

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

3757 Constellation Road • Vandenberg Village • Lompoc, CA 93436
Telephone: (805) 733-2475 • Fax: (805) 733-2109



REGULAR MEETING

Tuesday, January 2, 2018

7:00 p.m.

AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL: Directors Blair, Brooks, Bumpass, Fox, and Wyckoff
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. Approval of Minutes of the Regular Meeting on December 5, 2017
..... page 1
 - B. Treasurer Report
 - 1) Approval of Monthly Financial Reports page 11
 - 2) Approval of Disbursements through December 21, 2017 .. page 19

8. ACTION ITEMS

- A. **Sustainable Groundwater Management Act (SGMA):** Bill Buelow, Water Resources Manager for Santa Ynez River Water Conservation District, will provide an update on development of groundwater sustainability plans (no board package material)
- B. **Committees and Agencies:** Appoint directors to committees and external agencies and develop a conference schedule..... page 27

9. REPORTS

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

10. INFORMATIONAL CORRESPONDENCE

Letter from ACWA JPIA, dated December 4, 2017, presenting President's Special Recognition Awards in the property, liability, and worker's compensation programs..... page 33

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

12. ADJOURN

NOTICE: The Board of Directors of the Vandenberg Village Community Services District will meet at the District Office Conference Room, 3757 Constellation Road, Vandenberg Village, in compliance with §54954.2 of the Government Code of the State of California.

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

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

Board package is available at the Vandenberg Village Public Library and on the District's website at <http://www.vvcasd.org>.

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MINUTES Regular Meeting

December 5, 2017

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 Blair, Brooks, Bumpass, Fox and Wyckoff were present.

OTHERS PRESENT: Joe Barget, General Manager; Cynthia Allen, Administrative Services (AS) Manager; Mike Garner, Operations & Maintenance (O&M) Manager; Patricia LeCavalier, Finance Administrator; and four members of the public.

3. ADDITIONS AND DELETIONS TO AGENDA: None

4. PUBLIC FORUM

Steve Heuring, President of the Vandenberg Village Association (VVA) and resident of 3929 Rigel Avenue, distributed a draft letter that he prepared asking ratepayers to support a purchase of the current district office and converting it to a community center. Each ratepayer would pay \$14.00 a month for the first year to purchase and renovate the building, and \$4.00 a month thereafter to pay for utilities and insurance.

5. OPERATIONS REPORT

O&M Manager Garner reported the District pumped 35.4 million gallons of water for the month of November with an average daily demand of 1.2 million gallons. This was 20 percent higher than last year. Vandenberg Village received .08 inches of rain in November, which brings the calendar year total to 16.25 inches.

Well levels (below ground surface) for November were 1B-141', 3A-136 and 3B-136'.

RL Johnson started the Valve Replacement Project, installing four of the 19 valves last month.

The field crew pumped the test well at the old Fire Station continuously, 24 hours a day for three straight days. Water samples were taken every six hours and tested for arsenic. Levels of arsenic steadily increased during that timeframe from 5.6 to 150 parts per billion (ppb). This area is not suitable for drilling a new well and Fisher Pump has pulled the pump.

Santa Barbara County Flood Control District and the field crew completed the clearing of Davis Creek on November 17. Approximately 189 tons of debris were removed and the project cost about \$40,000.

The soft starter on Booster Pump P1 at Well Site 1 failed. Joe DeBolt, the District's electrician, diagnosed the problem and said it needs to be replaced at a cost of \$4,100.

The field crew repaired two 1-inch service lines and one 2-inch service line last month. There were no sewer system overflows to report in November.

To conclude his report, O&M Manager Garner said A.J. Rea passed his Water Distribution Operator Grade 3 test. On his own initiative, the District's temporary employee, Manny Perez, took and passed the Water Distribution Operator Grade 2 test. He also took the Water Treatment Operator Grade 1 test on November 17 and is awaiting results.

6. ADMINISTRATION REPORT

AS Manager Allen received two quotes from abatement contractors to finish removing asbestos from the lower four feet of drywall throughout the new administrative building. She accepted the lowest quote for \$8,000. Centec Environmental is repairing the vault door which was damaged by chemicals while removing asbestos.

To conclude her report, AS Manager Allen said the general contractor will begin remodeling the building after the first of the year and is scheduled to be completed by April 30.

7. CONSENT CALENDAR

A. Minutes from the Regular Meeting on November 5, 2017

Board Secretary Garner noted a correction to the Administration Report in the November minutes.

B. Treasurer Report

1) Monthly Financials

2) Disbursements through November 30, 2017

Motion by Director Wyckoff, seconded by Director Blair to accept the consent calendar and the November minutes were approved as corrected.

Ayes: Directors Blair, Brooks, Bumpass, Fox and Wyckoff
Noes: None
Abstain: None
Absent: None

8. ACTION ITEMS

A. **Water and Wastewater Rates and Charges [PUBLIC HEARING]**

President Brooks opened the public hearing at 7:16 p.m.

Board Secretary Garner reported eight protest letters received.

Sherwood Quady, 105 Oakhill Drive, asked several questions about monthly billing and would like customers to know with the new water rate change, they will be able to affect their monthly bill.

Jennifer Weaver, 4352 Aquarius Road, asked how the new tiered water rates will benefit customers. General Manager Barget explained the majority of water in the village is used outdoors, on

landscaping. Indoor water use is typically less than 10 units of water a month per residence. The water service charge has been lowered, so customers who use less than 10 units a month (Tier 1) will see a decrease in their bill while customers who use more (Tier 2) will see an increase. Ms. Weaver feels property values have been adversely affected because homeowners have used neglected lawns during the drought. She worries that the higher, second-tier water rate means they will use less water. She suggested letting customers know that outdoor watering restrictions have been lifted.

Steve Heuring, 3920 Rigel Avenue, said the upkeep of landscaping can only be enforced through homeowner associations.

John Yeatman, 620 Mercury Avenue, asked if the LRWRP Upgrade Charge, which was recently moved to the property tax bill, will increase if repairs are needed to the wastewater plant. General Manager Barget said the LRWRP Upgrade Charge covers the District's 16-percent share of the upgrade project completed in 2009. The LRWRP Upgrade Charge could increase with major capital replacements or improvements on the plant; however, since there are none on the horizon he does not anticipate any increases in the foreseeable future.

O&M Manager Garner stated the water usage portion of the bill is the lowest in Santa Barbara County. For most customers, the two fixed charges (water and sewer service) comprise the biggest portion of the bill.

President Brooks closed the public hearing at 7:47 p.m.

Motion by Director Blair, seconded by Director Wyckoff to approve FY 2017-18 water and wastewater rates and charges, as recommended by the Finance/Budget Committee; and waive reading and adopt revised Ordinances 4.2 through 4.8.3 updating the water and wastewater rates and charges and codifying the changes to the LRWRP Upgrade Charge adopted on August 1.

Roll call vote:

Ayes: Director Blair, Brooks, Bumpass, Fox and Wyckoff
Noes: None

Abstain: None
Absent: None

Ordinances 4.2 through 4.8.3 are adopted

B. Annual Audit

Alex Hom of Moss, Levy and Hartzheim reported the District had an unmodified clean opinion. The only adjustments were to assets and liabilities associated with the 2007 Revenue Bond debt for the Lompoc Regional Wastewater Reclamation Plant.

Motion by Director Wyckoff, seconded by Director Blair to accept the FY 2016-17 audit report prepared by Moss, Levy & Hartzheim.

Ayes: Directors Blair, Brooks, Bumpass, Fox and Wyckoff
Noes: None
Abstain: None
Absent: None

C. Water Conservation Program

Motion by Director Blair, seconded by Director Bumpass to transfer \$15,000 into the water conservation account, suspend cash-for-grass rebates, and suspend the school grant program.

Ayes: Directors Blair, Brooks, Bumpass, Fox and Wyckoff
Noes: None
Abstain: None
Absent: None

D. Soft Starter

Motion by Director Blair, seconded by Director Fox to ratify the general managers decision approving the replacement of the soft starter on Booster Pump P1 and approve a \$6,000 increase in the FY 2017-18 Capital Replacement Budget.

Ayes: Directors Blair, Brooks, Bumpass, Fox and Wyckoff
Noes: None
Abstain: None
Absent: None

E. Holiday Closure

General Manager Barget, Directors, and the public present expressed positive comments about the entire District staff. AS Manager Allen and O&M Manager Garner said one field crew person and one office personnel will work each day of the proposed closure.

Motion by Director Wyckoff, seconded by Director Blair to close the District office December 25-29 and allow managers to grant employees time off with pay.

Ayes: Directors Blair, Brooks, Bumpass, Fox and Wyckoff
Noes: None
Abstain: None
Absent: None

F. Board Officers

Motion by Director Blair, seconded by Director Bumpass to elect Director Brooks as President.

Ayes: Directors Blair, Brooks, Bumpass, Fox and Wyckoff
Noes: None
Abstain: None
Absent: None

Motion by Director Bumpass, seconded by Director Blair to elect Director Fox as Vice President.

Ayes: Directors Blair, Brooks, Bumpass, Fox and Wyckoff
Noes: None
Abstain: None
Absent: None

Motion by Director Blair, seconded by Director Wyckoff to elect Director Bumpass as Finance Officer.

Ayes: Directors Blair, Brooks, Bumpass, Fox and Wyckoff
Noes: None
Abstain: None
Absent: None

9. REPORTS

A. Committees

No committees met since the last board meeting.

B. District Representatives to External Agencies

President Brooks attended the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) conference in Anaheim. The District received recognition for no worker's compensation, liability, or property claims and there will be no increases in premiums next year.

C. President

President Brooks had nothing further to add.

D. General Manager Report

General Manager Barget visited Randy Collings at the State Lands Commission office in Sacramento on November 27 to report work on Davis Creek was complete. He thanked Mr. Collins for coordinating this important maintenance with the California Department of Fish and Wildlife, and for preparing a lease to the Santa Barbara County Flood Control District so they could include Davis Creek in this year's annual maintenance program.

The District hired Applied EarthWorks of Lompoc five years ago to do a cultural resources study on alternative well sites and the study is almost complete. The scope of work was later expanded to include the back road and existing easements for the two water mains from Well Site 1 through the Burton Mesa Ecological

Reserve. Archeological background research revealed a historical trail on a USGS topographic map from 1947; but it does not meet the criteria for inclusion in the California Register of Historical Resources. The archeological surface survey yielded no evidence of archeological resources within any of the alternative well sites. The final study will be a comprehensive document, covering all three areas, and be submitted to the State Lands Commission in support of the District's pending applications for the back road and future well site.

To conclude his report, General Manager Barget said Mike Riley, General Manager for Mission Hills Community Services District, is retiring this month. VVCSD Directors and staff are invited to his retirement barbeque at their office on Thursday, December 21, from 11:30 a.m. to 3:00 p.m. If you would like to attend please let Stephanie know and she will RSVP for everyone.

10. INFORMATIONAL CORRESPONDENCE

President Brooks complimented AS Manager Allen on the insert (included in the board package) for the December billing.

11. DIRECTORS' FORUM

Director Fox let the public know the District has performed studies for baseline salaries and rates. He appreciates assistance from everyone during his recent health restrictions to participate in meetings via teleconference.

Director Bumpass suggested the Legal/Personnel Committee review employee benefits, including sick/vacation time, the next time they meet. President Brooks concurred and mentioned that while attending a recent ethics class, the instructor recommended that directors read their organization's employee policy handbook annually and make updates as needed.

Director Blair thanked staff for their work and appreciates the congeniality among the board members.

12. ADJOURN

President Brooks declared the meeting adjourned at 8:45 p.m.

Attest:

Signed:

Stephanie Garner
Secretary, Board of Directors

Christopher C. Brooks
President, Board of Directors

VANDBERG VILLAGE COMMUNITY SERVICES DISTRICT
 Combined Balance Sheet
 As of November 30, 2017

	2018 FYTD	FYE 2017	CHANGE
ASSETS			
UTILITY PLANT	\$22,063,740	\$22,171,722	(\$107,982)
CASH & INVESTMENTS	10,480,960	9,928,367	552,593
ACCOUNTS RECEIVABLE	237,896	279,435	(41,539)
OTHER	810,016	793,213	16,803
TOTAL ASSETS	\$33,592,612	\$33,172,737	\$419,875
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS	\$471,085	\$471,085	\$0

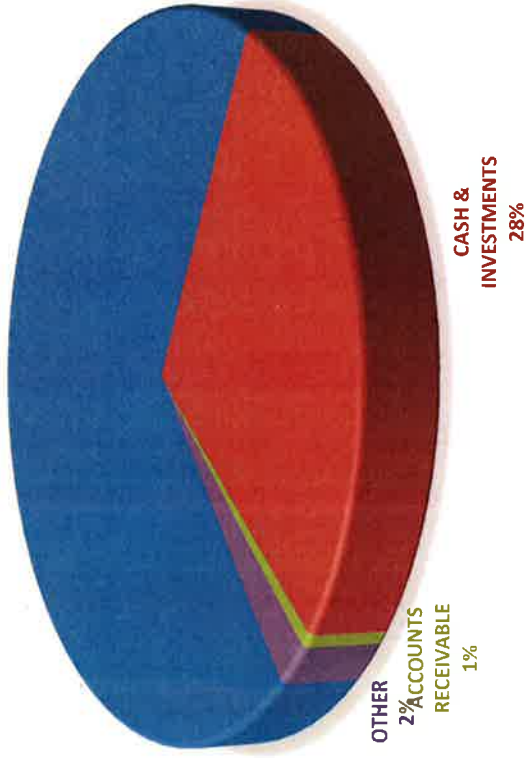
TOTAL ASSETS & DEFERRED OUTFLOWS	\$34,063,697	\$33,643,822	\$419,875
LIABILITIES			
CURRENT LIABILITIES	\$403,979	\$378,508	\$25,471
UNEARNED REVENUE	225,150	225,150	0
LONG TERM DEBT- LRWRP UPGRADE PROJECT	7,816,941	7,940,456	(123,515)
NET PENSION LIABILITY	1,072,559	1,072,559	0
TOTAL LIABILITIES	\$9,518,629	\$9,616,673	(\$98,044)

DEFERRED INFLOWS OF RESOURCES-PENSIONS	\$43,360	\$43,360	\$0
EQUITY			
CONTRIBUTED CAPITAL	\$6,663,040	\$6,743,644	(\$80,604)
EQUITY	17,320,748	16,020,583	1,300,165
CURRENT EARNINGS	517,920	1,219,562	(701,642)
TOTAL EQUITY	\$24,501,708	\$23,983,789	\$517,919

TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	\$34,063,697	\$33,643,822	\$419,875
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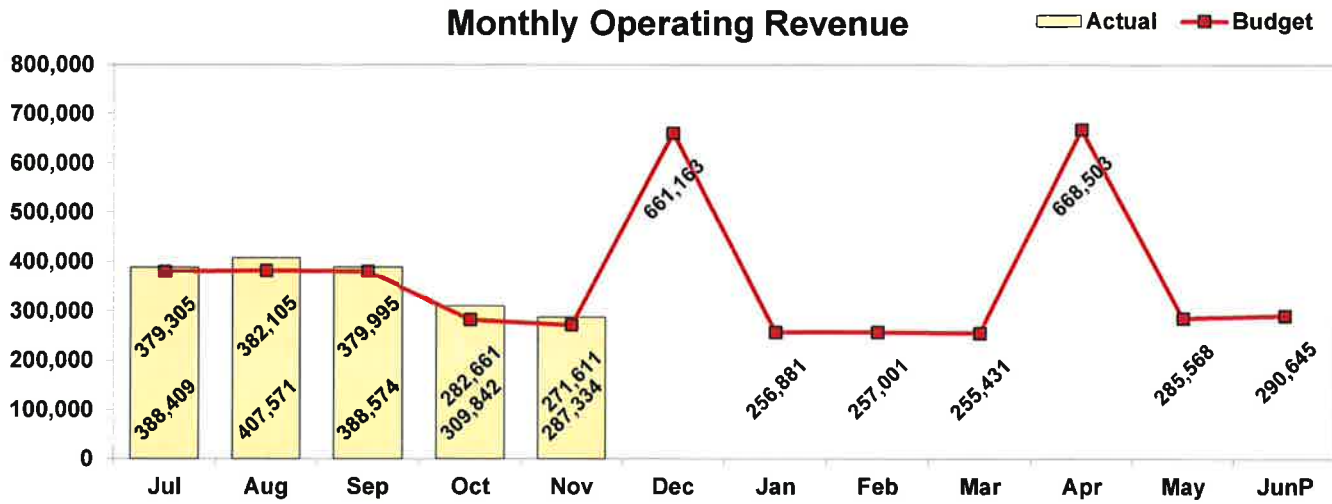
ASSETS

UTILITY PLANT
69%

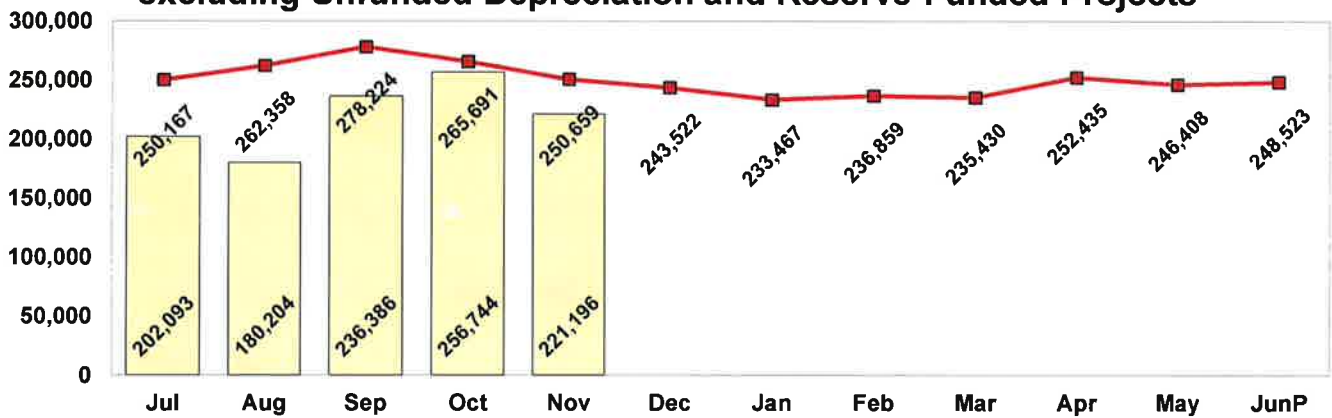


Operating Revenue and Expenses Vandenberg Village Community Services District July 1, 2017 to June 30, 2018

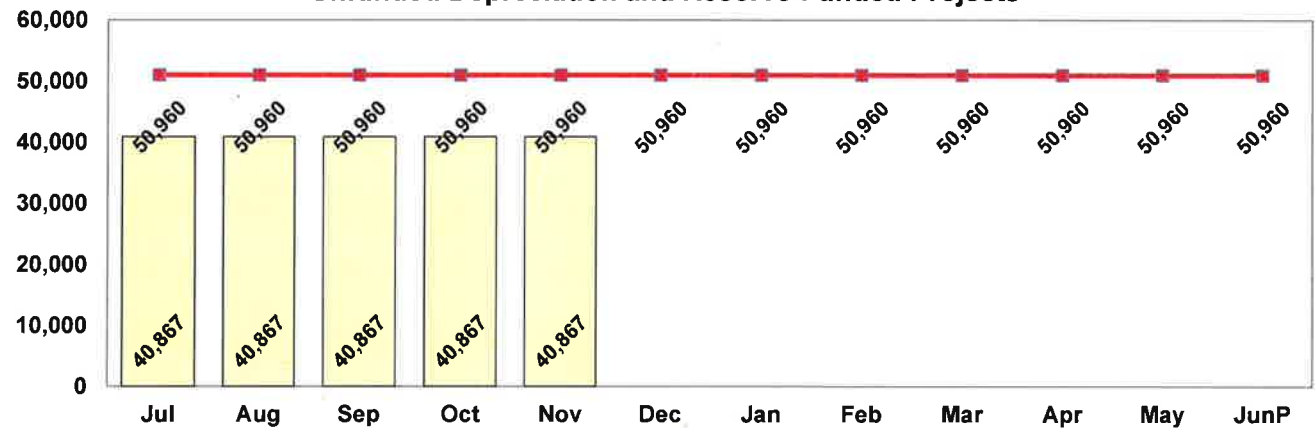
Monthly Operating Revenue



Monthly Operating Expense excluding Unfunded Depreciation and Reserve-Funded Projects



Monthly Operating Expense Unfunded Depreciation and Reserve-Funded Projects



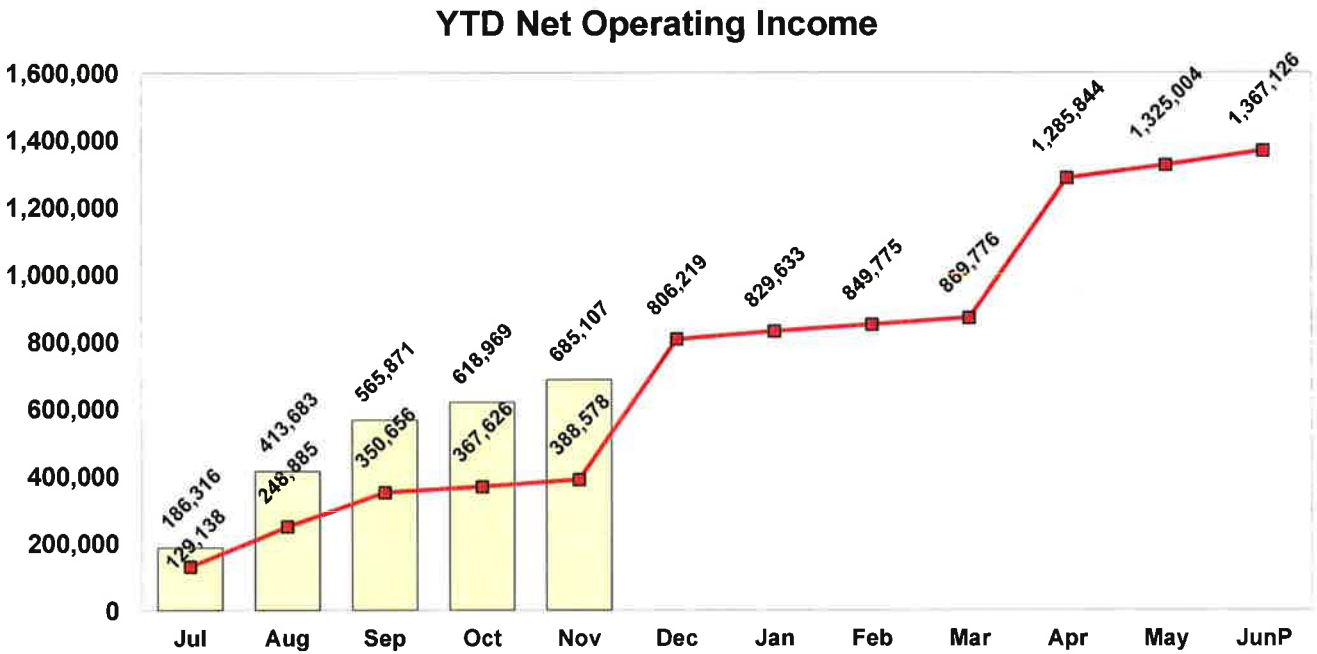
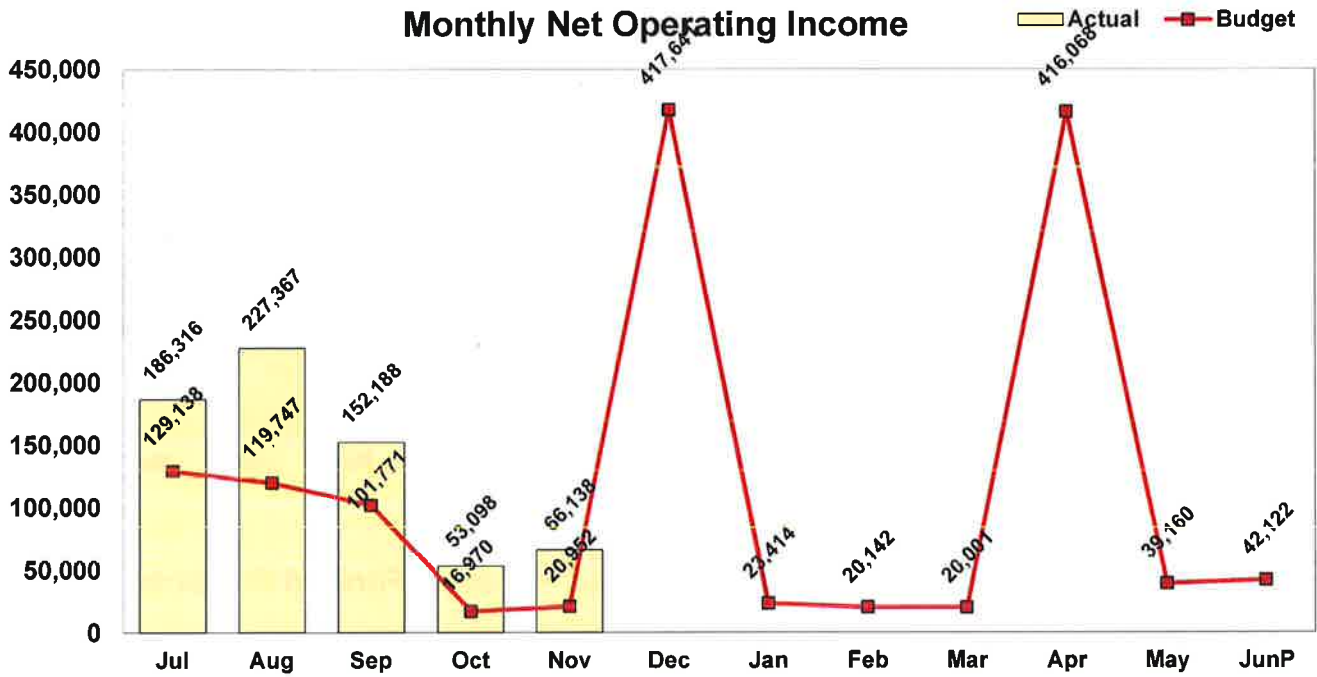
Note: The LRWRP Upgrade Charge revenue will be deposited by Santa Barbara County in December, April and May.

Note: The LRWRP Upgrade depreciation basis has been changed per Moss, Levy & Hartzheim, LLP (auditors).

Operating Income

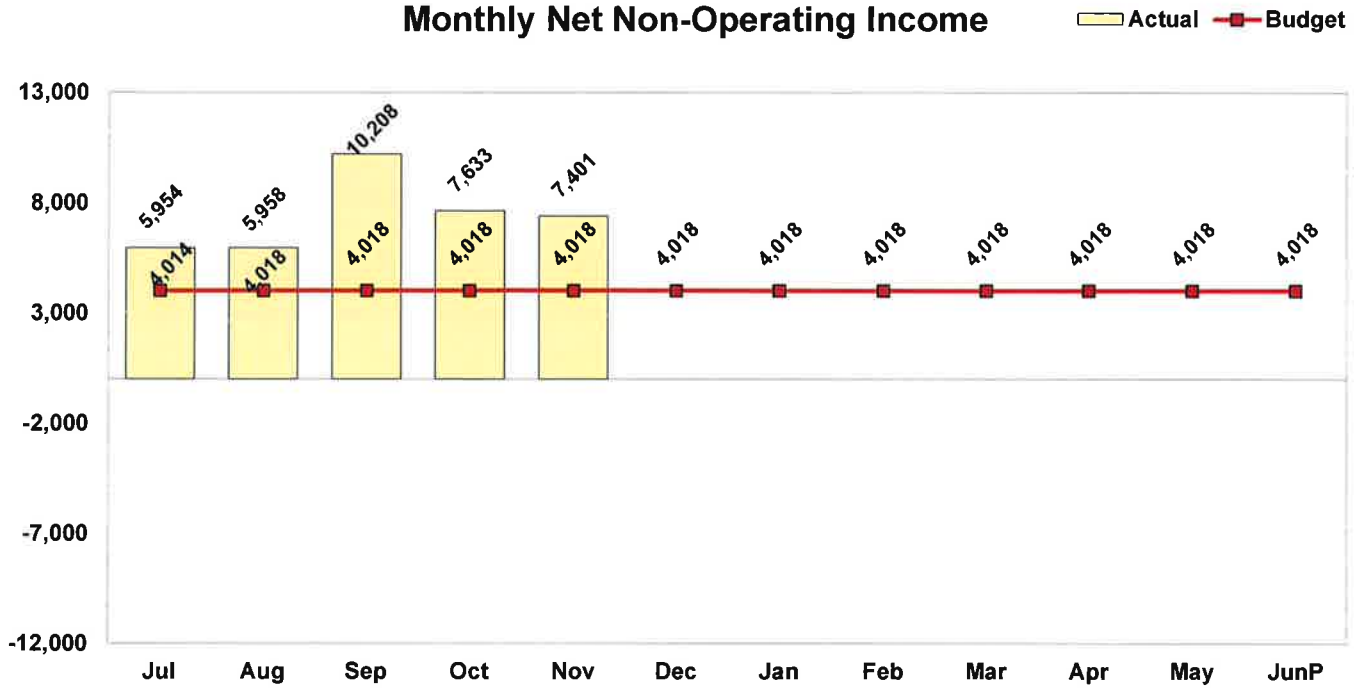
Vandenberg Village Community Services District

July 1, 2017 to June 30, 2018



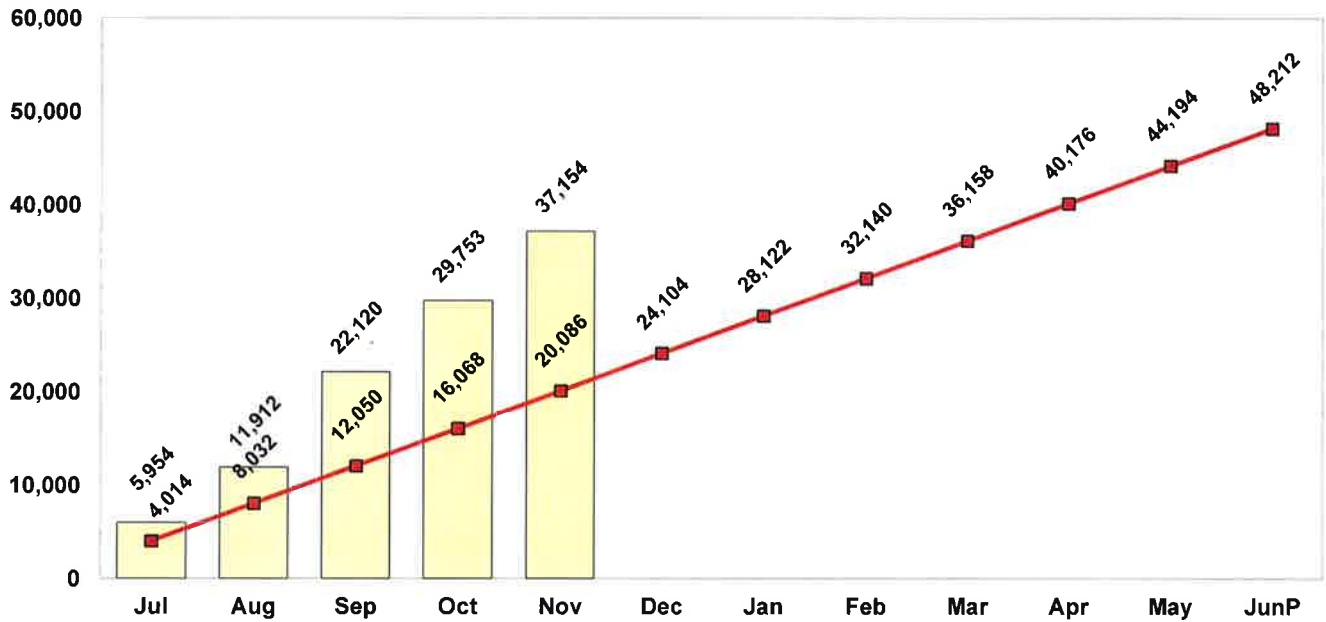
Non-Operating Income Vandenberg Village Community Services District July 1, 2017 to June 30, 2018

Monthly Net Non-Operating Income



Sept. 2017 - Record Fair Market Value adjustment, per GASB requirements.

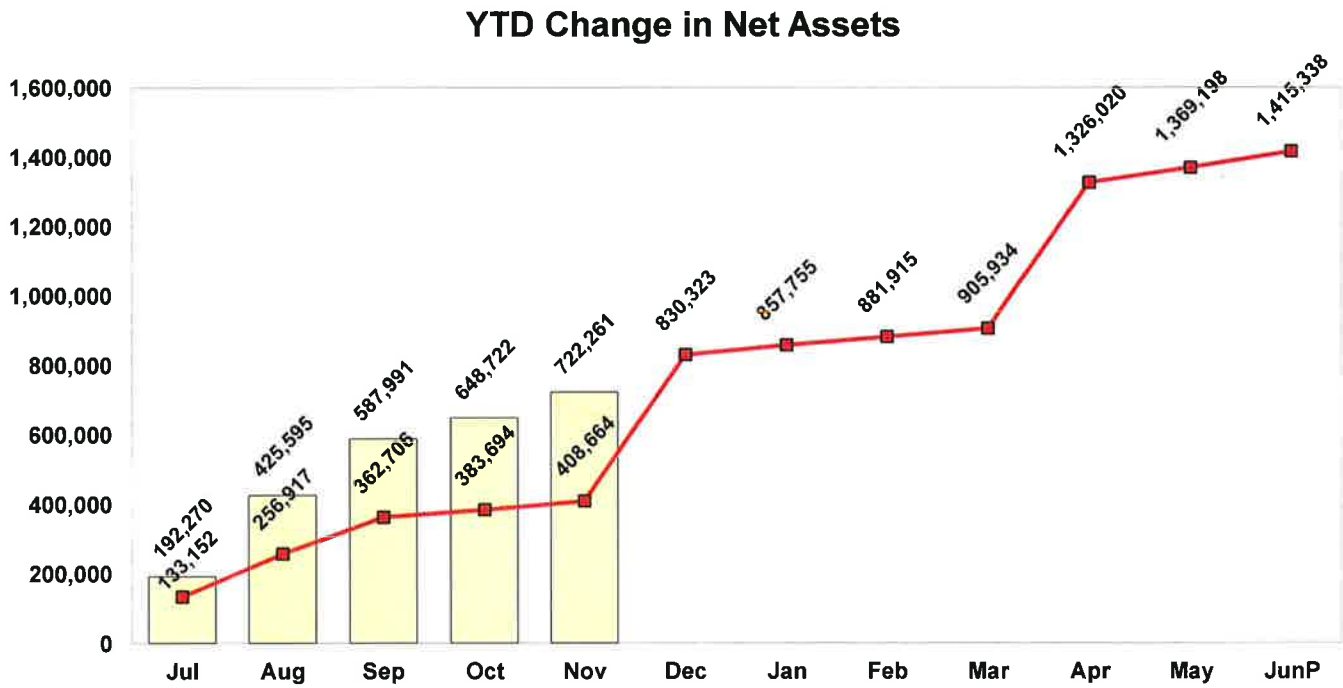
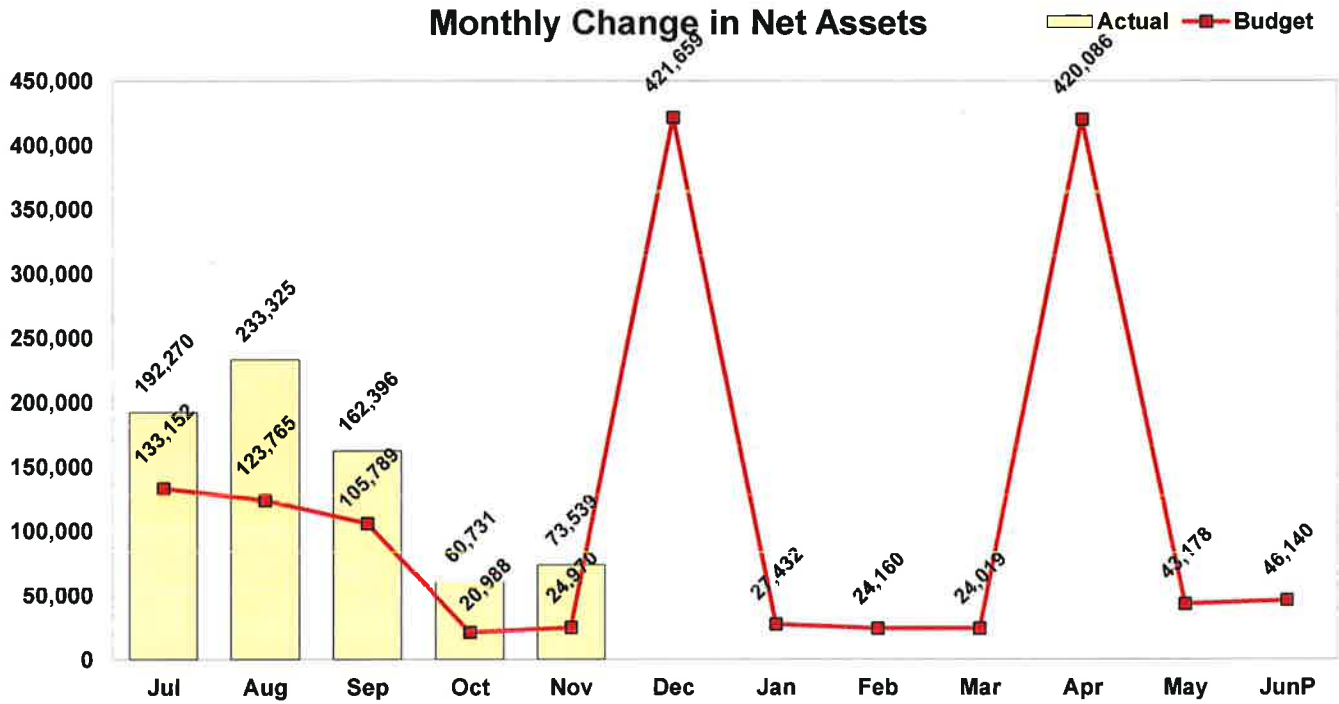
YTD Net Non-Operating Income



Change in Net Assets

Vandenberg Village Community Services District

July 1, 2017 to June 30, 2018



Statement of Cash Flow
Vandenberg Village Community Services District
For the Period from July 1, 2017 to November 30, 2017

	Water Fund	WW Fund	
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users	\$ 789,404	\$ 986,469	
Cash payments for goods and services	(437,922)	(276,576)	
Cash payments to employees	(161,372)	(83,033)	
Net Cash Provided by Operating Activities			\$ 816,969
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES			
Loan payments for LRWRP		(123,515)	
Purchase of capital assets	(186,365)	(9,646)	
Net Cash Used - Capital & Related Financing Activities			(319,511)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income	30,172	24,964	
Net Cash Provided by Investing Activities			55,135
Net Increase (Decrease) in Cash & Cash Equivalents			552,593
Cash and cash equivalents, beginning of year			9,928,367
Cash and cash equivalents, year-to-date			<u>\$ 10,480,960</u>
Reconciliation to the Statement of Net Assets:			
Cash on hand	400		\$ 400
Cash and short term investments	3,589,384	6,891,176	10,480,560
			<u>\$ 10,480,960</u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities			
Operating Income	\$ 136,424	\$ 344,343	
Adjustments to reconcile operating income to net cash provided by operating activities			
Depreciation	\$ 78,620	\$ 225,374	
Change in operating assets and liabilities:			
(Increase) decrease in accounts receivable	(18,727)	42,269	
(Increase) decrease in prepaid items	13,049	213	
(Increase) decrease in deposits	(30,065)	-	
Increase (decrease) in accounts payable	37,318	18,833	
Increase (decrease) in accrued payroll	(6,240)	(4,172)	
Increase (decrease) in customer deposits	(29,398)		
Increase (decrease) in compensated absences	9,128		
Net Cash Provided by Operating Activities	<u>\$ 190,110</u>	<u>\$ 626,860</u>	<u>\$ 816,969</u>

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Disbursement # 01-18 From 12/1/2017 To 12/22/2017
 Board Meeting Date 1/2/2018 Item: 7B.2

Accounts Payable Amount	<u>\$141,948.42</u>	
Check Numbers	<u>25257-25323</u>	Void Checks <u>none</u>
Electronic Vendor Payment Amount	<u>\$928.29</u>	
Confirmation Numbers	<u>303650</u>	
A/P Hand Check Amount		
Check Numbers		
Payroll Amount	<u>\$71,711.38</u>	
Check Numbers	<u>electronically transferred</u>	
Wire Transfers		
Wire Numbers		
Disbursements/Investments		
A/P Checks	<u>141,948.42</u>	
Electronic Vendor Payments	<u>928.29</u>	
A/P Hand Checks	<u>0.00</u>	
Payroll	<u>71,711.38</u>	
Investments	<u>0.00</u>	
TOTAL	<u><u>\$214,588.09</u></u>	

REPORT.: Dec 22 17 Friday
 RUN...: Dec 22 17 Time: 08:49
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 12-17 Bank Account.: 13100

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information-- Description
025257	12/06/17	/E022	EISEN, CINDY	576.03	.00	576.03	B71117	RETROFIT REIMB-CASH4GRASS 636SQFT-4415 FALCON DR.
025258	12/06/17	ACW03	ACWA JOINT POWERS INSURAN	12014.88	.00	12014.88	0522633	GROUP MEDICAL, DENTAL, VISI ON, LIFE,EAP 1/18
025259	12/06/17	AME02	AMERICAN INDUSTRIAL SPPLY	28.77	.00	28.77	68259	CAMLOCK FITTING,SPRAY PAI NT
025260	12/06/17	ARA01	ARAMARK UNIFORM SERV.INC.	83.43	.00	83.43	532913957	CONTINUOUS TOWELS 11/23/1 7
025261	12/06/17	BLA01	CHARLES BLAIR	21.40	.00	21.40	B71206	MILEAGE REIMB-SBCSDA MEET ING-BLAIR
025262	12/06/17	BOE01	STATE OF CALIFORNIA	15.04	.00	15.04	1982882	SALES TAX ON OUT-OF-STATE PURCHASE
025263	12/06/17	BRO01	BROOKS, CHRISTOPHER	168.63	.00	168.63	B71206	TRANSPORTATION AND MEAL R EIMB-ACWA CONF-BROOKS
025264	12/06/17	COM03	COMCAST	165.22	.00	165.22	39391117	INTERNET/BASIC CABLE-OFFI CE 11/22/17-12/21/17
025265	12/06/17	COR01	CORBIN WILLITS SYSTEM INC	724.77	.00	724.77	B711151	SERVICE AND ENHANCEMENT F EE 12/17
025266	12/06/17	COR03	CORIX WATER PRODUCTS INC.	550.81	.00	550.81	713032486	1 1/2" VALVES (QTY 2)
025267	12/06/17	COR04	CORE & MAIN LP	119.49	.00	119.49	I23198	WELL AIRVAC REPAIR KITS (QTY 2)
025268	12/06/17	COV01	COVERALL MOUNTAIN & PACIF	160.00	.00	160.00	553145395	JANITORIAL SERVICE 12/17
025269	12/06/17	EXC01	EXCEL PERSONNEL SERVICES,	1154.88	.00	1154.88	2397827	PEREZ-11/6/17-11/9/17-SER VICE PERSON
				1443.60	.00	1443.60	2403348	PEREZ-11/13/17-11/17/17-S ERVICE PERSON
Check Total.....:				2598.48	.00	2598.48		
025270	12/06/17	FRO01	FRONTIER	89.25	.00	89.25	28851117	FRONTIER 733-2475/2109 11 /13/17-12/12/17
				245.64	.00	245.64	49051117	FRONTIER 733-3615/3975/SC ADA 11/13/17-12/12/17
Check Total.....:				334.89	.00	334.89		
025271	12/06/17	HEA01	HEALTH SANITATION SERVICE	119.04	.00	119.04	30031117	TRASH COLLECTION-SHOP 11/ 17

REPORT.: Dec 22 17 Friday
 RUN...: Dec 22 17 Time: 08:49
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 12-17 Bank Account.: 13100

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
025271	12/06/17	HEA01	HEALTH SANITATION SERVICE	39.68	.00	39.68	50081117	TRASH COLLECTION-3757 CON STELLATION RD. 11/17
Check Total.....:				158.72	.00	158.72		
025272	12/06/17	HOM02	HOME DEPOT	93.98	.00	93.98	10021117	RATCHETS, BUCKETS, HANGALLS, VALVES, SUPER GLUE
025273	12/06/17	HYD01	HYDRAFLO, INC.	1775.20	.00	1775.20	35298	HYDRANT UPPER RODS, COUPLINGS, SLEEVES, RINGS, GASKETS,
025274	12/06/17	INK01	INKLINGS PRINTING CO.	96.98	.00	96.98	108240	COPIES 24X36 SITE PLANS-3 745 CONSTELLATION RD.
025275	12/06/17	LOM01	CITY OF LOMPOC, FINANCE	35592.91 7511.20	.00 .00	35592.91 7511.20	99242 99325	10/17 M&O LANDFILL CHARGES-DAVIS CR EEK PROJECT-PO#1632
			Check Total.....:	43156.51	.00	43156.51	99326	LANDFILL CHARGES-DAVIS CR EEK PROJECT-PO#1632
025276	12/06/17	LOM02	LEE CENTRAL COAST NEWSPAP	211.46	.00	211.46	114887	PUBLIC NOTICE OF RATE HEADING
			Check Total.....:	373.11	.00	373.11	110973-18	LOMPOC RECORD SUBSCRIPTIO N 2018
025277	12/06/17	MIL01	MILLER LANDSCAPING AND MA	290.00	.00	290.00	51150	YARD MAINTENANCE-3757/374 5 CONSTELLATION RD 11/17
025278	12/06/17	MIS01	MISSION PAVING, INC.	1000.00	.00	1000.00	3593	ASPHALT REPAIR-702 VOYAGE R RD/380 BURTON MESA BLVD
025279	12/06/17	NAT01	NATIONAL GROUP TRUST	829.62	.00	829.62	23940118	LONG-TERM DISABILITY 1/18
025280	12/06/17	PGE01	PACIFIC GAS & ELECT. INC.	22157.85	.00	22157.85	68721117	PGE CHARGES 10/17/17-11/14/17
025281	12/06/17	RLJ01	RL JOHNSON CONSTRUCTION,	4660.00	.00	4660.00	3853	VALVE REPLACEMENT PROJECT -PO #1627
			Check Total.....:	10500.00	.00	10500.00	3854	VALVE REPLACEMENT PROJECT -PO# 1630-CHANGE ORDER #1
025282	12/06/17	SAN30	SANTA BARBARA COUNTY	429.00	.00	429.00	R12885	ANNUAL EMISSION FEE-SITE #3/LS #1

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VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
025283	12/06/17	SMT02	SMITH & LOVELESS, INC.	1128.06	.00	1128.06	122452	VALVES, REPAIR KITS FOR L/S#1
025284	12/06/17	SOU01	SO. CALIFORNIA GAS CO. INC.	51.06	.00	51.06	79001117	SO. CALIF GAS-WELL 1B 10/19/17-11/21/17
025285	12/06/17	STA03	STANLEY CONVERGENT SECURI	393.18	.00	393.18	15105966	SECURITY-OFFICE, SHOP, BOOS TER BLDG 1/18-3/18
025286	12/06/17	UNI02	UNIVAR USA INC	1633.11	.00	1633.11	LA592705	650 GALS NaHSO3
025287	12/06/17	USB02	U.S.BANK CORPORATE PAYMEN	1447.56	.00	1447.56	32561117	PRINTER, TIERZERO, SEWER CL ASS, FLAGS, FORMS, SOFTWARE
025288	12/06/17	VAL04	VALLEY ROCK READY MIX, IN	437.47	.00	437.47	17-12237	SLURRY-LEAK REPAIR-218 SE NIOR CIRCLE
025289	12/06/17	\F005	CHRISTINA S. FURLOW	89.75	.00	89.75	000B71101	CUSTOMER REFUND FOR FUR00 06-3824-1 CASSINI CIR.
025290	12/06/17	\H007	JULIA & JOHN HAUSTEIN	42.71	.00	42.71	000B71101	CUSTOMER REFUND FOR HAU00 05-154 GALAXY WAY
025291	12/06/17	\J005	DAVID W. JARRELL	80.91	.00	80.91	000B71101	CUSTOMER REFUND FOR JAR00 04-4033 CLUB HOUSE RD.
025292	12/06/17	\L006	PENNI LIECHTY	11.29	.00	11.29	000B71101	CUSTOMER REFUND FOR LIE00 05-4140 CONSTELLATION RD
025293	12/06/17	\N002	QUYEN NGUYEN	89.41	.00	89.41	000B71101	CUSTOMER REFUND FOR NGU00 07-3843-4 CASSINI CIR.
025294	12/06/17	\S002	FLORENCE E. SAMEC	55.75	.00	55.75	000B71101	CUSTOMER REFUND FOR SAM00 09-3746 JUPITER AVE.
025295	12/06/17	\S011	RANDY P. SANDERS	127.04	.00	127.04	000B71101	CUSTOMER REFUND FOR SAN00 20-108 OAKMONT AVE.
025296	12/22/17	ALT01	ALTHOUSE AND MEADE, INC.	300.00	.00	300.00	9568	NEW WELL SITE-BIOLOGICAL SERVICES 11/17
025297	12/22/17	ARA01	ARAMARK UNIFORM SERV. INC.	171.82	.00	171.82	532948445	SHOP TOWELS 12/7/17
Check Total.....:				83.33	.00	83.33		

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VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
025298	12/22/17	CAL06	CALIFORNIA ELECTRIC SUPP	4053.18	.00	4053.18	714666	75 HP SOFT STARTER FOR B/ S#1-PO#1629
025299	12/22/17	CAL07	STATE OF CALIFORNIA	400.80	.00	400.80	EW1012756	4210017 WATER SYSTEM ENFO RCEMENT FEES 7/16-6/17
				500.00	.00	500.00	WD0127158	NPDES DRINKING WTR PURVEY OR DISHARGE FEE 7/17-6/18
				1873.00	.00	1873.00	WD0130534	SWRBC WASTE DISCHARGE FEE 7/17-6/18
Check Total.....:				2773.80	.00	2773.80		
025300	12/22/17	CLS01	CLINICAL LABS OF SAN	374.00	.00	374.00	959949	MONTHLY TESTS/ARSENIC TES TS 11/17
025301	12/22/17	COR04	CORE & MAIN LP	2907.93	.00	2907.93	I211828	METER BOXES (QTY 78)
025302	12/22/17	CWE04	CWEA	180.00	.00	180.00	94210318	CWEA MEMBERSHIP-LEVINGSTO N 3/18-2/19
025303	12/22/17	DEB01	DEBOUT ELECTRIC	240.00	.00	240.00	7067-L	B/S#1 REPLACE 75HP SOFT S TART RELAY
025304	12/22/17	DEW02	J B DEWAR	82.46	.00	82.46	862732	21.7 GALLONS DIESEL FUEL FOR DUMP TRUCK
025305	12/22/17	EXC01	EXCEL PERSONNEL SERVICES,	938.34	.00	938.34	2408280	PEREZ-SERVICE PERSON 11/2 0/17-11/24/17
				1443.60	.00	1443.60	2413918	PEREZ-SERVICE PERSON 11/2 7/17-12/1/17
Check Total.....:				2381.94	.00	2381.94		
025306	12/22/17	FER01	FERGUSON ENTERPRISES INC	499.97	.00	499.97	5508370	COUPLERS
025307	12/22/17	FIS01	FISHER PUMP & WELL SVC, I	8830.00	.00	8830.00	5260	TEST WELL QUALITY TESTING WITH SUBMERSIBLE PUMP
025308	12/22/17	FOU00	FOUNDATION FOR CROSS-	120.00	.00	120.00	15241	CROSS CONNECTION FOUNDATI ON DUES 2018
025309	12/22/17	FRO01	FRONTIER	89.28	.00	89.28	28851217	FRONTIER 733-2475/2109 12 /13/17-1/12/18
				245.91	.00	245.91	49051217	FRONTIER 733-3615/3975/SC ADA 12/13/17-1/12/18
Check Total.....:				335.19	.00	335.19		
025310	12/22/17	IRO01	IRON MOUNTAIN	50.02	.00	50.02	PND6758	DOCUMENT SHREDDING SERVIC E 10/25/17-11/28/17

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VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 12-17 Bank Account.: 13100

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
025311	12/22/17	MCM01	KRISTINA MCMANIGAL	70.09	.00	70.09	B71221	MILEAGE REIMB-BANK/POST OFFICE 7/17-12/17
025312	12/22/17	MER01	MERIDIAN CONSULTANTS LLC	676.30	.00	676.30	2757	STATE LANDS APPLICATION-NEW WELL SITE 11/17
025313	12/22/17	MOR01	MORE OFFICE SOLUTIONS	455.68	.00	455.68	1857292	COPIER USAGE, MONTHLY BILL, S, FREIGHT ON TONER 11/17
025314	12/22/17	MOS01	MOSS, LEVY & HARTZHEIM	1065.00	.00	1065.00	12768	FY17 AUDIT CHARGES
025315	12/22/17	PHO01	PHOENIX CIVIL ENGINEERING	405.50	.00	405.50	17-304	L/S#1 MODIFICATION-ENGINEERING SERVICES
025316	12/22/17	PIT03	PITNEY BOWES	520.99 1050.31	.00 .00	520.99 1050.31	40081117 40081117A	POSTAGE FOR METER POSTAGE FOR BILLS 11/17;P ERMIT FEE #124
Check Total.....:				1571.30	.00	1571.30		
025317	12/22/17	RAV01	RAVATT ALBRECHT & ASSOCIA	1593.82	.00	1593.82	1217-602	3745 CONSTELLATION RD.-ARCHITECTURE SERVICES
025318	12/22/17	RLF01	RLF TRUCKING & GRADING CO	2470.00	.00	2470.00	54596	HAUL SEDIMENT AND BRUSH-D AVIS CREEK PROJECT
025319	12/22/17	SAN01	SANTA YNEZ RIVER	2000.18	.00	2000.18	B71219	VVCSH SHARE SGMA PROP 1 GRANT APPLICATION
025320	12/22/17	SCH03	SCHUYLER COLLISION REPAIR	4132.06	.00	4132.06	17712	REPAIR BODY DAMAGE-VEHICLE #18-PO#1633
025321	12/22/17	STA09	STAPLES CREDIT PLAN	71.75	.00	71.75	53691217	LABELS, CREDIT CARD ROLLS, GLUE STICKS, CORR. TAPE, INK
025322	12/22/17	UND01	UNDERGROUND SERVICE ALERT	38.05	.00	38.05	120170764	USA TICKETS 11/17
025323	12/22/17	WES05	WESTERN EXTERMINATOR CO.	56.00	.00	56.00	5607560	MONTHLY SERVICE FOR GOPHER CONTROL 11/17
303650	12/22/17	CHE02	CHEVRON & TEXACO BUSINESS	928.29	.00	928.29	52077871	264.8 GALS FUEL
Cash Account Total.....:				142876.71	.00	142876.71		
Total Disbursements.....:				142876.71	.00	142876.71		
Cash Account Total.....:				.00	.00	.00		

REPORT.: Dec 22 17 Friday
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VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report - Payroll Vendor Payment (s)
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
96760	12/01/17	EFT01	EFTPS	4118.10	.00	4118.10	B71201	FEDERAL WH TAXES PP#24
96761	12/01/17	EFT01	EFTPS	49.60	.00	49.60	1B71201	FICA SOCIAL SECURITY DR12
96762	12/01/17	EFT01	EFTPS	905.20	.00	905.20	2B71201	FICA MEDICARE PP#24
238400	12/15/17	EMP01	EMPLOYMENT DEVELOP.DEPART	1578.48	.00	1578.48	B71215	STATE WH TAXES PP#25
238401	12/15/17	EMP01	EMPLOYMENT DEVELOP.DEPART	212.83	.00	212.83	1B71215	STATE DISABILITY PP#25
270080	12/01/17	EMP01	EMPLOYMENT DEVELOP.DEPART	1663.19	.00	1663.19	B71201	STATE WH TAXES PP#24
270081	12/01/17	EMP01	EMPLOYMENT DEVELOP.DEPART	218.40	.00	218.40	1B71201	STATE DISABILITY PP#24
721230	12/01/17	PER04	CALPERS 457 PLAN	575.00	.00	575.00	B71201	EMPLOYER PERS 457 PP#24
721231	12/01/17	PER04	CALPERS 457 PLAN	845.00	.00	845.00	1B71201	EMPLOYEE PERS 457 PP#24
721240	12/01/17	PUB02	PUBLIC EMPLOYEES	3350.87	.00	3350.87	B71201	PERS EMPLR CONTRIB PP#24
721241	12/01/17	PUB02	PUBLIC EMPLOYEES	1099.31	.00	1099.31	1B71201	PERS EPMC PP#24
721242	12/01/17	PUB02	PUBLIC EMPLOYEES	1235.37	.00	1235.37	2B71201	PERS TDMC PP#24
806580	12/15/17	PER04	CALPERS 457 PLAN	575.00	.00	575.00	B71215	EMPLOYER PERS 457 PP#25
806581	12/15/17	PER04	CALPERS 457 PLAN	845.00	.00	845.00	1B71215	EMPLOYEE PERS 457 PP#25
806590	12/15/17	PUB02	PUBLIC EMPLOYEES	3346.51	.00	3346.51	B71215	PERS EMPLR CONTRIB PP#25
806591	12/15/17	PUB02	PUBLIC EMPLOYEES	1096.59	.00	1096.59	1B71215	PERS EPMC PP#25
806592	12/15/17	PUB02	PUBLIC EMPLOYEES	1236.06	.00	1236.06	2B71215	PERS TDMC PP#25
891530	12/15/17	EFT01	EFTPS	3978.36	.00	3978.36	B71215	FEDERAL WH TAXES PP#25
891531	12/15/17	EFT01	EFTPS	875.64	.00	875.64	1B71215	FICA MEDICARE PP#25

Cash Account Total.....: 27804.51
 Total Disbursements.....: 27804.51

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.B

FROM: Joe Barget, General Manager 
Stephanie Garner, Board Secretary 

DATE: January 2, 2018

SUBJECT: Committees and Agencies

Recommendations:

- Confirm Board President Brooks' appointments to standing committees and external agencies.
- Designate Director Anthony Fox as the District's representative, and Director Charles Blair as the alternate, to vote in the Santa Barbara County Chapter of the California Special Districts Association.
- Develop a conference schedule for use in preparing next year's annual budget.

Policy Implications: District Ordinance 1.2.4 requires the President to appoint standing committees and representatives to external agencies at the first meeting in January of every year. Appointments are subject to the confirmation of the Board.

Resource Impacts:

- Directors receive a salary for attending District meetings: \$100 per board meeting and \$50 per committee meeting.
- Directors are reimbursed for travel and other expenses to attend conferences, training, and monthly meetings of the Santa Barbara County Chapter of the California Special Districts Association.
- The estimated annual Directors Expense budget for FY 2018-19, based on levels of attendance at these conferences, would be approximately \$24,000.

Alternatives Considered: The Board President may consider factors such as seniority, background, availability, and interests in making appointments.

Discussion: The Board has three standing committees, and the recently-formed Groundwater Sustainability Agency (GSA) Committee which will start meeting soon. Ad-hoc committees are appointed as needs arise.

President Brooks' proposed appointments to committees and external agencies are attached.

The District is an active member of the California Special Districts Association (CSDA), the Santa Barbara County Chapter of the CSDA, and the Association of California Water Agencies (ACWA). A Director occasionally attends quarterly meetings of the Santa Ynez River Water Conservation District (SYRWCD).

The annual Directors Expense budget funds salaries, local training, and attendance levels at the following major conferences:

- Annual CSDA (2 directors)
- Annual Special Districts Legislative Days (1 director)
- Fall ACWA (1 director)
- Spring ACWA (2 directors)
- Annual Local Agency Investment Fund (1 director)

Next fiscal year, the Local Agency Investment Fund is planning to hold a webinar in lieu of an annual conference.

Staff recommends developing a conference schedule for use in preparing the budget for the next fiscal year. A schedule also enables the Board Secretary to make reservations well in advance, secure the best hotel reservations, and take advantage of early-registration discounts.

Attachments:

1. 2018 Board of Directors
2. Letter to Santa Barbara County Special Districts Association
3. FY 2018-19 Conference Schedule

2018 Board of Directors

Vandenberg Village Community Services District

Officers	Director
President	Brooks
Vice President	Fox
Finance Officer	Bumpass

Committees	Director
Finance/Budget	Bumpass
	Fox
Legal/Personnel	Wyckoff
	Fox
Water/Wastewater	Brooks
	Blair
Groundwater Sustainability Agency (GSA)	Brooks
	Fox

Agencies	Director
Association of California Water Agencies (ACWA) / Joint Powers Insurance Authority (JPIA)	Brooks
	Fox
California Special Districts Association (CSDA) / Santa Barbara County Special Districts Association	Fox
	Blair
Santa Ynez River Water Conservation District	Blair
	Bumpass

Note: Committee chairperson and primary agency representative is listed first

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

3757 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

January 2, 2018

Santa Barbara County *Chapter of the* California Special Districts Association
c/o Santa Maria Public Airport District
3217 Terminal Drive
Santa Maria, CA 93455

Ladies and Gentlemen:

In accordance with Article II, Section 2 (Voting Rights) of the Bylaws of the Santa Barbara County *Chapter of the* California Special Districts Association, dated September 23, 2013, the Board of Directors of Vandenberg Village Community Services District designates the following individuals to exercise our right to vote:

Representative: Director Anthony Fox

Alternate: Director Charles Blair

Approved at the regular monthly meeting on January 2, 2018.

Sincerely,

Christopher C. Brooks
President, Board of Directors

FY 2018-19 Conference Schedule				
Director	Annual CSDA Sep 24-27, 2018 Indian Wells	Fall ACWA Nov 26-30, 2018 San Diego	Spring ACWA May 6-10, 2019 Monterey	Annual SDL May 22-23, 2019 Sacramento
Blair				
Brooks				
Bumpass				
Fox				
Wyckoff				

<i>Estimated Cost (per person)</i>	\$2,221	\$2,094	\$2,467	\$2,012
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YOUR BEST PROTECTION

December 4, 2017

ACWA JPIA

P. O. Box 619082
Roseville, CA 95661-9082

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President
E.G. "Jerry" Gladbach

Vice President
Tom Cuquet

Chief Executive Officer
Walter "Andy" Sells

Executive Committee
Tom Cuquet
David Drake
E.G. "Jerry" Gladbach
Brent Hastey
David T. Hodgkin
W.D. "Bill" Knutson
Melody A. McDonald
J. Bruce Rupp
Kathleen Tiegs

Joe Barget
Vandenberg Village Community Services District
3757 Constellation Road
Lompoc, CA 93436-1495

Dear Joe:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Vandenberg Village Community Services District with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2018.

Sincerely,

E.G. "Jerry" Gladbach
President

Enclosure: President's Special Recognition Award(s)

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Vandenberg Village Community Services District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 04/01/2013 - 03/31/2016
announced at the Board of Directors' Meeting in Anaheim.*



E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President

November 27, 2017

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Vandenberg Village Community Services District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Liability Program for the period 10/01/2013 - 09/30/2016
announced at the Board of Directors' Meeting in Anaheim.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



November 27, 2017

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Vandenberg Village Community Services District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Workers' Compensation Program for the period 07/01/2013 - 06/30/2016
announced at the Board of Directors' Meeting in Anaheim.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



November 27, 2017

