 Time: 08:39
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 10-23 thru 10-23 Bank Account.: 13100

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029061	10/12/23	/E002	STEPHEN ERICSON	160.00	C31009	RETROFIT REIMB-1 HE TOILET-4000 RIGEL AVE.
029062	10/12/23	ACW03	ACWA JOINT POWERS INSURAN	9729.82	0700789	GROUP MEDICAL,DENTAL,VISION,LIFE,EAP 11/23
029063	10/12/23	ACW04	ACWA	13690.00	C31009	2024 ACWA ANNUAL AGENCY DUES
029064	10/12/23	ALT01	ALTHOUSE AND MEADE, INC.	906.50	14688	NEW WELL SITE-BIOLOGICAL CONSULTING THROUGH 9/23
029065	10/12/23	AMA01	AMAZON CAPITAL SERVICES	447.98	FYDM-WLLH	TOILET REPAIR PARTS,ADVIL,REC'D STAMP,"A"LOCKS (24)
029066	10/12/23	ARA01	ARAMARK UNIFORM SERV.INC.	167.27	20398045	SHOP TOWELS 10/5/23
029067	10/12/23	CAL16	CALIF STATE WATER RESOURC	90.00	82471123	DISTRIBUTION 3 RENEWAL-GARNER #8247
029068	10/12/23	CLS01	CLINICAL LABS OF SAN	250.00	999438	BACTERIA,IRON,MANGANESE TESTS 8/23
029069	10/12/23	COV01	COVERALL MOUNTAIN & PACIF	391.00	553193498	JANITORIAL SERVICE 10/23
029070	10/12/23	HPS01	HPS WEST, INC.	7672.16	2237	OCTAVE METERS,ENCODERS,XTRS-PO##1736
029071	10/12/23	JPI02	ACWA/JPIA	3702.02	V004-0923	WORKERS' COMP PREMIUM 7/23-9/23
029072	10/12/23	LEC01	PATRICIA LECAVALIER	51.63	C31012	GM INTERVIEW REFRESHMENTS
029073	10/12/23	LOM01	CITY OF LOMPOC, FINANCE	40804.29	12918	WASTEWATER TREATMENT COSTS 8/23
029074	10/12/23	MIL01	MILLER LANDSCAPING AND MA	175.00	63979	OFFICE YARD MAINTENANCE 9/23
029075	10/12/23	NAT01	NATIONAL GROUP TRUST	858.62	23941123	LONG-TERM DISABILITY 11/23
029076	10/12/23	PUR01	PUREFLOW FILTRATION	7003.75	4724	FILTRATION PILOT STUDY
029077	10/12/23	SAN01	SANTA YNEZ RIVER	3786.00	202310002	USGS GROUNDWATER MONITORING 7/23-9/23
029078	10/12/23	SOU01	SO.CALIFORNIA GAS CO.INC.	50.00 22.19	79000923 84180923	SO.CALIF GAS-WELL 1B 8/22/23-9/22/23 SO.CALIF GAS-OFFICE 8/22/23-9/22/23
			Check Total.....:	72.19		
029079	10/12/23	UBE01	UBEO WEST LLC	441.39	4266153	COPIER-CONTRACT USAGE 10/7/23-11/6/23;TONER FRT
029080	10/12/23	UND01	UNDERGROUND SERVICE ALERT	38.00	920230782	USA TICKETS 9/23
029081	10/12/23	USA01	USA BLUE BOOK	11.81	154122	PANEL FOR SCADA RADIO ENCLOSURE
029082	10/12/23	WAS01	WASTE MANAGEMENT CORPORAT	50.70 170.98	30020923 30030923	TRASH COLLECTION - OFFICE 9/23 TRASH COLLECTION - SHOP 9/23
			Check Total.....:	221.68		
029083	10/12/23	\A001	SAMUEL ALCANTAR	57.60	000C30901	CUSTOMER REFUND-ALC0002-689 MOONGLOW RD.

REPORT.: Nov 01 23 Wednesday
 RUN...: Nov 01 23 Time: 08:39
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 10-23 thru 10-23 Bank Account.: 13100

PAGE: 002
 ID #: PY-DP
 CTL.: VAN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029084	10/12/23	\B003	PATRICK BRUNMEIER	91.09	000C30901	CUSTOMER REFUND-BRU0011-564 MILKY WAY
029085	10/12/23	\F004	SAMIR I. FADEL	183.36	000C30901	CUSTOMER REFUND-FAD0001-4404 ODYSSEY CT.
029086	10/12/23	\G001	GRANITE CONSTRUCTION	167.51	000C30901	CUSTOMER REFUND-GRA0061-FIRE HYDRANT METER
029087	10/12/23	\L004	YANG LIU	82.72	000C30901	CUSTOMER REFUND-LIU0001-3822 CELESTIAL WAY
029088	10/12/23	\P004	PLUS PROPERTY MANAGEMENT	33.23	000C30901	CUSTOMER REFUND-PLU0156-4120 RIGEL AVE.
029089	10/12/23	\S007	ROYCE SMITH	24.38	000C30901	CUSTOMER REFUND-SMI0085-52 STANFORD CIR.
029090	10/23/23	VOID	VOIDED CHECK			
029091	10/23/23	SAN18	SANTA BARBARA COUNTY SDA	120.00	C31023	SBCCSDA DINNER MEETING - CA, JB, SH
029092	10/26/23	VOID	VOIDED CHECK			
029093	10/26/23	VOID	VOIDED CHECK			
029094	10/26/23	VOID	VOIDED CHECK			
029095	10/26/23	VOID	VOIDED CHECK			
029096	10/26/23	VOID	VOIDED CHECK			
029097	10/26/23	VOID	VOIDED CHECK			
029098	10/26/23	VOID	VOIDED CHECK			
029099	10/26/23	VOID	VOIDED CHECK			
029100	10/26/23	/B086	JOHN BROPHY	150.00	C31026	RETROFIT REIMBURSEMENT - CLOTHES WASHER
029101	10/26/23	BAN03	BANK OF AMERICA	220.53	C31026	BACKFLOW REGULATIONS, IT MONITORING, AIR FRESHENERS
029102	10/26/23	CAL21	CALIFORNIA STATE LANDS CO	186.03	B10090	SLC STAFF CHARGES APP W26877 9/23 - CWIP WELL SITE
029103	10/26/23	COM03	COMCAST	365.53	10521023	COMCAST INTERNET, CABLE, VOICE 10/20/23-11/19/23
029104	10/26/23	COR01	CORBIN WILLITS SYSTEM INC	846.05	C310151	SERVICE AND ENHANCEMENT FEE 11/23
029105	10/26/23	CSD01	CALIFORNIA SPECIAL	8600.00	309-2024	2024 CSDA MEMBERSHIP RENEWAL
029106	10/26/23	FRO01	FRONTIER	132.41 323.34	28851023 49051023	FRONTIER 733-2109 10/13/23-11/12/23 FRONTIER 733-3615/3975 10/13/23-11/12/23
			Check Total.....:	455.75		
029107	10/26/23	HOF01	HOFFMAN, DON F.	1750.00	C31026	HYDROGEOLOGIC SERVICES 9/23-10/23 - CWIP NEW WELL

REPORT.: Nov 01 23 Wednesday
 RUN....: Nov 01 23 Time: 08:39
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 10-23 thru 10-23 Bank Account.: 13100

PAGE: 003
 ID #: PY-DP
 CTL.: VAN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
029108	10/26/23	JPI01	ACWA/JPIA	34231.00	152	AUTO/GENERAL LIABILITY DEPOSIT 10/23-9/24
029109	10/26/23	MAN01	MANZANITA NURSERY	239.20	10789	PLANTS FOR LOT 54
029110	10/26/23	PGE01	PACIFIC GAS & ELECT. INC.	28697.44	6872-1023	PGE CHARGES 9/15/23-10/16/23
029111	10/26/23	PTC01	PTC INC	1741.20	10494764	MODBUS SUITE SUPPORT AND MAINTENANCE 6/22-6/23
029112	10/26/23	QUI03	QUINN COMPANY	-1526.80 -452.50 3081.86	010054364C C10053724C N10020836	CREDIT-RETURN BATTERY CHARGER (water only) CREDIT-QUINN TRACK PLATE (RETURNED-WRONG PART) BATTERY CHARGER FOR GENERATOR (water only)
Check Total.....:				1102.56		
029113	10/26/23	STE04	STERICYCLE, INC.	130.09	5010966	DOCUMENT SHREDDING SERVICE 9/26/23
029114	10/26/23	WES05	WESTERN EXTERMINATOR CO.	74.85	52426107	GOPHER CONTROL SERVICE 10/23
048361	10/06/23	PGE01	PACIFIC GAS & ELECT. INC.	34972.41	68720923	PGE CHARGES 8/16/23-9/14/23
122023	10/12/23	WEX01	WEX BANK	448.55	92368666	79.76 GALLONS FUEL
350134	10/12/23	PIT03	PITNEY BOWES	1016.52	01340923	POSTAGE FOR BILLS 9/23
374002	10/01/23	TIE01	TIERZERO CLOUD COMMUNICAT	364.52	374002	TIERZERO CLOUD COMMUNICATIONS ACCT FEES 10/23
751135	10/12/23	PIT01	PITNEY BOWES GLOBAL FINAN	313.60	106320993	PB METER & MAIL MACHINE RENTAL 7/30/23-10/29/23
831957	10/12/23	PUR01	PUREFLOW FILTRATION	145033.60	4725	FILTER REHABILITATION PROJECT (35%) - PO#1737
Cash Account Total.....:				352370.43		
Total Disbursements.....:				352370.43		
Cash Account Total.....:				.00		

REPORT.: Nov 01 23 Wednesday
 RUN...: Nov 01 23 Time: 08:39
 Run By.: PATTY LECAVALIER

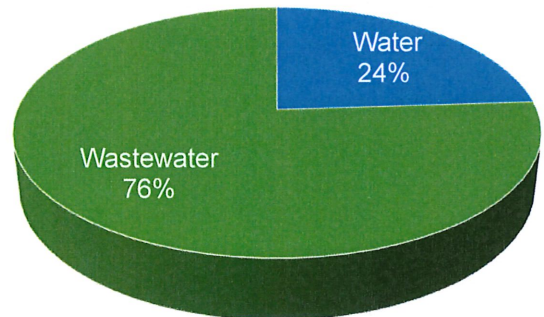
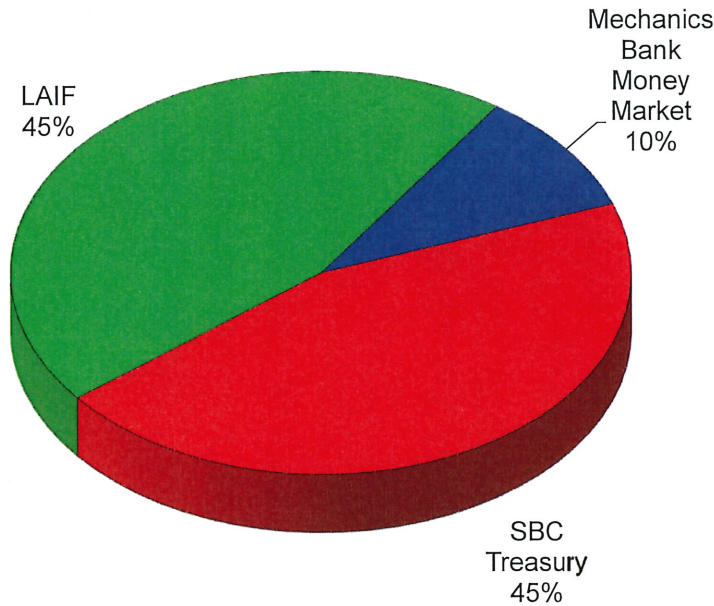
VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 10-23 thru 10-23 Bank Account.: 13101

PAGE: 004
 ID #: PY-DP
 CTL.: VAN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
329231	10/27/23	AFL01	AFLAC	120.96	C31031	AFLAC PRE-TAX 10/23
329232	10/27/23	AFL01	AFLAC	2.88	1C31031	AFLAC AFTER-TAX 10/23
418930	10/27/23	EFT01	EFTPS	5128.06	C31024	FEDERAL WH TAXES PP 22
418931	10/27/23	EFT01	EFTPS	1081.62	1C31024	FICA MEDICARE PP 22
480950	10/27/23	PUB02	PUBLIC EMPLOYEES	1731.64	C31024	PERS TDMC PP 22
480951	10/27/23	PUB02	PUBLIC EMPLOYEES	1124.28	1C31024	PERS EPMC PP 22
480952	10/27/23	PUB02	PUBLIC EMPLOYEES	5084.96	2C31024	PERS EMPLOYER CONTR PP 22
480953	10/27/23	PER04	CALPERS 457 PLAN	650.00	C31024	EMPLOYER PERS 457 PP 22
480954	10/27/23	PER04	CALPERS 457 PLAN	1050.00	1C31024	EMPLOYEE PERS 457 PP 22
485280	10/13/23	EMP01	EMPLOYMENT DEVELOP.DEPART	2078.08	C31013	STATE WH TAXES PP#21
485281	10/13/23	EMP01	EMPLOYMENT DEVELOP.DEPART	263.62	1C31013	STATE DISABILITY PP#21
596643	10/27/23	COL03	COLONIAL LIFE & ACCIDENT	224.58	C31031	COLONIAL LIFE 10/23
600130	10/13/23	EFT01	EFTPS	5153.05	C31013	FEDERAL WH TAXES PP#21
600131	10/13/23	EFT01	EFTPS	43.40	1C31013	FICA SOCIAL SECURITY DR10
600132	10/13/23	EFT01	EFTPS	1093.56	2C31013	FICA MEDICARE PP#21
685920	10/27/23	EMP01	EMPLOYMENT DEVELOP.DEPART	2069.72	C31024	STATE WH TAXES PP 22
685921	10/27/23	EMP01	EMPLOYMENT DEVELOP.DEPART	263.07	1C31024	STATE DISABILITY PP 22
746190	10/13/23	PUB02	PUBLIC EMPLOYEES	1723.70	C31013	PERS TDMC PP#21
746191	10/13/23	PUB02	PUBLIC EMPLOYEES	1124.28	1C31013	PERS EPMC PP#21
746192	10/13/23	PUB02	PUBLIC EMPLOYEES	5077.09	2C31013	PERS EMPLR CONTRIB PP#21
746200	10/13/23	PER04	CALPERS 457 PLAN	650.00	C31013	EMPLOYER PERS 457 PP#21
746201	10/13/23	PER04	CALPERS 457 PLAN	1050.00	1C31013	EMPLOYEE PERS 457 PP#21
Cash Account Total.....:				36788.55		
Total Disbursements.....:				36788.55		

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
Schedule of Investments
 As of September 30, 2023

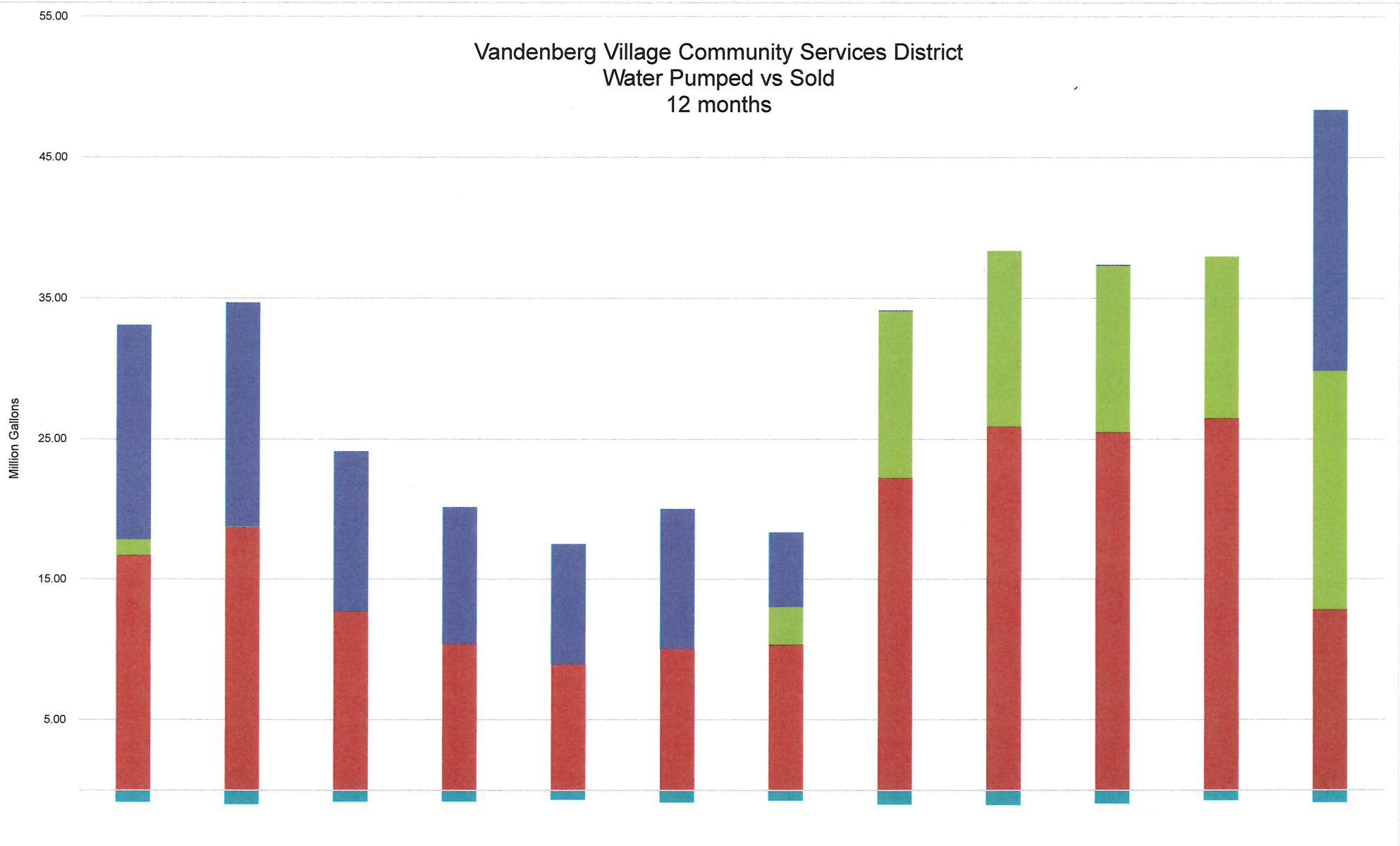
Banking Institution	Certificate/ Account No.	Rate / Term	Beginning Balance	Deposit (Withdrawal)	Interest Earned/ Accrued	Total Principal & Interest
Santa Barbara County (SBC) Treasury	Fund 3602	2.16% / quarterly	\$5,040,230	\$0	\$27,862	\$5,068,092
Local Agency Investment Fund (LAIF)	16-42-005	3.59% / quarterly	\$5,054,671	\$0	\$45,582	\$5,100,252
Mechanics Money Market Savings	9651012305	3.76% APY	\$1,202,040	\$24,841 (\$122,756)	\$9,813	\$1,113,937
					TOTAL	\$11,282,282



NOTES:

- 1) VVCSD investments are in compliance with the Standard of Investment Policy approved by the Board of Directors.
- 2) Based on projected income and expenses, the District has the ability to meet the next six months of cash flow requirements.
- 3) The market value source documents are statements provided by the respective banking institutions.
- 4) This report is published in accordance with California Government Code 53646(b).

Vandenberg Village Community Services District Water Pumped vs Sold 12 months



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
(5.00)												
Filter Loss	(0.83)	(1.00)	(0.81)	(0.79)	(0.65)	(0.85)	(0.72)	(0.99)	(1.05)	(0.9)	(0.7)	(0.9)
Well 3A	15.27	15.95	11.39	9.72	8.54	9.94	5.29	0.03	0.00	0.1	0.0	18.5
Well 3B	1.11	0.04	0.00	0.02	0.01	0.02	2.72	11.88	12.50	11.8	11.5	17.0
Well 1B	16.73	18.69	12.72	10.38	8.96	10.04	10.32	22.22	25.87	25.5	26.5	12.8

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.A

FROM: Water/Wastewater Committee
(Director Brooks & Director Heuring)

BY: Joe Barget, General Manager 
Cynthia Allen, Administrative Services Manager 

DATE: November 7, 2023

SUBJECT: APN 097-371-075

Recommendation: Issue an Intent to Serve Letter to PD Apollo Way, LLC, for a proposed project to construct 100 townhomes and 208 apartments on Assessor's Parcel Number (APN) 097-371-075.

Policy Implications:

- The Santa Barbara County *Environmental Thresholds and Guidelines Manual* establishes a **12 acre-feet per year (AFY)** threshold of significance for the Lompoc Groundwater Basin. There is not an established threshold for the Lompoc Upland subbasin portion. Projects that have a potential effect above a threshold of significance require an environmental impact report (EIR).
- Resolution 134-98 establishes policy and procedures for requesting water and wastewater services. It prescribes a two-step process whereby the Board approves intent to serve letters and can and will serve letters.
- District Ordinance § 3.2.2 requires developers to either retrofit existing homes in accordance with the Water Conservation Program or pay in-lieu fees for all new connections to the water system. The in-lieu fee is based on the number of single-family equivalents (SFEs) of water demand.

Resource Impacts:

- District Ordinance § 4.10 establishes a Water Conservation In-Lieu Fee of \$4,300 per SFE.
- The District has the capacity to serve the proposed development.
- The development would increase groundwater pumping from the Lompoc Upland aquifer by about 26 acre-feet per year (AFY), which could be mitigated through the District's Water Conservation Program.
- The District would eventually receive revenue from two sources:
 - Water and Wastewater Capacity charges based on the number and sizes of water meters serving the parcels.
 - Water Conservation In-Lieu Fees based on SFEs of water demand unless the developer opts to retrofit residences instead.

Alternatives Considered: Deny the letter. Impose additional requirements.

Discussion: APN 097-371-075 is a vacant 26.11-acre parcel on Apollo Way within the District's boundary.

The landowner, PD Apollo Way, LLC, hired Urban Planning Concepts, Inc., Santa Maria, to design the project. A pre-application was filed with Santa Barbara County Planning and Development on June 28, 2022.

One portion of the parcel is currently zoned Retail Commercial (C-2) and the other is zoned Design Residential 12 units per acre (DR-12). The applicant is proposing to rezone the parcel as follows:

- DR-12 (area for townhomes)
- DR-20 (area for apartments)

The Project Water Demand Worksheet submitted by Urban Planning Concepts calculated the gross water demand as 25.54 AFY and a net consumptive use of 19.16 AFY.

Urban Planning Concepts requested an intent to serve letter to satisfy a County Planning and Development application requirement. The Water/Wastewater Committee met on September 20 to discuss the project and recommends issuing the attached letter.

Attachments: Intent to Serve Letter

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>

info@vvcasd.org

November 7, 2023

Mr. Atul Patel
PD Apollo Way, LLC
512 Canfield Court
Lompoc, CA 93436

Subject: Intent to Serve Letter, APN 097-371-075

Dear Mr. Patel:

Reference is made to Santa Barbara County Planning and Development Case Number 22PRE-00000-00010 regarding APN 097-371-075. Your agent, Urban Planning Concepts, Inc., initiated a pre-application to develop this 26.11-acre parcel for 100 townhouses and 208 apartments.

The Project Water Demand Worksheet submitted by Urban Planning Concepts calculated a gross demand of 25.54 acre-feet per year (AFY) and a net consumptive use of 19.16 AFY.

At its November 7, 2023 meeting, the Board of Directors considered recommendations of the Water/Wastewater Committee and determined the District has the capacity to serve the proposed project with water and wastewater services, conditioned on participation in the District's Water Conservation Program to mitigate water use by either retrofitting existing properties or contributing in-lieu fees. The District reserves the right to impose additional conditions in a Development Agreement before issuing a "Can and Will Serve" letter for the project.

This letter serves as an intent to serve the proposed project. It is not an entitlement to water or wastewater service.

This Intent to Serve Letter shall be valid for so long as you are pursuing the proposed project in good faith with permitting agencies. "Good faith" shall be evidenced by your taking any necessary actions in pursuit of project studies, designs, surveys, investigations, document submittals, etc., required by permitting agencies or responsible agencies within twelve months of the time the action was required.

We look forward to working with you throughout the process so the District can provide quality water and wastewater services.

Sincerely,

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Christopher Brooks, President
Board of Directors

c:

Tina Mitchell, Planner, Santa Barbara County Planning and Development,
624 W. Foster Road, Suite C, Santa Maria, CA 93455

Kim Link, Permit Specialist, Urban Planning Concepts, Inc., 2624 Airpark Drive,
Santa Maria, CA 93455

Bill Buelow, Groundwater Program Manager, Santa Ynez River Water Conservation
District, P.O. Box 719, Santa Ynez, CA 93460

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.B

FROM: Joe Barget, General Manager 
Cynthia Allen, Administrative Services Manager 

DATE: November 7, 2023

SUBJECT: APN 098-016-010

Recommendation: Issue an Intent to Serve Letter to Vijelas, LLC, to construct a single-family residence on Assessor's Parcel Number (APN) 098-016-010 at 3925 Club House Court.

Policy Implications:

- Resolution 134-98 establishes policy and procedures for requesting water and wastewater services. It prescribes a two-step process whereby the Board approves intent to serve letters and can and will serve letters.
- District Ordinance § 3.2.2 requires developers to either retrofit existing homes in accordance with the Water Conservation Program or pay in-lieu fees for all new connections to the water system. The in-lieu fee is based on the number of single-family equivalents (SFEs) of water demand.
- District Ordinance § 4.10 establishes a Water Conservation In-Lieu Fee of \$4,300 per SFE.
- The District issued a Can and Will Serve Letter for the Clubhouse Estates residential development project on June 6, 2006. This parcel was one of the 54 lots within that development.

Alternatives Considered: Deny the letter.

Discussion: APN 098-016-010 is the 0.23-acre parcel at 3925 Club House Court. It's one of the two remaining vacant lots within the original Clubhouse Estates residential development project.

Since this only involved a single lot, one covered by an earlier Can and Will Serve Letter, staff felt it was unnecessary to have the Water/ Wastewater Committee review the request for this Intent to Serve Letter.

Attachment: Intent to Serve Letter

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>

info@vvcasd.org

November 7, 2023

Griselda Ruiz
Vijelas, LLC
825 Goodchild Lane
Santa Maria, CA 93455

SUBJECT: Intent to Serve Letter for APN 098-016-010 (3925 Club House Court)

Dear Ms. Ruiz:

The District has received your request for water and wastewater services for one single-family residence to be constructed at 3925 Club House Court (Lot 10 of Tract 14,629).

District staff has reviewed your preliminary plans and has determined that the District **"has the capacity to serve the proposed project"** provided that the estimated water demand for your project does not exceed 0.82 acre-feet per year (AFY) or 22.28 ccf/month as detailed for Lot 10 in the Clubhouse Estates Residential Development Final Environmental Impact Report, that the usage can be mitigated through participation in the District's Water Conservation Program, and a determination that there is adequate wastewater capacity remaining in the District's collection system and at the Lompoc Regional Wastewater Reclamation Plant. Water connection, water conservation, and sewer connection fees in effect at the time of connection must be paid before connecting to the system.

At this time, the total amount to connect would be \$16,274 based on current rates as follows: water connection (\$4,492), wastewater connection (\$6,069), and water conservation (\$5,713). There is no guarantee as to the amount of fees that will be due at the time of connection; however, any proposed change in fees would require a public hearing and approval by the Board of Directors.

This letter serves as our "intent to serve" the proposed Project. This Intent to Serve letter is not an entitlement to water or wastewater service.

Sincerely,


VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Christopher Brooks
Board President

caa

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.C
FROM: Joe Barget, General Manager 
Cynthia Allen, Administrative Services Manager 
DATE: November 7, 2023
SUBJECT: Legal Services

Recommendation: Approve the attached Agreement for Special Services with Liebert Cassidy Whitmore (LCW), a Professional Corporation.

Policy Implications:

- District Ordinance § 1.4.1 requires agreements with external agencies and organizations to be approved by the Board and signed by the President.
- The District generally uses Santa Barbara County Counsel for legal services but must occasionally rely on private attorneys for employment matters and other issues.

Resource Impacts:

- The terms and fees in the agreement are reasonable.
- There is \$5,000 in the FY 2023-24 Operating Budget for legal services. Legal expenses have averaged about \$3,000 a year for the past 19 years.

Alternatives Considered: Seek the services of another legal firm or attorney.

Discussion: LCW specializes in representing public agencies in all areas of labor and employment law. They have offices in San Francisco, Los Angeles, San Diego, Fresno, and Sacramento.

The District has used LCW services since 2000. One of the partners, Steve Berliner, has a long history of working with the District.

The last agreement with LCW was approved by the Board in May 2012, over 11 years ago. In preparation for legal work on an employment agreement for the next general manager, LCW provided the attached, updated Agreement for Special Services.

Staff recommends approval.

Attachment: Agreement for Special Services, effective November 7, 2023

AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation (“Attorney” or “LCW”), and the VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT, (“District”).

1. Conditions

This Agreement will not take effect, and Attorney will have no obligation to provide services, until District returns a properly signed and executed copy of this Agreement.

2. Attorney’s Services

Attorney agrees to provide District with consulting, representational and legal services pertaining to employment relations matters, including representation in negotiations and in administrative and court proceedings, as requested by District or otherwise required by law.

3. Fees, Costs, Expenses

District agrees to pay Attorney the sums billed monthly for time spent by Attorney in providing the services, including reasonable travel time.

The current range of hourly rates for Attorney time is from Two Hundred Sixty to Four Hundred Thirty-Five Dollars (\$260.00 - \$435.00). See Schedule I for a full Fee Schedule. Attorney reviews its hourly rates on an annual basis and, if appropriate, adjusts them effective July 1. Attorney will provide the District with written notification of any adjustment in the range of rates. Attorney bills its time in minimum units of one-tenth of an hour.

For Litigation Matters

See Schedule II attached for a description of Attorney's Litigation and E-Discovery Management.

Other Expenses

District agrees to reimburse Attorney for necessary costs and expenses incurred by Attorney on behalf of District. Attorney bills photocopying charges at Fifteen Cents (\$0.15) per page. See Schedule I attached.

Payment by District against monthly billings is due upon receipt of statements, and is considered delinquent if payment is not received within thirty (30) days of the date of the invoice.

4. Professional Liability Insurance

The California Business & Professions Code requires us to inform you whether we maintain errors and omissions insurance coverage applicable to the services to be rendered to you. We hereby confirm that the firm does maintain such insurance coverage.

5. Arbitration of Professional Liability or Other Claims

Disputes. If a dispute between District and Attorney arises over fees charged for services, the controversy will be submitted to binding arbitration in accordance with the rules of the California State Bar Fee Arbitration Program, set forth in California Business and Professions Code, sections 6200 through 6206. The arbitrator or arbitration panel shall have the authority to award to the prevailing party attorneys' fees, costs and interest incurred. Any arbitration award may be served by mail upon either side and personal service shall not be required.

If a dispute arises between District and Attorney over any other aspect of the attorney-client relationship, including, without limitation, a claim for breach of professional duty, that dispute will also be resolved by arbitration. It is understood that any dispute as to any alleged breach of professional duty (that is, as to whether any legal services rendered under this agreement were allegedly unnecessary, unauthorized, omitted entirely, or were improperly, negligently or incompetently rendered) will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. **Both parties to this agreement, by entering into it, are giving up their constitutional right to have any such dispute decided in a court of law before a jury, and instead are accepting the use of arbitration.** Each party is to bear its own attorney's fees and costs.

6. **File Retention**

After our services conclude, Attorney will, upon District's request, deliver the file for the matter to District, along with any funds or property of District's in our possession. If District requests the file for the matter, Attorney will retain a copy of the file at the District's expense. If District does not request the file for this matter, we will retain it for a period of seven (7) years after this matter is closed. If District does not request delivery of the file for this matter before the end of the seven (7) year period, we will have no further obligation to retain the file and may, at our discretion, destroy it without further notice to District. At any point during the seven (7) year period, District may request delivery of the file.

7. Assignment

This Agreement is not assignable without the written consent of District.

8. Independent Contractor

It is understood and agreed that Attorney, while engaged in performing the terms of this Agreement, is an independent contractor and not an employee of District.

9. Authority

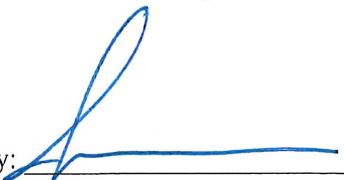
The signators to this Agreement represent that they hold the positions set forth below their signatures, and that they are authorized to execute this Agreement on behalf of their respective parties and to bind their respective parties hereto.

10. Term

This Agreement is effective November 7, 2023, ongoing and may be modified by mutual agreement of the parties. This agreement shall be terminable by either party upon thirty (30) days written notice.

LIEBERT CASSIDY WHITMORE,
A Professional Corporation

VANDENBERG VILLAGE
COMMUNITY SERVICES
DISTRICT

By: 

By: _____

Name: J. Scott Tiedeman

Name: _____

Title: managing partner

Title: _____

Date: 10/20/23

Date: _____

SCHEDULE I – FEES & COSTS

1. Hourly Rates (As of Agreement Effective Date)

Partners	\$435.00
Senior Counsel	\$365.00
Associates	\$260.00 - \$345.00
Labor Relations/HR Consultant	\$280.00
Paralegals	\$145.00
E- Discovery Specialists	\$145.00
Law Clerks	\$145.00 - \$185.00

2. COSTS

1. Photocopies	\$0.15 per copy
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SCHEDULE II

LCW LITIGATION and E-DISCOVERY MANAGEMENT

LCW is committed to using state-of-the-art technology to efficiently manage and harness electronically-stored information (“ESI”) in compliance with Federal and State law requirements. LCW partners with an outside managed services provider to provide Relativity, the industry leading e-discovery software, for this purpose. The cost for each matter will depend on the volume and format of the data. For non-complex data up to 50 gigabytes, LCW charges a monthly fee of \$450 on all active litigation matters for data management, including data validation and security, ingestion, de-duplication, culling and streamlining, and creation of Relativity fields for expedited review. For data of 50 gigabytes and over and for complex data requiring specialized services (e.g., payroll data, spreadsheets with underlying formulas, video, advanced searches, etc.), additional charges are incurred and are passed through to the client. For such charges, we will provide an itemized bill from our managed services provider and obtain client approval prior to incurring the charges.

Litigation Case Staffing

LCW has organized its litigation practice to meet the challenges of today’s complex litigation cases. We employ a dedicated Litigation Manager – a non-billing attorney litigator – whose responsibility is to monitor all litigation cases to ensure quality, efficiency, and adherence to client and firm litigation guidelines. Each litigation case is staffed with a Partner, an Associate (or Associates, as required and as approved by the Client), a Paralegal and an E-Discovery Specialist. Our E-Discovery Specialists have extensive experience in the efficient management of electronic data through every stage of the e-discovery life cycle, and they strategize with attorneys and clients on effective ESI protocols. This makes the document review process more efficient and enables our attorneys to target the most relevant data to meet litigation objectives. Working with our e-discovery managed services provider, we are able to provide state-of-the-art data processing and hosting services at below-market rates.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors

ITEM: 8.D

FROM: Joe Barget, General Manager



Cynthia Allen, Administrative Services Manager



DATE: November 7, 2023

SUBJECT: Reserves

Recommendations:

- Review and discuss the reserve policy established in Resolution 176-06.
- Consider a proposal from Clayton Tuckfield to perform a reserve policy review for the District.

Policy Implications:

- Historically, the District has established its reserve policy by resolution: Resolution 99-94 (February 1994) and Resolution 176-06 (May 2006).
- The current policy in Resolution 176-06 addresses three components or types of reserves: *operating*, *emergency*, and *capital* reserves.

Resource Impacts: There is \$17,150 in the Professional Services portion of the FY 2023-24 Operating Budget but none specifically for this undertaking.

Item	Water	Wastewater	Total
Audit Services	\$4,200	\$4,200	\$8,400
Legal Counsel	\$2,500	\$2,500	\$5,000
IRWMP* Share	\$2,500	—	\$2,500
Contingencies	\$625	\$625	\$1,250
Total	\$9,825	\$7,325	\$17,150

* *Integrated Regional Water Management Plan*

Alternatives Considered:

- Accept the proposal and exceed the Professional Services budget.
- Program funds for a reserve policy review in the FY 2024-25 Budget.
- Take no action (i.e., decline to accept the proposal at this time).

Discussion: The California Special Districts Association (CSDA) and Government Finance Officers Association (GFOA) recommend that special districts formulate and adopt a reserve policy as an integral part of the prudent accumulation and management of reserves.

Since joining the Board in 2022, Director Stassi has been interested in District finance and advocating for a revision of the reserve policy outlined in Resolution 176-06. Clayton Tuckfield, of Tuckfield & Associates, recently provided him with a proposal to perform a reserve policy review for the District. As both a PE (Professional Engineer) and an MBA (Master of Business Administration), Mr. Tuckfield is eminently qualified and highly respected for his work on water and wastewater rate studies throughout California. He completed and gave informative public presentations on two rate studies for the neighboring Mission Hills Community Services District.

Staff recommends the Board review and discuss reserve policy and consider Mr. Tuckfield's proposal outlined in the attached email.

Attachments:

1. Resolution 176-06, dated May 2, 2006
2. Email proposal from Clayton Tuckfield to Director Stassi, dated September 21, 2023, to perform a reserve policy review
3. Memorandum from Director Stassi, Cash Reserves: One Member's Perspective

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



"Pride in Community Service"

<http://vvcasd.org>
info@vvcasd.org

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:

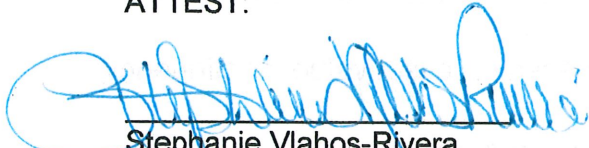
AYES: Directors Brooks, Fox, Redmon, Rowland, and Wyckoff
NOES: None
ABSENT: None
ABSTAIN: None

Resolution 176-06 is hereby adopted.



Robert Wyckoff
President, Board of Directors

ATTEST:



Stephanie Vlahos-Rivera
Secretary, Board of Directors

VVCSD Reserve Policy

tuckfield tuckfieldassociates.com <tuckfield@tuckfieldassociates.com>
To: ronstassi@gmail.com <ronstassi@gmail.com>

Thu, Sep 21 at 11:48 AM

Hi Ron,

After our discussion today, see below for tasks that would be involved to perform a reserve policy review for the District.

1. Review current District reserve policy.
2. Survey up to five other local Districts to obtain copies of their reserve policies and compare with District.
3. Conduct one workshop with District Board and discuss the following:
 - a. Operating Reserve - items to consider include working capital, loss of largest customer, impacts of legislation, etc.
 - b. Capital Reserve - discuss timely annual repair and replacement of assets, new improvements, CIP projections.
 - c. Emergency Reserve - reasonable estimates based on asset value, contingency, earthquake, wildfire, etc.
 - d. Reach conclusion on formula basis to set annual reserves.
4. Write letter report to document workshop findings and results.
5. Prepare new draft reserve policy for final review and approval by District Board.

I would estimate the above tasks could be performed at a cost between \$5k to \$7k depending if it's for the water fund only or water and sewer funds.

Hopefully this provides you with enough information to discuss with the Board.

G. Clayton Tuckfield
Tuckfield & Associates

2549 Eastbluff Dr, #450B
Newport Beach, CA 92660
(949) 760-9454 ph

Ron Stassi <ronstassi@gmail.com>
To: ctuckfield tuckfieldassociates.com <tuckfield@tuckfieldassociates.com>


Thu, Sep 21 at 1:26 PM

Got it. Thx.
[Quoted text hidden]

Ron Stassi <ronstassi@gmail.com>
To: ctuckfield tuckfieldassociates.com <tuckfield@tuckfieldassociates.com>

Fri, Sep 29 at 5:22 PM

I plan to bring this up at our October 3rd board meeting. Will get back to you after that.

TO: Vandenberg Village CSD President and Fellow Board Members
FROM: Ronald V. Stassi, Member, Vandenberg Village CSD Board 
SUBJECT: Cash Reserves: One Member's Perspective

BACKGROUND

Since I have been on the Board of Directors (Board) I have advocated for a review of VVCSD's reserve policy enacted in 2006. My frequent requests to have others review, comment or challenge what I have previously brought forward relating to reserve requirements have not occurred. The last request was at the start of the Finance/Budget Committee Meeting held on Thursday, September 21, 2023, when I stated I was not prepared to support a water rate adjustment without addressing cash reserve needs, one of the factors along with generating adequate customer revenue to meet operating costs that drive rates policy. This is because our current cash reserve requirements have always been well out of reach of revenue received with the exception of wastewater reserves, one of VVCSD's three cost centers, the other two being water and the LRWTP.

Following a meeting held on September 26th, on Groundwater Sustainability for the Western Management Area, President Brooks, General Manager Barget and I had a discussion about how to address the issues relating to cash reserves that I have raised on numerous occasions. I was invited to provide something similar to a staff report that can be included with the Board Agenda for our regular October meeting. The following is that work product.

This focuses on both the current reserve policy in general and the water system in particular. It possibly has some inconsistencies when compared with staff materials that may be presented in the October Board packet. As well, this was put together rather quickly so some thoughts may not be presented as clearly as one might expect. As well, there may even be a typo or two!

OVERVIEW OF EXISTING RESERVE POLICY

The current water reserve policy has not shown success in closing the gap between actual and required reserves over the past 17 years as will not likely be the case over the next 17 years either. This is because as costs increase, reserve requirements increase and a short fall continues. Its present aggregated requirement (water, wastewater, and LRWTP) of approximately \$18,000,000, if met, would place a funding burden of approximately \$5,600 on each residential billing customer. That's a cash equivalent of over two years of customer revenue at current rates when compared to the \$8,057,000 2023-24 Budget recently approved. **Question: Do we really need to have customer deposits on hand that are larger than the annual budget by a factor greater than two?**

Water System Reserves, benchmarks using formulas for calculating reserves used by MHCSD and City of Lompoc policies are shown added to attached Figure 1, VVCSD Local Agencies Comparison), an excerpt from the VVCSD Water Rate Study, July 2023.

REASONABLE RESERVE LEVELS

What might constitute reasonable Operating, Capital, and Emergency Reserves for a water or wastewater utility system?

Operating Reserves: Most industry publications state that a 60 to 90 day (two to three months) amount is the general practice. VVCSD uses 90 days. Mission Hills uses 20% of O&M expenses (73) days). The City of Lompoc currently has only one water cash reserve fund of 90 days, and does not currently have a Capital or Emergency Reserve. Its reserve policy was most recently reviewed and approved as an interim policy on March 7, 2023.

Capital Reserves: Setting a Capital Reserve Policy is done many ways. Often it is tied to recovering depreciation, and at times is based upon the single largest contingency on the utility's system, for instance, loss of a well. Other times it may be set at some fraction of total system value. The City of Lompoc water system currently does not have reserves set aside for capital expenditures. Mission Hills has a Capital Reserve Target of \$1,853,000. (Its balance is currently a bit above that.)

Emergency Reserves: Some utilities also have emergency reserves while others cover emergencies as part of their capital and/or operating reserves. Comparing VVCSD's emergency reserve requirement for water systems (a little over \$1,000,000) with that of Mission Hills (\$131,000) provides one point of reference.

An appropriate level of reserves is more about the total dollars rather than how they are labelled. Its underlying guideline is that it is appropriate for the risks a particular utility may encounter. Some utilities also have rate stabilization funds, debt service funds, equipment reserve funds, unassigned fund balances, etc. The issue is not how one labels its reserve funds, rather it is what criteria are applicable to a specific utility.

THE WATER SYSTEM

VVCSD's current reserve policy requirements for the three water system reserve funds (operating, capital, and emergency) are all at or around generally recommended upper limits, so when taken in total, produces a fairly large number as indicated from comparisons with other water agencies. One could also argue that since VVCSD has a secure and reliable water supply that they can be set at the lower end of what typical guidelines might indicate.

The current water system reserve policy requires a total cash balance of around \$5,750,000 while a more reasonable cash reserve policy for the water system could be around \$3,500,000 to \$4,000,000 if its structure is roughly based upon the current operating reserve policy remaining at 90 days, the capital reserve policy being set at around \$2,500,000, reflecting the cost of a replacement well, and an emergency reserve of about \$500,000. All are just ballpark figures. It doesn't really matter what "buckets"

or descriptions are used. What matters is the total amount of reserves which translates into the total customer cash collected from ratepayers.

WATER RATE ADJUSTMENT IMPACT ON CASH RESERVES

Most will agree that VVCSD needs to increase water rates. Rate revenue is need to fund the cost of running the water system and to maintain reserves at adequate levels. However, 40% over three years with a 31.4% increase in the first year may raise some community concerns even though it comes nowhere close to the 70-80% increase that would be needed to closely approach current reserve requirements.

Figure 2, H2O Water Reserve Policy brings together all that has been addressed herein relative to the water system. The curve shown in yellow is a projection of the impact over a nearly 10-year period of the three spaced rate increases under consideration. (The downturn provides a rough indication of the approximate time when rate revenue will be less than costs incurred and reserves will be drawn down if additional rate increases do not take place.) Shown cross-hatched in yellow at the top is an envelope of reserve requirements under the 2006 reserve policy. Shown with red stars are the water system reserve policies of the two local water agencies if their methodologies were applied to VVCSD's water system. **The main "take away" from the Figure 2 graph is to note an always increasing gap between the current and projected reserve policy requirement.**

CONCLUSION

The current cash reserve policy belongs to the five of us, not the five people who enacted it in 2006 or the current staff. So, do we want to enter the 18th year of having both water and wastewater systems in violation of our policy even after noting the proposed water rate adjustment doesn't bring revenues in sync with reserve requirements?

This rate adjustment was originally planned to take place in May 2023, but has "slipped" into December and will now go into effect January 5, 2024 without input from VVCSD's new General Manager. Is it better to get it in place without input from him or her, or not?

RELATED MATTERS

Wastewater system cash reserves also present some issues that should be addressed. Internally, our wastewater rates are collecting reserves well above current policy requirements and LRWTP reserves are at a level several times above what is required in the agreement with the City of Lompoc. (Reference Note 5 of current audit). Something for another time!

Attachments:

- Figure 1: VVCSD Local Agencies Comparison
- Figure 2: H2O Water Reserve Policy

FIGURE 1: VVCSD LOCAL AGENCIES COMPARISON

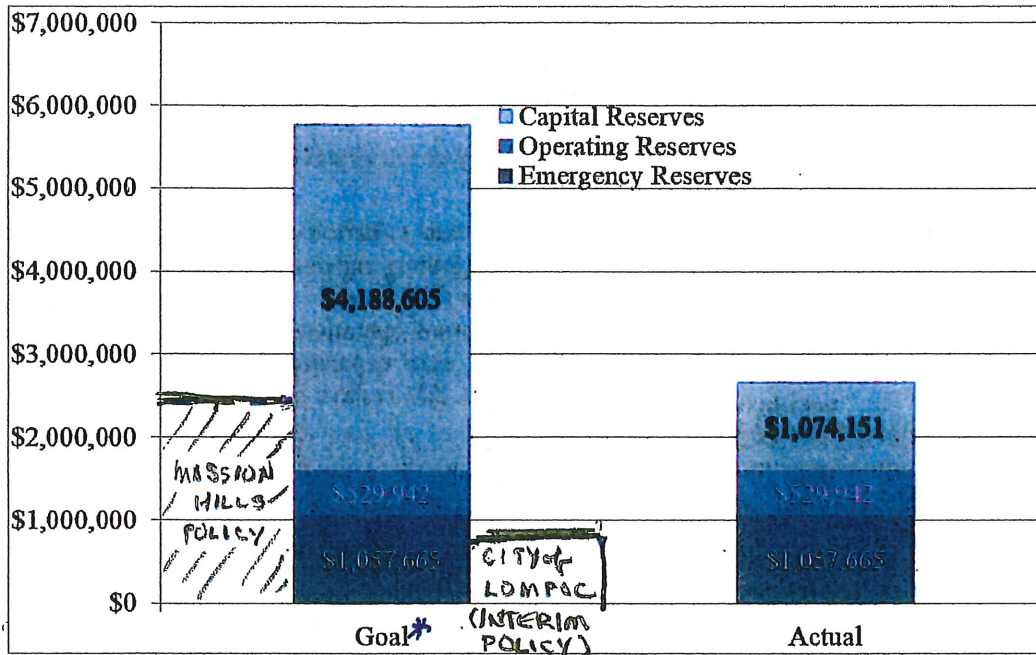


FIGURE 6 CASH RESERVES ASSIGNED FUND BALANCES

Depreciation Expense

*NOT A GOAL, ITS POLICY.

“Depreciation expense allows for the systematic amortization and recovery of the original cost of the investment” (Woodcock, Giardina, & Cristiano, 2017, p. 43). Figure 7 illustrates the equation used to calculate straight-line depreciation. Resolution 176-06 directs staff to include the annual depreciation expense on the operating budget and that the rates established for each year will include sufficient cash to fully fund that depreciation expense. The Fiscal Year 2023-2024 operating budget forecasts a water depreciation expense of \$250,000.

$$\text{Annual Depreciation Expense} = \frac{\text{Total Asset Value} - \text{Net Salvage Value}}{\text{Estimated Service Life}}$$

FIGURE 7 STRAIGHT-LINE DEPRECIATION METHOD

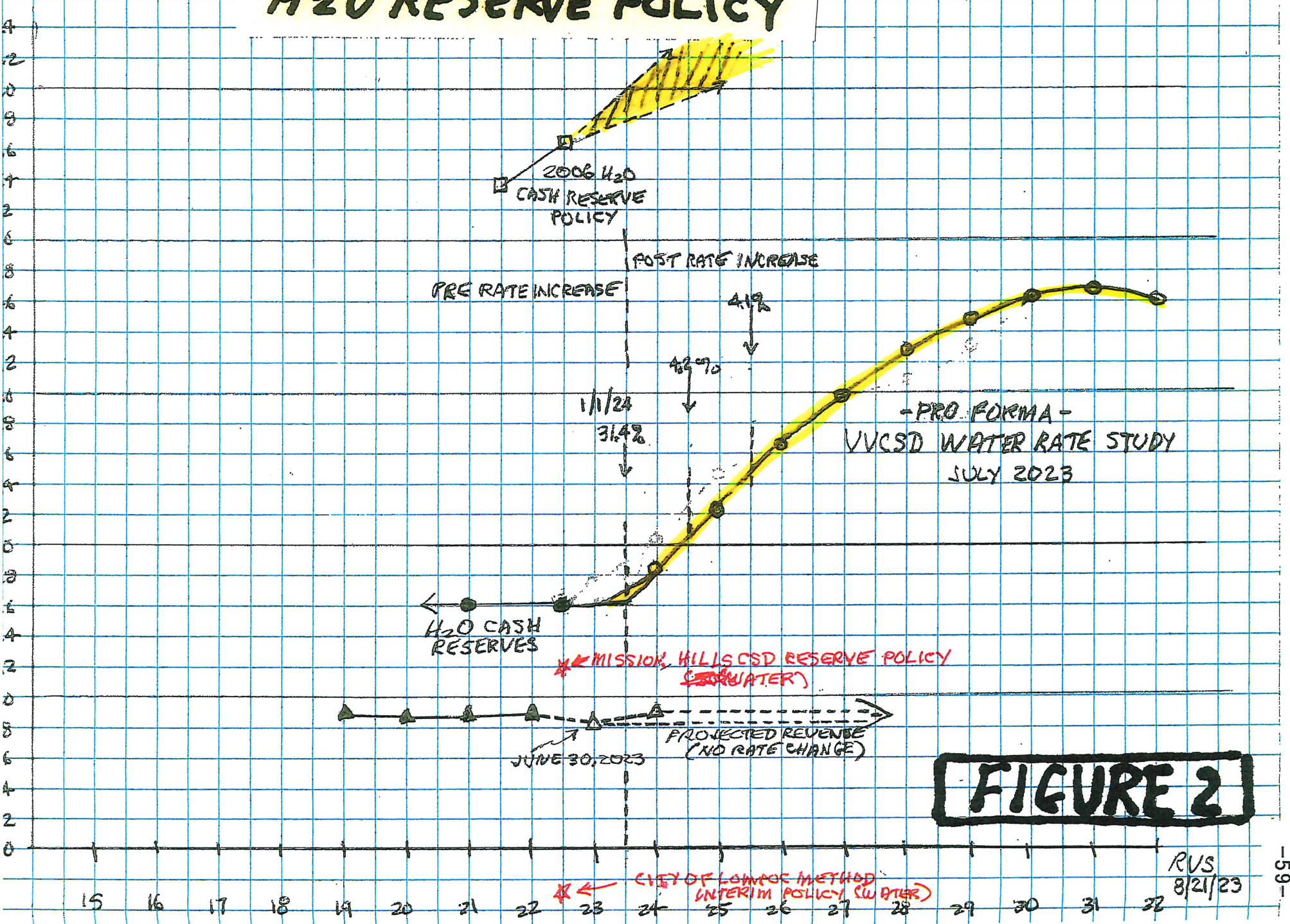
Reserve Contribution Factor

Resolution 176-06 established a reserve contribution factor to be incorporated into the rate structure. This factor, expressed as a percentage of the annual water operating expense budget, is designed to generate revenues specifically for reserves. District staff is directed to 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 and present a factor to help achieve that goal.

Emergency Reserves

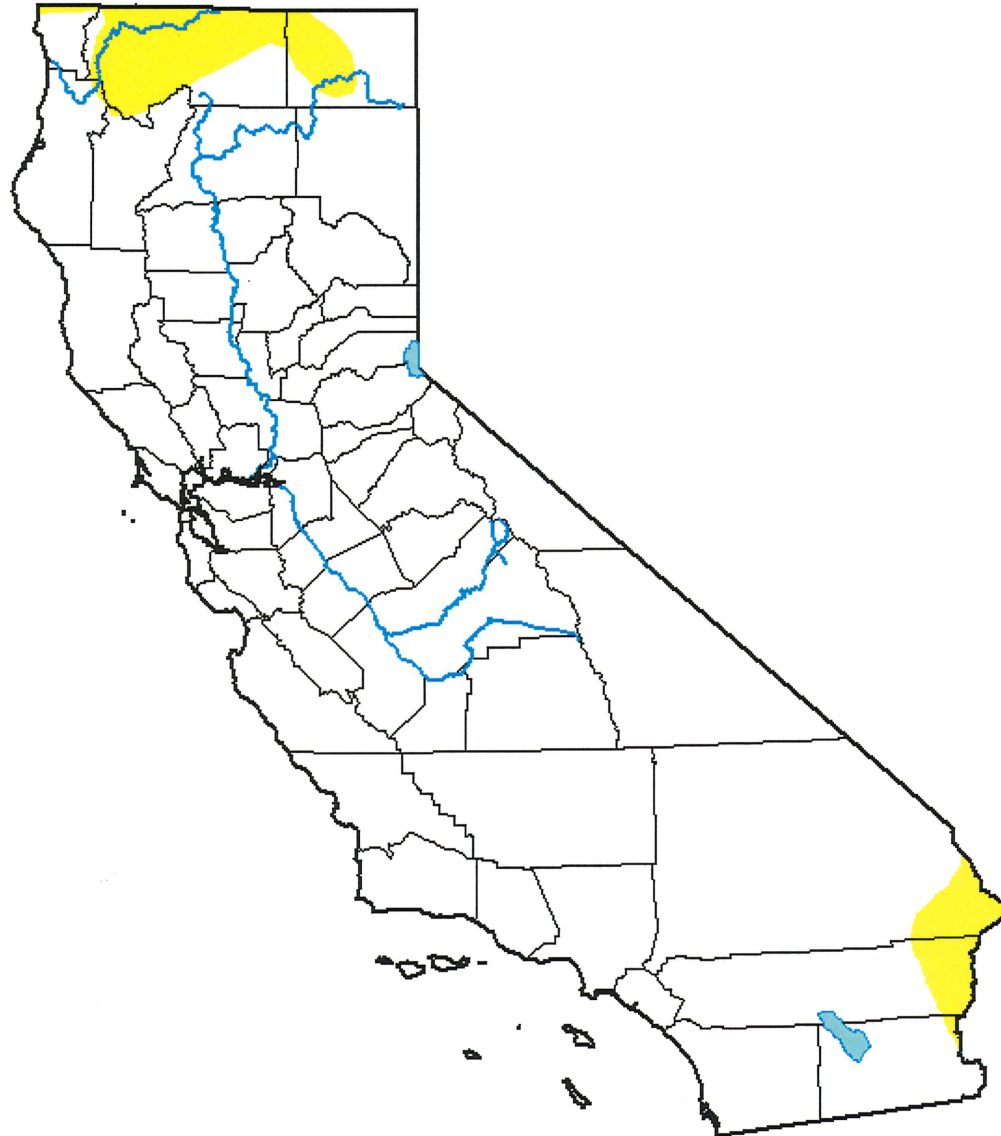
Resolution 176-06 established a method for calculating the **Emergency Reserves goal**. The 99-94 goal was a flat \$500,000 to cover both water and wastewater emergencies. The 176-06 goal is 10 percent of the value of the **water capital assets (\$1,057,665 un-audited as of June 30, 2023)**. Another term for this reserve is a *contingency fund*. This amount is intended as protection against catastrophic loss and to provide a cushion for miscalculations in long-range planning. “One method for determining the balance to maintain in such a reserve is to determine the cost of replacing the most expensive facility of the utility system and reserving an amount equal to that cost”

H₂O RESERVE POLICY



U.S. Drought Monitor California

October 31, 2023
(Released Thursday, Nov. 2, 2023)
Valid 8 a.m. EDT



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	94.34	5.66	0.00	0.00	0.00	0.00
Last Week 10-24-2023	94.32	5.68	0.00	0.00	0.00	0.00
3 Months Ago 08-01-2023	74.43	25.57	6.52	0.00	0.00	0.00
Start of Calendar Year 01-03-2023	0.00	100.00	97.93	71.14	27.10	0.00
Start of Water Year 09-26-2023	94.01	5.99	0.07	0.00	0.00	0.00
One Year Ago 11-01-2022	0.00	100.00	99.77	91.83	43.06	16.57

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:

Brian Fuchs
National Drought Mitigation Center



droughtmonitor.unl.edu

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

November 1, 2023

TO: Members of the Independent Special District Selection Committee

SUBJECT: Nominations for one Regular and one Alternate Special District Member to Santa Barbara LAFCO;

CALL FOR NOMINATIONS FOR AND NOTICE OF ELECTION FOR LAFCO
REGULAR AND ALTERNATE SPECIAL DISTRICT MEMBERS

This is a Call for Nominations of one Regular and one Alternate Special District Member to serve as the special district members on LAFCO. It is recommended that this be placed on your Board’s Agenda. The Committee is made up of the presiding officer of each district; however, if a presiding officer is unable to participate, a district board may appoint one of its members as an alternate to participate in the presiding officer’s place, a copy of the meeting minutes showing the appointment needs to be presented along with your nomination form.

A Nomination Form is attached and must be filled out and signed by the presiding officer of a district or, if that person is unable to participate, then by his or her alternate as designated by the district board. (See GC § 56332.) Nominations are requested by no later than January 4, 2024.

1. **Nominations for the one LAFCO Regular and one Alternate Special District Member.** The current term of office of the current Regular Special District Member and the Alternate Special District Member ends on March 1, 2024. The term of office shall be four years or until the appointment and qualification of his or her successor. The new term of office ends on March 1, 2028.
2. **Voting Requirements.** The Independent Special District Selection Committee consist of the presiding officer of the legislative body of each independent special district. If the presiding officer of an independent special district is unable to participate in the nomination process or an election, the legislative body of the district may appoint one of its members as an alternate to participate in the presiding officer’s

place. A copy of the meeting minutes showing the appointment needs to be presented along with your nomination form and future ballot.

3. **Nomination Period and Voting Period.** The Nomination Period will end on January 4, 2024. Following the nomination period, unless there is only one nominee for a seat, ballots containing the names of qualified nominees will be mailed to each eligible special district. The voting period will be up to 45-days.
4. **Quorum; Majority Vote; Possible Runoff Election.** There are 39 special districts. For the election to be valid, at least 20 valid votes must be received. Election shall be by a majority of those voting, and not by plurality. In the event that a nominee does not receive a majority of votes cast, a runoff election shall be held between the two nominees receiving the highest number of votes.

Notice: There will be no election if pursuant to Government Code section 56332(c)(2), “[at] the end of the nomination period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed” to the Commission.

Nominations for one Regular Special District Member and one Alternate Special District Member should be submitted to the LAFCO Executive Officer, at the following address, faxed, or emailed by **January 4, 2024** Nomination Forms are attached to this notice.

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street, Santa Barbara CA 93101
FAX 805/568-2249
Email Address: lafco@sblafco.org

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater
Executive Officer

Enc.

SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION

**NOMINATION FOR REGULAR SPECIAL
DISTRICT MEMBER**

Return to: Executive Officer
Santa Barbara LAFCO

105 East Anapamu Street, Room 407
Santa Barbara CA 93101

or FAX to (805) 568-2249 or email to lafco@sblafco.org

LAFCO STAFF USE

Date Received: _____

Please print in ink or type

POSITION SOUGHT: Regular Special District Member

NAME OF NOMINEE: _____

NOMINEE'S DISTRICT: _____

MAILING ADDRESS:

π
Phone: Bus. _____ . Cell: _____

SIGNATURE OF NOMINATOR:

Name of Independent Special District

Signature

Print Name

Nominator Title (please check one)

- Presiding Officer of the Special District Board
- Presiding Officer's alternate as designated by Special District Board to vote or make a nomination in this election. (Gov. Code sec. 56332.)

Date: _____

ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Regular Special District Member: This information will be distributed to all independent special districts.

**SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION**

**NOMINATION FOR ALTERNATE SPECIAL
DISTRICT MEMBER**

Return to: Executive Officer

Santa Barbara LAFCO

105 East Anapamu Street, Room 407

Santa Barbara CA 93101

or FAX to (805) 568-2249 or email to lafco@sblafco.org

LAFCO STAFF USE

Date Received: _____

Please print in ink or type

POSITION SOUGHT: Alternate Special District Member

NAME OF NOMINEE: _____

NOMINEE'S DISTRICT: _____

MAILING ADDRESS:

π
Phone: Bus. _____ . Cell: _____

SIGNATURE OF NOMINATOR:

Name of Independent Special District

Signature

Print Name

Nominator Title (please check one)

- Presiding Officer of the Special District Board
- Presiding Officer's alternate as designated by Special District Board to vote or make a nomination in this election. (Gov. Code sec. 56332.)

Date: _____

ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Alternate Special District Member: This information will be distributed to all independent special districts.