

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, April 6, 2021

7:00 p.m.

AGENDA

Pursuant to Governor Newsom's Executive Order N-29-20, Directors may participate in this meeting via teleconference. The public can only participate via teleconference. The VVCSD meeting room will not be open.

**To access the meeting via telephone please dial: 1-669-900-9128
and/or via the Web at: <http://join.zoom.us>**

Meeting ID: 837 8471 3866

Password: 429538

The District encourages members of the public to provide written comments in advance to Board Secretary Stephanie Garner, sgarner@vvcasd.org, by Monday, April 5, at 5:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL: Directors Brooks, Bumpass, Gonzales, Redmon, and Stewart
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. ADMINISTRATIVE REPORT

7. CONSENT CALENDAR

A. Minutes of the Regular Meeting on March 3, 2021..... page 1

B. Treasurer Report

(1) Monthly Financials page 7

(2) Disbursements through March 31, 2021 page 15

8. ACTION ITEMS

A. **Capital Budget [Public Hearing]:** Consider adopting the FY 2021-22 Capital Budget for the Water and Wastewater Funds page 23

B. **Operating Budget [Public Hearing]:** Consider adopting the FY 2021-22 Operating Budget for the Water and Wastewater Funds; and Administrative Overhead Fees page 31

9. REPORTS

A. Committees

B. District Representatives to External Agencies

C. Board President

D. General Manager

10. INFORMATIONAL CORRESPONDENCE

A. US Drought Monitor: California, March 30, 2021 page 43

B. SWRCB letter, PFAS Monitoring, March 3, 2021 page 45

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, 3745 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.vvcsd.org>.

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MINUTES Regular Meeting

March 2, 2021

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. ROLL CALL: Directors Brooks, Bumpass, Gonzales, Redmon, and Stewart participated via Zoom video conference.

OTHERS PRESENT

General Manager Joe Barget, Operations & Maintenance (O&M) Manager Mike Garner, Administrative Services (AS) Manager Cynthia Allen, Finance Administrator Patricia LeCavalier, and Board Secretary Stephanie Garner participated via Zoom video conference.

3. ADDITIONS AND DELETIONS TO AGENDA

There were none.

4. PUBLIC FORUM

President Stewart invited public comments and there were none.

5. OPERATIONS REPORT

O&M Manager Garner reported the District pumped 29 million gallons of water for January and 28.1 million gallons for February with an average daily demand of 968,000 gallons. This is 13 percent more than last year. Vandenberg Village received 5.9 inches of rain in January and 0.13 inches in February for a calendar year total of 6.03 inches.

Well levels (below ground surface) for January and February were 1B-144', 3A-147', and 3B-146'.

Crosno Construction completed work on Tank 1 and the field crew filled it back up on January 1. The field crew tested for total coliform bacteria (Bac-T) on February 4 and Volatile Organic Compounds (VOC) on February 8. The two Bac-T tests were negative; however, VOC test results were slightly high so the field crew drained the tank, refilled it, and performed another test. The second VOC test results were within limits so the tank was placed back online. Crosno Construction plans to finish the Tank 3 roof interior and Tank 1 piping later this month.

The city of Oldsmar, Florida, was recently in the news about a breach of security in their water security system. A hacker raised sodium hydroxide levels in the city's water plant. VVCSD uses chlorine and not sodium hydroxide. The District's chemicals are monitored, with alarms to notify the on-call operator within 5 minutes if chlorine levels are too low and 10 minutes if levels are too high.

Applied Technologies replaced all communication and antenna cables in the Supervisory Control and Data Acquisition (SCADA) system in January. This has improved communications between all District sites.

The field crew had two polybutylene service line repairs and four copper service line repairs in January and February. The District had no sanitary sewer overflows the last two months.

To conclude his report, O&M Manager Garner said there were no staff announcements.

6. ADMINISTRATION REPORT

AS Manager Allen reported the District's lobby is still closed to the public, and the office staff is working primarily from home with only one staff member in the office at a time so masks are not required as often. Customers are encouraged to use drop box or pay via phone rather than visiting the office in person.

On February 8, AS Manager Allen emailed the District's budget calendar to all Directors. The staff-proposed budget will be presented to the

Finance/Budget Committee on March 16, and the committee will present its recommendation to the Board at the April 6 meeting.

The Governor has not yet rescinded the stay on service shut-offs. Staff are not hanging 48-hour notices, applying late fees, or locking off for non-payment. Pre-COVID, the delinquent accounts had a combined balance of approximately \$15,000.

Today, 167 residential customers are 30 days or more delinquent for a total of about \$31,000. \$15,000 of that amount is in the 30-day column and would not be subject to lock-off or a late fee. Ten customers have past due balances of more than \$500 and 14 customers have not made a payment in six months or longer. Staff continues to call those customers who would normally be locked off to keep them informed about the possible future application of late fees to their account. The Governor's order does not prevent the application of late fees so they could be reinstated at any time. The late fees are tied to the hanger process, which could be changed if the District decides to start collecting late fees before the lock-off moratorium is lifted.

7. CONSENT CALENDAR

A. Minutes from the Regular Meeting on January 5, 2021

B. Treasurer Report

1) Monthly Financials

2) Disbursements through February 28, 2021

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

Roll Call:

Ayes: Directors Brooks, Bumpass, Gonzales, Redmon, and Stewart

Noes: None

Abstain: None

Absent: None

8. ACTION ITEMS

A. Mid-Year Budget Review

Motion by Director Redmon, seconded by Director Bumpass to approve the mid-year budget review.

Roll Call:

Ayes: Directors Brooks, Bumpass, Gonzales, Redmon, and Stewart

Noes: None

Abstain: None

Absent: None

B. Hydrants and Valves

Motion by Director Brooks, seconded by Director Gonzales to award a contract to RL Johnson, Inc., for \$53,250 to replace 10 hydrants and two 4-inch gate valves in the water distribution system.

Roll Call:

Ayes: Directors Brooks, Bumpass, Gonzales, Redmon, and Stewart

Noes: None

Abstain: None

Absent: None

C. California Environmental Quality Act (CEQA)

Motion by Director Redmon, seconded by Director Brooks to find the project categorically exempt from CEQA.

Roll Call:

Ayes: Directors Brooks, Bumpass, Gonzales, Redmon, and Stewart

Noes: None

Abstain: None

Absent: None

D. Geographic Information System (GIS)

AS Manager Allen gave a presentation on the GIS project. Once this system is fine-tuned, and up and running, it will be a more efficient way to

keep track of the District's 680 valves, 204 hydrants, 578 manholes, and 76 cleanouts. All assets are on a maintenance schedule with the field crew.

9. REPORTS

A. Committees

The Legal/Personnel Committee met on February 17 and the items will be discussed during this meeting's closed session.

Directors Brooks and Stewart attended a Groundwater Sustainability Agency (GSA) meeting last month.

B. District Representatives to External Agencies

There was nothing to report.

C. President

President Stewart said she attended her first Mosquito and Vector Management District of Santa Barbara County meeting on February 11, 2021.

D. General Manager

General Manager Barget had nothing to report.

10. INFORMATIONAL CORRESPONDENCE

A. US Drought Monitor: California, February 23, 2021

B. Notice of Intent to Adopt a Mitigated Negative Declaration for Floradale Crossing Sewer Line Directional Drill Project

C. Water Conservation Program, Results: 8/22/96 – 12/31/20

11. DIRECTORS FORUM

Director Bumpass suggested waving late fees to customers who have been struggling because of COVID-19.

Director Redmon asked General Manager Barget if he has updated information on the new houses on Oak Hill. General Manager Barget had no new information.

Director Stewart said she is proud to be a part of the board and is looking forward to Santa Barbara County reopening.

12. CLOSED SESSION

The Board convened into closed session at 8:08 p.m.

13. OPEN SESSION

The Board reconvened into open session at 8:27 p.m.

Motion by Director Gonzales, seconded by Director Redmon to (1) Budget a 1.7 percent cost of living increase, effective July 1, 2021, for all employees including the General Manager based on the annual change in the CPI-W, West B/C Index, (2) Extend the General Manager employment agreement until August 16, 2021, and (3) Approve General Manager goals and objectives.

Roll Call:

Ayes: Directors Brooks, Bumpass, Gonzales, Redmon, and Stewart

Noes: None

Abstain: None

Absent: None

14. ADJOURN

President Stewart declared the meeting adjourned at 8:30 p.m.

Attest:

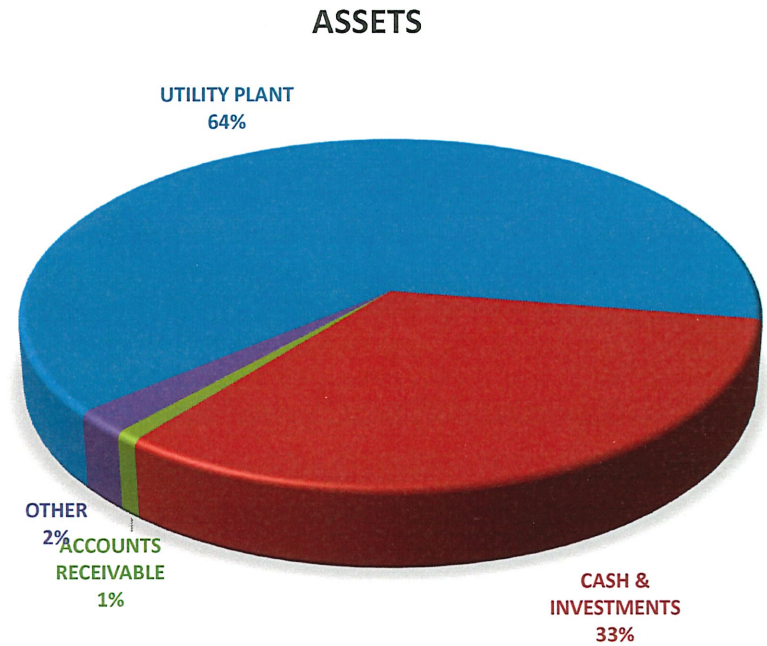
Signed:

Stephanie Garner
Secretary, Board of Directors

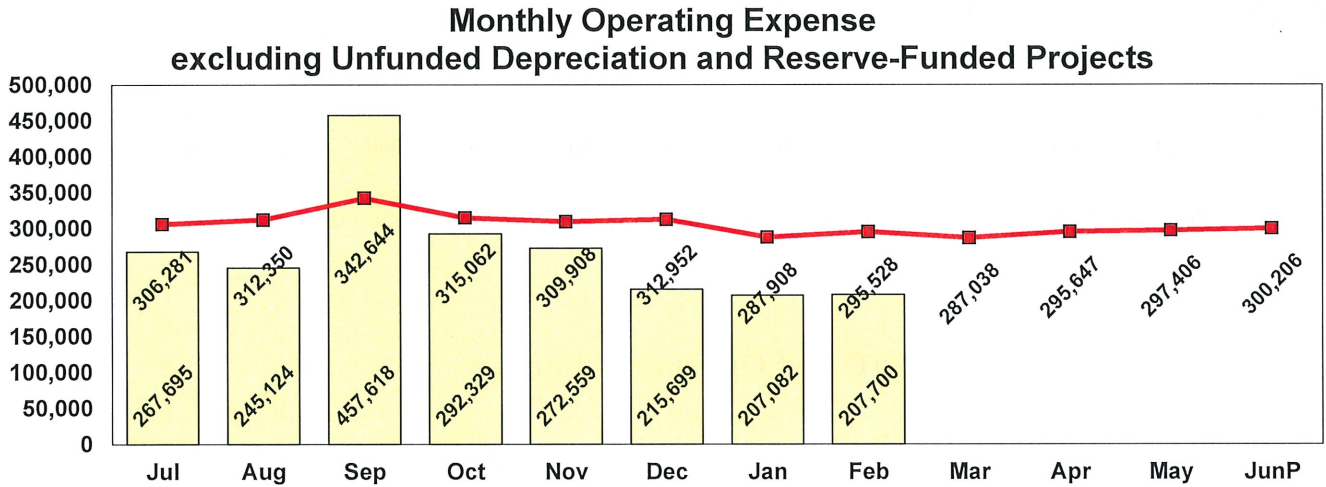
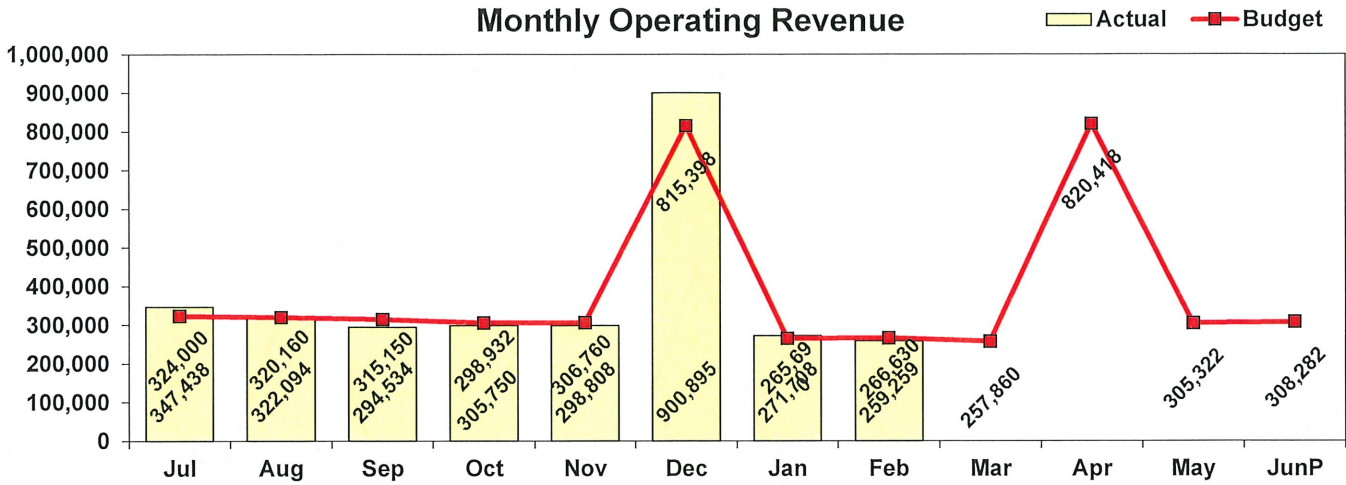
Katherine Stewart
President, Board of Directors

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
 Combined Balance Sheet
 As of February 28, 2021

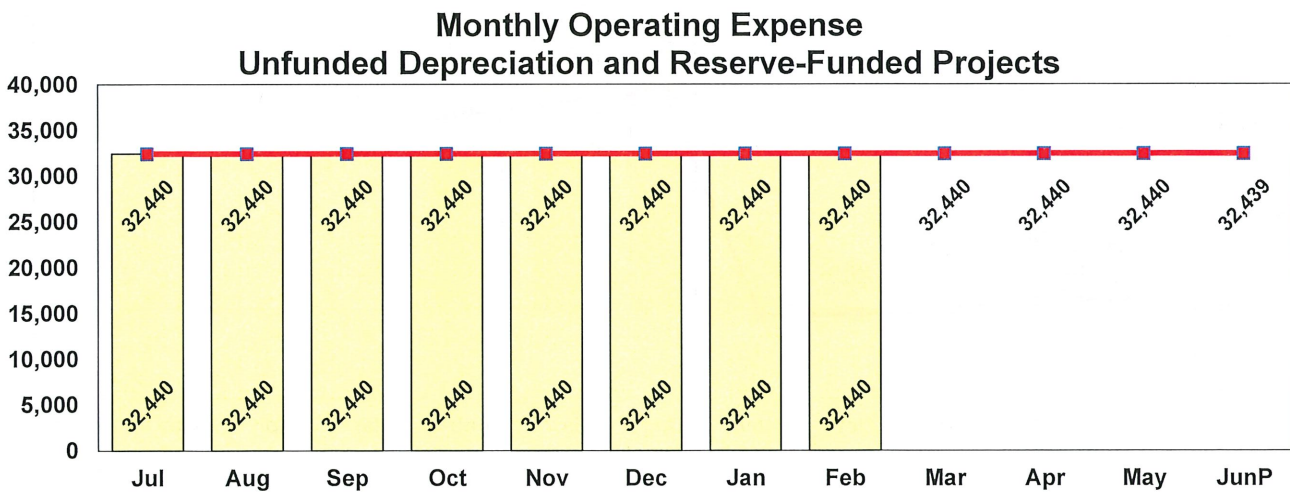
	2021 FYTD	FYE 2020	CHANGE
ASSETS			
UTILITY PLANT	\$23,057,037	\$22,697,384	\$359,653
CASH & INVESTMENTS	12,068,017	11,768,033	299,984
ACCOUNTS RECEIVABLE	193,718	285,838	(92,120)
OTHER	785,759	801,865	(16,106)
TOTAL ASSETS	\$36,104,531	\$35,553,120	\$551,411
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS	\$410,285	\$410,285	\$0
TOTAL ASSETS & DEFERRED OUTFLOWS	\$36,514,816	\$35,963,405	\$551,411
LIABILITIES			
CURRENT LIABILITIES	\$529,225	\$575,454	(\$46,229)
UNEARNED REVENUE	139,692	139,692	0
LONG TERM DEBT- LRWRP UPGRADE PROJECT	6,110,739	6,110,739	0
NET PENSION LIABILITY	1,368,316	1,368,316	0
TOTAL LIABILITIES	\$8,147,972	\$8,194,201	(\$46,229)
DEFERRED INFLOWS OF RESOURCES-PENSIONS	\$54,644	\$54,644	\$0
EQUITY			
CONTRIBUTED CAPITAL	\$6,175,494	\$6,306,313	(\$130,819)
EQUITY	21,539,065	20,485,906	1,053,159
CURRENT EARNINGS	597,641	922,341	(324,700)
TOTAL EQUITY	\$28,312,200	\$27,714,560	\$597,640
TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	\$36,514,816	\$35,963,405	\$551,411



Operating Revenue and Expenses
 Vandenberg Village Community Services District
 July 1, 2020 to June 30, 2021



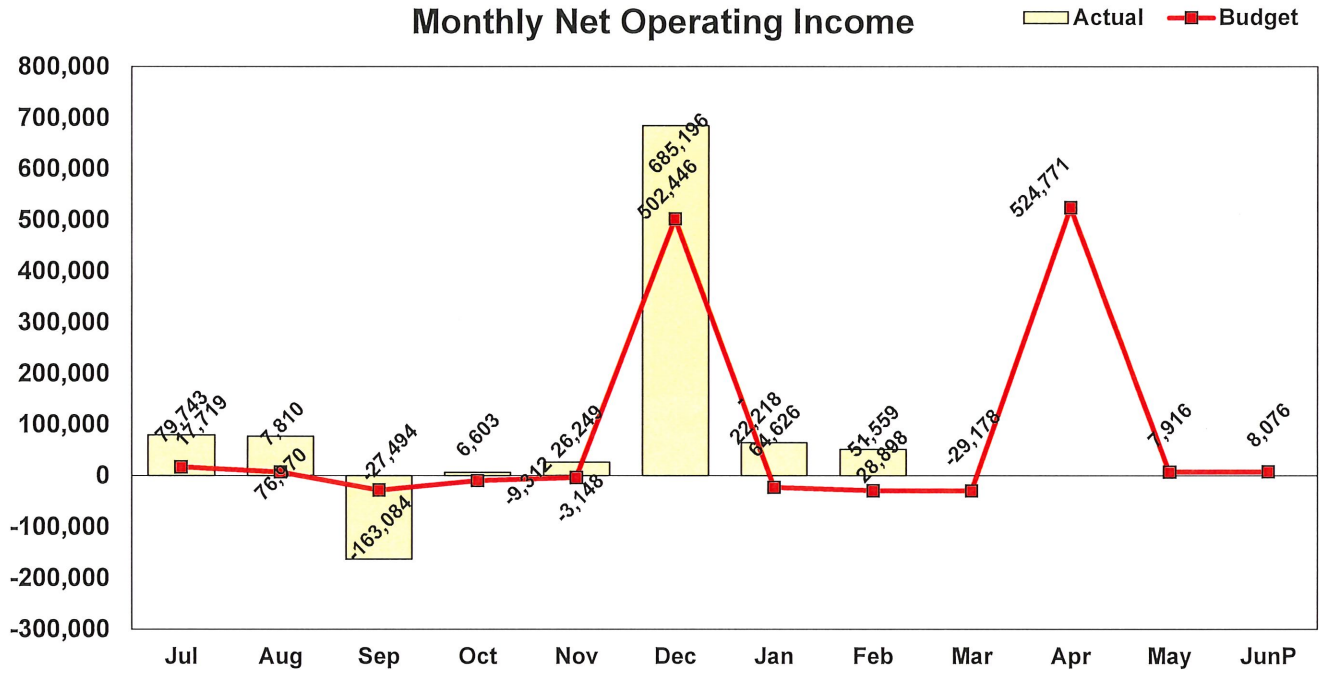
Sept. '20 - City of Lompoc FY20 Wastewater Treatment Shortfall \$172,506 FY20 Floradale Bridge Project \$53,441.



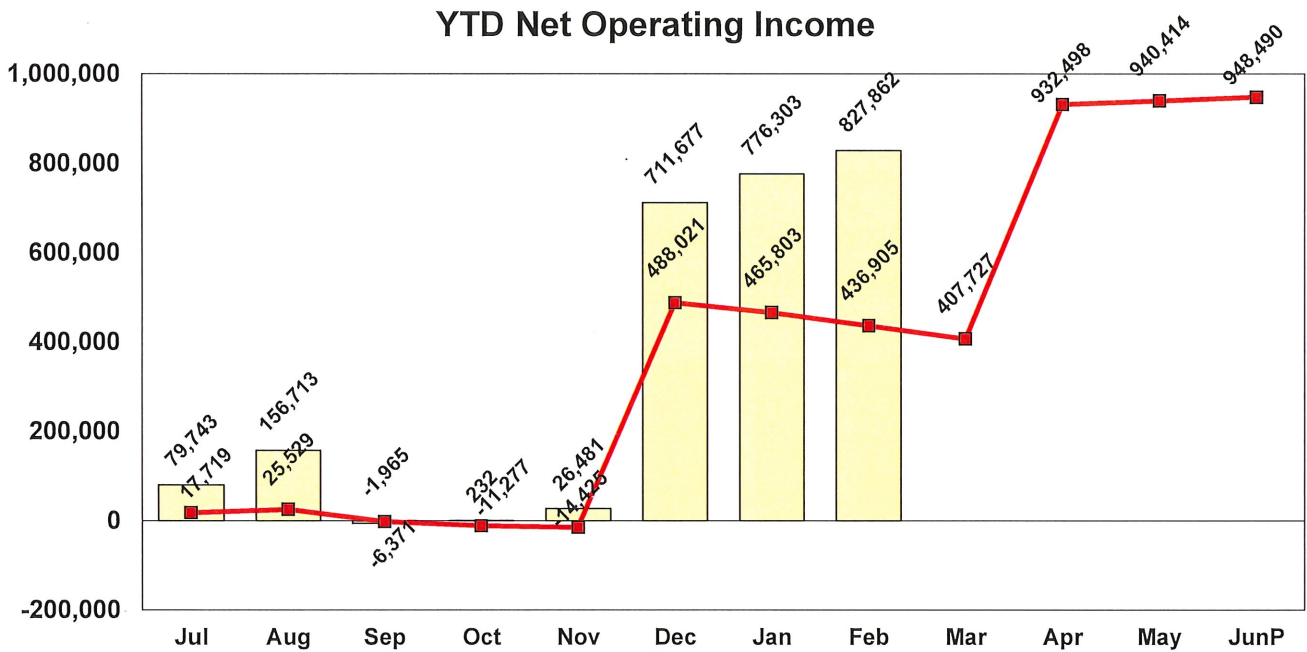
Operating Income

Vandenberg Village Community Services District

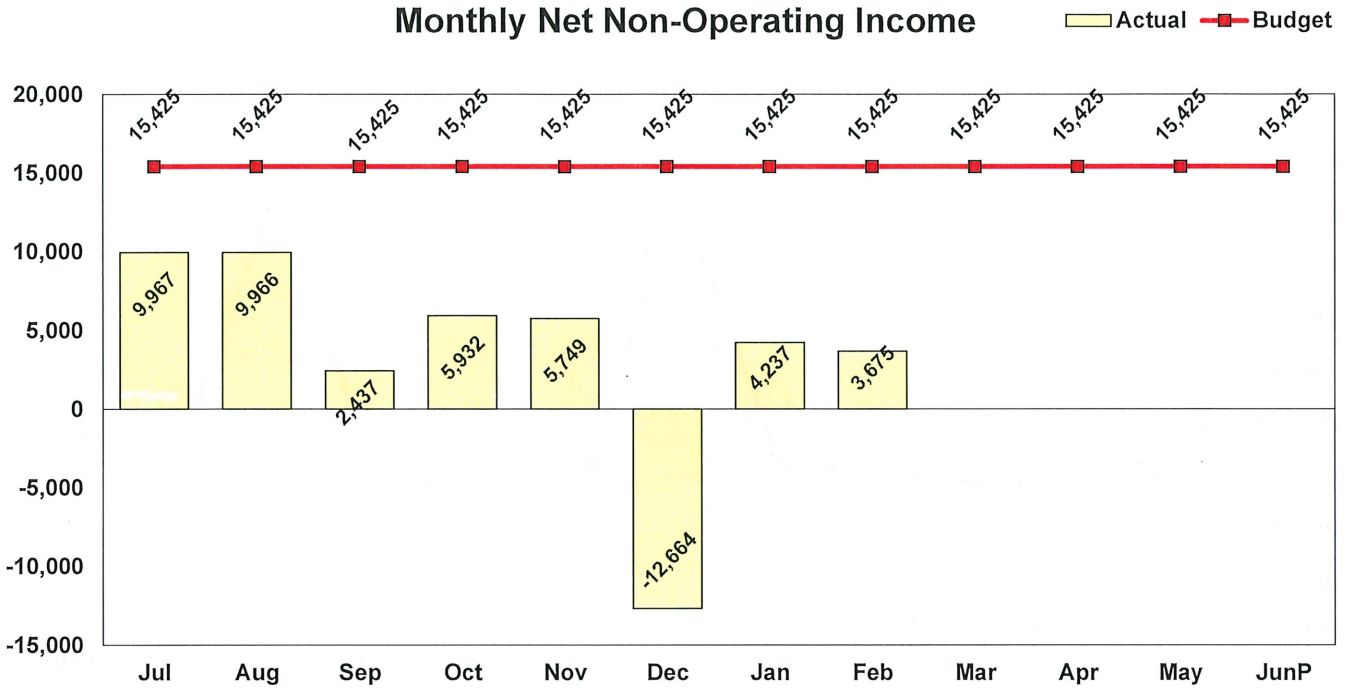
July 1, 2020 to June 30, 2021



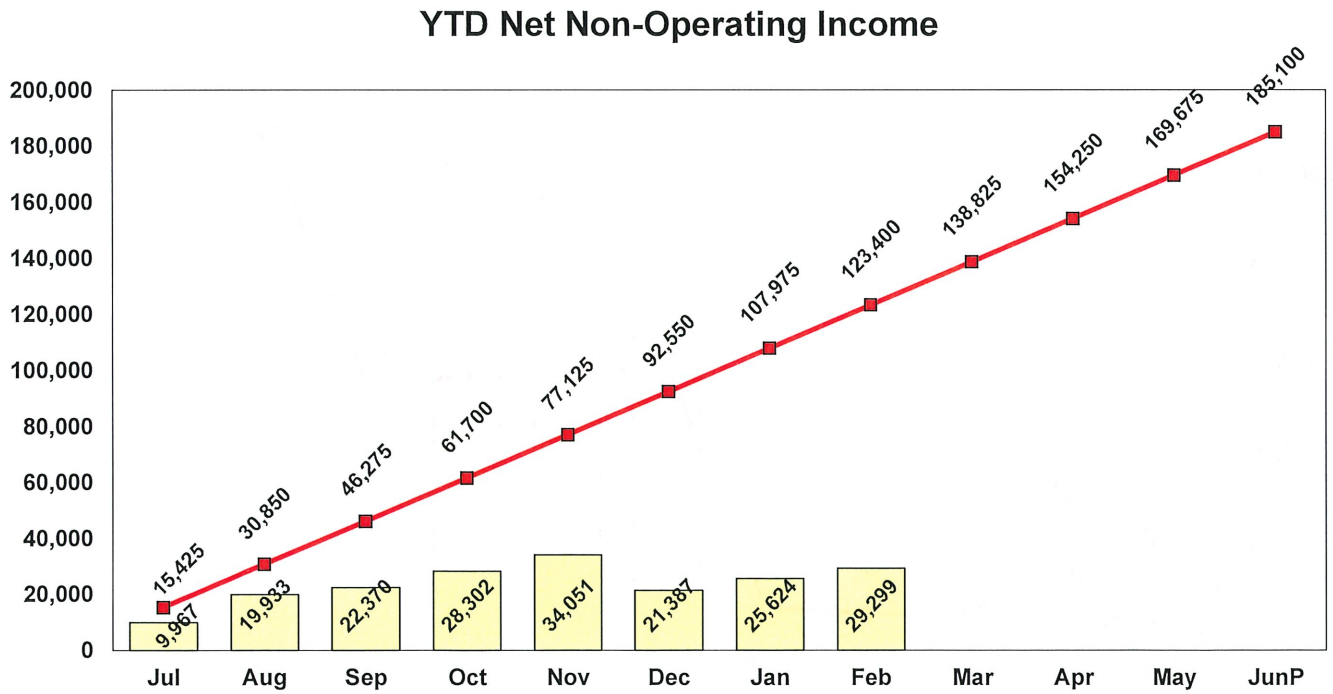
Note: The LRWRP Upgrade Charge revenue is deposited by Santa Barbara County in December, April and May.



Non-Operating Income
 Vandenberg Village Community Services District
 July 1, 2020 to June 30, 2021



Sep.'20, Dec.'20 - Fair Market Value adjustment.

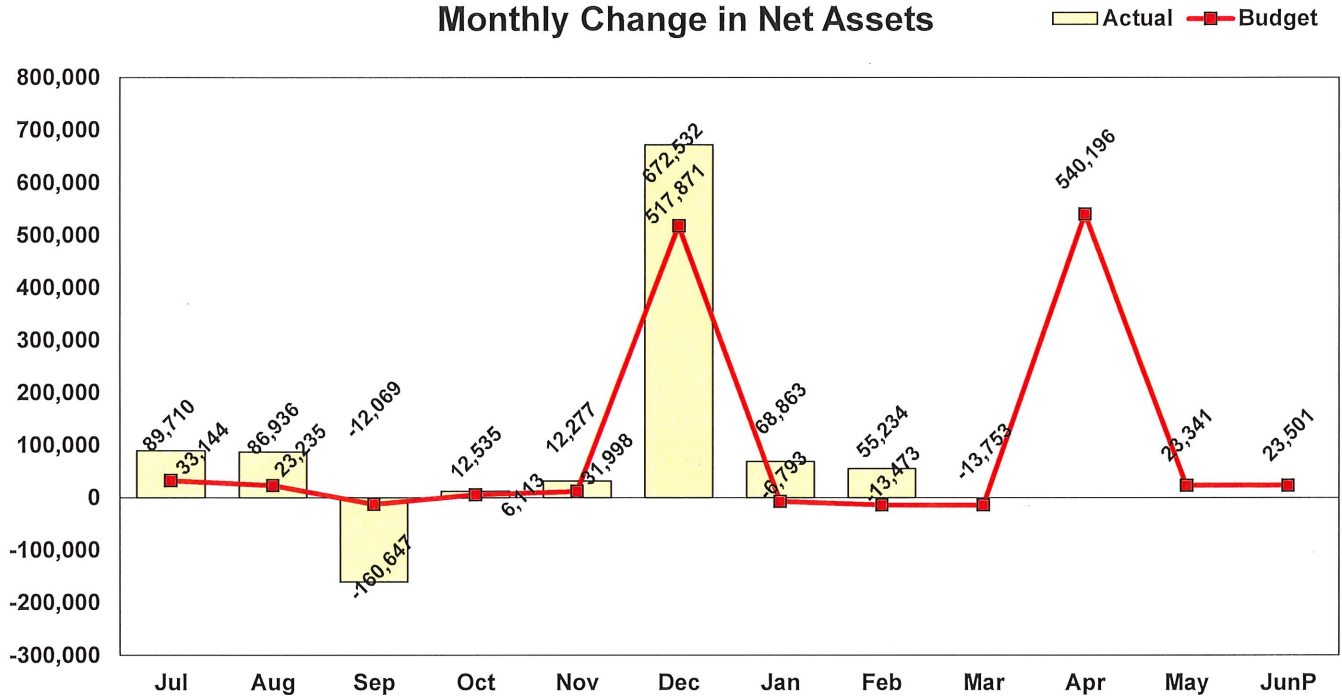


Change in Net Assets

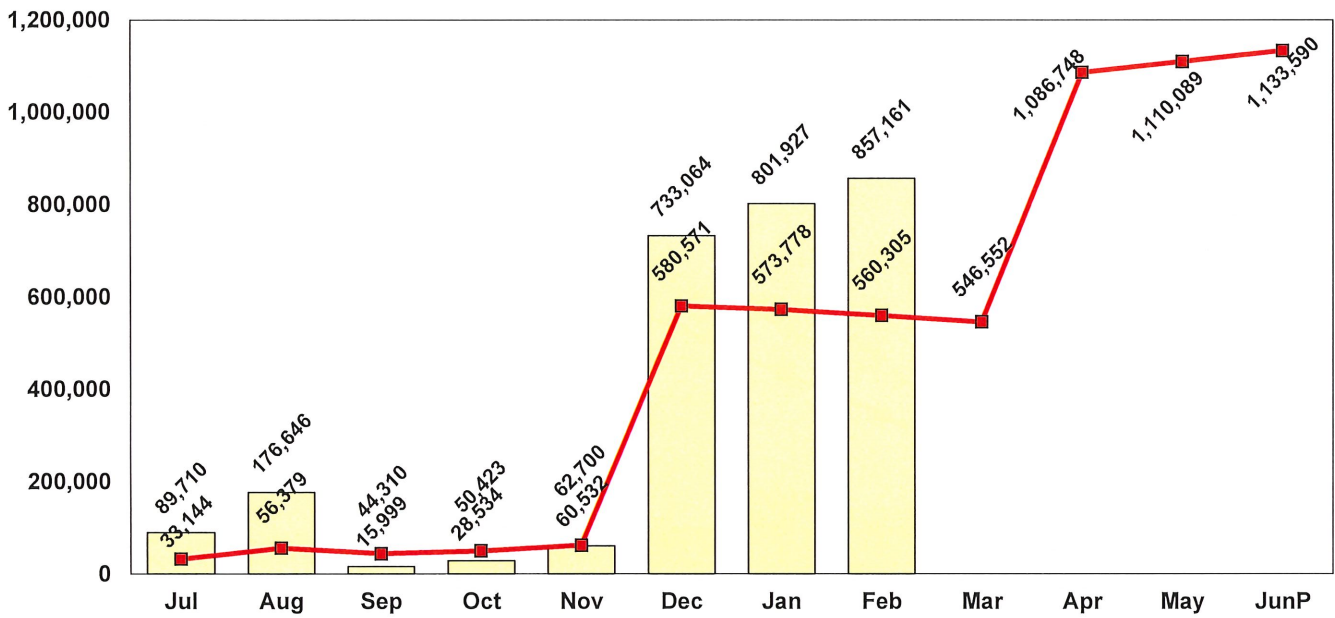
Vandenberg Village Community Services District

July 1, 2020 to June 30, 2021

Monthly Change in Net Assets



YTD Change in Net Assets



Statement of Cash Flow
 Vandenberg Village Community Services District
 For the Period from July 1, 2020 to February 28, 2021

	Water Fund	WW Fund	
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users	\$ 1,315,441	\$ 1,732,292	
Cash payments for goods and services	(665,286)	(742,116)	
Cash payments to employees	(362,123)	(171,870)	
Net Cash Provided by Operating Activities			\$ 1,106,338
 CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES			
Purchase of capital assets	(833,988)	(30,151)	
Net Cash Used - Capital & Related Financing Activities			(863,963)
 CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income	32,061	25,545	
Net Cash Provided by Investing Activities			57,606
Net Increase (Decrease) in Cash & Cash Equivalents			<u>299,981</u>
Cash and cash equivalents, beginning of year			11,768,033
Cash and cash equivalents, year-to-date			<u>\$ 12,068,015</u>
 Reconciliation to the Statement of Net Assets:			
Cash on hand	400		\$ 400
Cash and short term investments	3,227,164	8,840,451	<u>12,067,615</u>
			<u>\$ 12,068,015</u>
 Reconciliation of Operating Income to Net Cash Provided by Operating Activities			
Operating Income	\$ 130,784	\$ 437,555	
Adjustments to reconcile operating income to net cash provided by operating activities			
Depreciation	\$ 127,836	\$ 376,651	
Change in operating assets and liabilities:			
(Increase) decrease in accounts receivable	53,755	4,244	
(Increase) decrease in other receivables	5,638		
(Increase) decrease in prepaid items	15,747	359	
Increase (decrease) in accounts payable	36,388	8,083	
Increase (decrease) in accrued payroll	(64,213)	(8,587)	
Increase (decrease) in customer deposits	(9,571)		
Increase (decrease) in compensated absences	(8,331)		
Net Cash Provided by Operating Activities	<u>\$ 288,032</u>	<u>\$ 818,306</u>	<u>\$ 1,106,338</u>

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Disbursement # 04-21 From 3/1/2021 To 3/31/2021
 Board Meeting Date 4/6/2021 Item: 7B.2

Accounts Payable Amount \$253,408.04

Check Numbers 27505-27586

Void Checks none

Electronic Vendor Payment Amount \$2,181.84

Confirmation Numbers 012621,782308,162021,684341

A/P Hand Check Amount

Check Numbers

Payroll Amount \$81,694.53

Check Numbers electronically transferred

Wire Transfers

Wire Numbers

Disbursements/Investments

A/P Checks 253,408.04

Electronic Vendor Payments 2,181.84

A/P Hand Checks 0.00

Payroll 81,694.53

Investments 0.00

TOTAL \$337,284.41

REPORT.: Mar 31 21 Wednesday
 RUN...: Mar 30 21 Time: 12:08
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 03-21 thru 03-21 Bank Account.: 13100

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
012621	03/02/21	POI01	POINT OF ACTION	653.40	11510	UNIFORM SHIRTS-FIELD CREW
027505	03/02/21	ALT01	ALTHOUSE AND MEADE, INC.	361.90	12354	SPOILS AREA RESTORATION 11/20
027506	03/02/21	AME02	AMERICAN INDUSTRIAL SUPPL	98.75	79990	2"ELBOW,NIPPLE,FLANGE,GASKET FOR FILTER
027507	03/02/21	APP01	APPLIED TECHNOLOGY GROUP,	3755.83 1925.65	21388 21500	SCADA WIRING-TANK REHAB-TANK 1,3,5A,5B SCADA RADIO FOR L/S#2
			Check Total.....:	5681.48		
027508	03/02/21	ARA01	ARAMARK UNIFORM SERV.INC.	159.63 153.82	109627 119954	CONTINUOUS TOWELS,SHOP TOWELS 2/11/21 SHOP TOWELS 2/25/21
			Check Total.....:	313.45		
027509	03/02/21	BAN03	BANK OF AMERICA	389.00	54240221	AWWA MEMBERSHIP,WEBINAR BUNDLE-ALLEN
027510	03/02/21	CAL21	CALIFORNIA STATE LANDS CO	142.56	52282	LEASE #09621-BACK ACCESS ROAD 4/29/21-4/28/22
027511	03/02/21	CAR02	CARR'S BOOTS & WESTERN WE	176.16	10475	SAFETY BOOTS-REA
027512	03/02/21	CLS01	CLINICAL LABS OF SAN	257.00	979400	BACTERIA,IRON,MANGANESE,PHYSICAL TESTS 1/21
027513	03/02/21	COM03	COMCAST	315.79	10520221	INTERNET,BUS.CABLE,VOICE-OFFICE 2/20/21-3/19/21
027514	03/02/21	COR01	CORBIN WILLITS SYSTEM INC	754.06	C102151	SERVICE AND ENHANCEMENT FEE 3/21
027515	03/02/21	COV01	COVERALL MOUNTAIN & PACIF	391.00	553173759	JANITORIAL SERVICE 3/21
027516	03/02/21	CSI01	COATING SPECIALIST & INSP	15356.25	10346	COATING INSPECTION SERVICES-TANK 1 REHAB
027517	03/02/21	CWE04	CWEA	101.00	535340421	COLLECTION 3 RENEWAL-GARNER #53534
027518	03/02/21	FER01	FERGUSON ENTERPRISES INC	26586.78	9006908	HYDRANTS,VALVES,HYDRANT PARTS & ACCESSORIES-PO1686
027519	03/02/21	FRO01	FRONTIER	101.07 275.53	28850221 49050221	FRONTIER 733-2109 2/13/21-3/12/21 FRONTIER 733-3615/3975/SCADA 2/13/21-3/12/21
			Check Total.....:	376.60		
027520	03/02/21	HOM02	HOME DEPOT	234.51	10020221	SCADA RADIO SUPPLIES;HEX SET-CAMERA TRK;PVC,CORDS
027521	03/02/21	INK01	INKLINGS PRINTING CO.	4.89	117144	MAP REPRINT-OAK HILL
027522	03/02/21	LOM01	CITY OF LOMPOC, FINANCE	45256.57	5315	1/21 M&O
027523	03/02/21	MIL01	MILLER LANDSCAPING AND MA	150.00	58512	OFFICE YARD MAINTENANCE 2/21

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PAGE: 002
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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
027524	03/02/21	MIS01	MISSION PAVING, INC.	1000.00 1000.00 500.00	4449 4455 4469	ASPHALT REPAIR-3692 JUPITER AVE/3902 CLUBHOUSE CT ASPHALT REPAIR-4181 OAKWOOD RD. ASPHALT REPAIR-128 OAK HILL DR.
Check Total.....:				2500.00		
027525	03/02/21	OLI01	OLIN CORP - CHLOR ALKALI	4094.28	2939570	4,014 GALS NaOCL
027526	03/02/21	PGE01	PACIFIC GAS & ELECT. INC.	16333.52	68720221	PGE CHARGES 1/15/21-2/16/21
027527	03/02/21	RAY01	RAY MORGAN COMPANY	326.97	3188645	COPIER CONTRACT USAGE 1/7/21-2/6/21;TONER FREIGHT
027528	03/02/21	SAN27	SANTA BARBARA COUNTY	50.00	C10301	CEQA NOTICE OF EXEMPTION-WELL SITE/ACCESS RD LEASE
027529	03/02/21	SHR01	SHRED-IT USA	189.38	181465328	DOCUMENT SHREDDING SERVICE 1/26/21,2/9/21
027530	03/02/21	SOU01	SO.CALIFORNIA GAS CO.INC.	85.54	79000221	SO.CALIF GAS-WELL 1B 1/24/21-2/24/21
027531	03/02/21	UND01	UNDERGROUND SERVICE ALERT	31.45	220210779	USA TICKETS 2/21
027532	03/02/21	UNI02	UNIVAR SOLUTIONS USA INC.	1101.10	48974114	413 GALS NaHSO3
027533	03/02/21	USB02	U.S.BANK CORPORATE PAYMEN	966.17	32560221	SEAT COVERS,FILTER AIR LINE,TIERZERO,ACWA LEGIS-CA
027534	03/02/21	ZWO01	ZWORLD GIS	2700.00	2021-0287	2020 AERIAL IMAGERY FOR GIS
027535	03/02/21	\J003	NGUYEN H. JONES	28.73	000C10201	CUSTOMER REFUND-JON0064-3824-2 CASSINI CIR.
027536	03/02/21	\P002	PLUS PROPERTY MANAGEMENT	40.84	000C10201	CUSTOMER REFUND-PLU0142-106 OAK HILL DR.
027537	03/02/21	\R006	MARIA REYES	52.62	000C10201	CUSTOMER REFUND-REY0013-606 VENUS AVE.
027538	03/16/21	ACW03	ACWA JOINT POWERS INSURAN	12252.82	0663668	GROUP MEDICAL,DENTAL,VISION,LIFE,EAP 4/21
027539	03/16/21	AME02	AMERICAN INDUSTRIAL SUPPL	68.83	80174	SS SCREWS,NUTS,WASHERS,EYEBOLTS,COMPOUND FOR LS#1
027540	03/16/21	CAL06	CALIFORNIA ELECTRIC SUPP	4395.68 492.64 -4395.68	1002053 1002060 1005833C	75HP SOFT START T18N3S - WELL 3B DIAGNOSTIC FEE & SHIPPING-SOFT START T30N3S CREDIT-75HP SOFT START T183N3S-WELL 3B
Check Total.....:				492.64		
027541	03/16/21	CSI01	COATING SPECIALIST & INSP	1890.00	10402	COATING INSPECTION SERVICES-TANK 1 REHAB
027542	03/16/21	DEW02	J B DEWAR	99.57	106555	25.08 GALS DIESEL FUEL FOR DUMP TRUCK
027543	03/16/21	HOP02	HOPKINS TECHNICAL PROD	577.57	621300262	1/2"PVC BPV/VITON UNION FOR BISUFITE PUMP
027544	03/16/21	IND02	INDUSTRIAL TRUCK BODIES	5346.70	21-14800	VEHICLE #23 TRUCK BOXES,CAB GUARD & LIGHTS

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PAGE: 003
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Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
027545	03/16/21	LOM01	CITY OF LOMPOC, FINANCE	24.40	5408	LANDFILL CHARGES 2/21
				38121.41	5552	2/21 M&O
			Check Total.....:	38145.81		
027546	03/16/21	NAT01	NATIONAL GROUP TRUST	808.70	23940421	LONG-TERM DISABILITY 4/21
027547	03/16/21	PIT02	PITNEY BOWES INC	52.19	017605755	INK FOR POSTAGE MACHINE
027548	03/16/21	PIT03	PITNEY BOWES	843.55	01340221	POSTAGE FOR BILLS 2/21
027549	03/16/21	RAY01	RAY MORGAN COMPANY	326.97	3248979	COPIER CONTRACT USAGE 3/7/21-4/6/21;FREIGHT
027550	03/16/21	RLJ01	RL JOHNSON CONSTRUCTION,	21050.00	6036	INSTALL 4"VALVES #1,#2;42"HYDRANTS #75,#81,#82
027551	03/16/21	SAN11	SANTA BARBARA COUNTY	95.00	21A122-21	2021 SPECIAL ANNUAL PERMIT FEE 21A122
027552	03/16/21	SAN21	SANTA BARBARA COUNTY PUBL	479.38	587	IRWM PLAN SHARE 7/20-12/20
027553	03/16/21	SMI04	SMITHS ALARMS & ELECTRONI	180.00	050771	SECURITY-SHOP, BOOSTER BLDG 4/21-6/21
027554	03/16/21	SOU01	SO.CALIFORNIA GAS CO.INC.	144.10	84180221	SO.CALIF GAS-OFFICE 1/24/21-2/24/21
027555	03/16/21	VAL04	VALLEY ROCK READY MIX, IN	317.32	21-16855	SLURRY-SERVICE LINE REPAIR-128 OAKHILL DR.
027556	03/16/21	WAS01	WASTE MANAGEMENT CORPORAT	129.69	497348	TRASH COLLECTION-SHOP 2/21
				40.18	497352	TRASH COLLECTION-OFFICE 2/21
			Check Total.....:	169.87		
027557	03/16/21	WES05	WESTERN EXTERMINATOR CO.	63.00	7515799	GOPHER CONTROL SERVICE 2/21
027558	03/30/21	/M074	MARSHA MAIETTA	160.00	C10329	RETROFIT REIMB-1 HE TOILET-4059 POLARIS AVE.
027559	03/30/21	/R043	DENISE REAGAN	160.00	C10329	RETROFIT REIMB-1 HE TOILET-4388 SCORPIO RD.
027560	03/30/21	/W001	JERRID WHITE	320.00	C10329	RETROFIT REIMB-2 HE TOILETS-551 MARS AVE.
027561	03/30/21	AME02	AMERICAN INDUSTRIAL SUPPL	139.87	80310	GLOVES,WIRE BRUSHES,BUSHING,REDUCER FOR LIGHT POLE
				15.16	80324	REDUCERS FOR LIGHT POLE AT SHOP
			Check Total.....:	155.03		
027562	03/30/21	ARA01	ARAMARK UNIFORM SERV.INC.	179.63	130140	CONTINUOUS TOWELS,SHOP TOWELS 3/11/21
				153.82	141920	SHOP TOWELS 3/25/21
			Check Total.....:	333.45		
027563	03/30/21	BAN03	BANK OF AMERICA	975.00	30290321	REGIST.-ACWA CONF,SPECIAL DIST.LEADERSHIP-REDMON

REPORT.: Mar 31 21 Wednesday
 RUN...: Mar 30 21 Time: 12:08
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 03-21 thru 03-21 Bank Account.: 13100

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
027564	03/30/21	BAN03	BANK OF AMERICA	175.00	30470321	REGIST.-SPECIAL DIST.LEGISLATIVE DAYS-BUMPASS
027565	03/30/21	BAN03	BANK OF AMERICA	30.00	54240321	JOBS AVAILABLE SUBSCRIPTION
027566	03/30/21	CAL06	CALIFORNIA ELECTRIC SUPP	4395.68	1005558	WELL 3B SOFT STARTER
027567	03/30/21	CAL21	CALIFORNIA STATE LANDS CO	189.83	B1547	STATE LANDS LEASE-NEW WELL SITE 10/20-12/20
027568	03/30/21	COL04	COLE, MATTHEW	417.25	1	LS#1-REPAIR VOLUTE RETAINING BOLTS
027569	03/30/21	COM03	COMCAST	315.79	10520321	INTERNET,BUS.CABLE,VOICE-OFFICE 3/20/21-4/19/21
027570	03/30/21	COR01	CORBIN WILLITS SYSTEM INC	754.06	C103151	SERVICE AND ENHANCEMENT FEE 4/21
027571	03/30/21	COR04	CORE & MAIN LP	331.10 1193.57	N838876 N895462	ENCODER FOR OCTAVE METER WITH 5' NICOR VALVE,CPLNGS,ACC,NUT,BOLT,GSKT-HYDRANT/VALVE PRJCT
Check Total.....:				1524.67		
027572	03/30/21	FAM01	FAMCON PIPE & SUPPLY, INC	103.31	50064.001	HYDRANT EXTENSION FOR HYDRANT REPLACEMENT PROJECT
027573	03/30/21	FER01	FERGUSON ENTERPRISES INC	43.10	9089460	GASKETS FOR HYDRANT REPLACEMENT PROJECT
027574	03/30/21	FIN01	FINANCIAL CREDIT NETWORK	78.66	157320221	COLLECTIONS COMMISSION,LATE FEE-MAR0135
027575	03/30/21	FRO01	FRONTIER	101.07 274.34	28850321 49050321	FRONTIER 733-2109 3/13/21-4/12/21 FRONTIER 733-3615/3975/SCADA 3/13/21-4/12/21
Check Total.....:				375.41		
027576	03/30/21	HAC01	HACH COMPANY	229.54	12376571	CHLORINE REAGENT SETS (QTY 3)
027577	03/30/21	ICO01	ICONIX WATERWORKS INC.	278.85 228.38	116011753 116011756	90S,BOLT SETS,GASKETS FOR HYDRANT REPLACEMENT PRJT PIPE SADDLE SUPPORT 10"-16" ADJ. (QTY 2)
Check Total.....:				507.23		
027578	03/30/21	MEL01	MELISSA DATA CORP	2016.89	5395017	ADDRESS BARCODING RENEWAL 4/21-3/22
027579	03/30/21	MIS01	MISSION PAVING, INC.	500.00 1000.00	4480 4481	ASPHALT REPAIR-789 MERCURY AVE. ASPHALT REPAIR-SHOP
Check Total.....:				1500.00		
027580	03/30/21	PGE01	PACIFIC GAS & ELECT. INC.	22048.44	68720321	PGE CHARGES 2/17/21-3/17/21
027581	03/30/21	SAN10	SANTA BARBARA COUNTY	5866.53	110320-47	2020 GENERAL ELECTION COSTS
027582	03/30/21	SAN23	SANTA MARIA TIMES	82.00	24392	PUBLIC NOTICE OF FY21-22 BUDGET

REPORT.: Mar 31 21 Wednesday
 RUN...: Mar 30 21 Time: 12:08
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 03-21 thru 03-21 Bank Account.: 13100

PAGE: 005
 ID #: PY-DP
 CTL.: VAN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
027582	03/30/21	SAN23	SANTA MARIA TIMES	60.47	24395	PUBLIC NOTICE OF FY21-22 BUDGET
Check Total.....:				142.47		
027583	03/30/21	SHR01	SHRED-IT USA	189.46	181652036	DOCUMENT SHREDDING SERVICE 2/23/21,3/9/21
027584	03/30/21	USB02	U.S.BANK CORPORATE PAYMEN	466.37	32560321	TIERZERO,HANGER FORMS,VEHICLE LIGHT BULBS,JACKS
027585	03/30/21	VAL04	VALLEY ROCK READY MIX, IN	514.51 449.86	21-17036 21-17037	CONCRETE FOR VALVE #1 REPLACEMENT SLURRY-1" COPPER SERVICE LINE RPLC-789 MERCURY AVE
Check Total.....:				964.37		
027586	03/30/21	VRE01	JIM VREELAND FORD	118.05	39682	UNIT 18-OIL,FILTERS
162021	03/16/21	WEX01	WEX BANK	1069.08	70578427	270.31 GALS FUEL
684341	03/30/21	PIT02	PITNEY BOWES INC	52.19	017686324	INK FOR POSTAGE MACHINE
782308	03/02/21	STA09	STAPLES CREDIT PLAN	407.25	329908836	N95 RESPIRATORS-COVID19; TONER
Cash Account Total.....:				255589.88		
Total Disbursements.....:				255589.88		
Cash Account Total.....:				.00		

REPORT.: Mar 31 21 Wednesday
 RUN...: Mar 30 21 Time: 12:08
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report - Payroll Vendor Payment(s)
 Check Listing for 03-21 thru 03-21 Bank Account.: 13101

PAGE: 006
 ID #: PY-DP
 CTL.: VAN

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
80580	03/19/21	PER04	CALPERS 457 PLAN	1120.00	C10319	EMPLOYER PERS 457 PP#6
80581	03/19/21	PER04	CALPERS 457 PLAN	1120.00	1C10319	EMPLOYEE PERS 457 PP#6
80590	03/19/21	PUB02	PUBLIC EMPLOYEES	1090.25	C10319	PERS EPMC PP#6
80591	03/19/21	PUB02	PUBLIC EMPLOYEES	1437.41	1C10319	PERS TDMC PP#6
80592	03/19/21	PUB02	PUBLIC EMPLOYEES	4266.37	2C10319	PERS EMPLYR CONTRB PP#6
164570	03/19/21	EFT01	EFTPS	3838.45	C10319	FEDERAL WH TAXES PP#6
164571	03/19/21	EFT01	EFTPS	971.06	1C10319	FICA MEDICARE PP#6
214720	03/05/21	EMP01	EMPLOYMENT DEVELOP.DEPART	1777.13	C10305	STATE WH TAXES PP#5
214721	03/05/21	EMP01	EMPLOYMENT DEVELOP.DEPART	412.57	1C10305	STATE DISABILITY PP#5
214760	03/05/21	EFT01	EFTPS	3916.52	C10305	FEDERAL WH TAXES PP#5
214761	03/05/21	EFT01	EFTPS	31.00	1C10305	FICA SOCIAL SECURITY DR#3
214762	03/05/21	EFT01	EFTPS	1004.34	2C10305	FICA MEDICARE PP#5
332998	03/31/21	COL03	COLONIAL LIFE & ACCIDENT	224.58	C10331	COLONIAL-PRETAX 3/21
400800	03/31/21	AFL01	AFLAC	362.50	C10331	AFLAC-PRETAX 3/21
400801	03/31/21	AFL01	AFLAC	2.88	1C10331	AFLAC-AFTER TAX 3/21
984770	03/05/21	PUB02	PUBLIC EMPLOYEES	1098.60	C10305	PERS EPMC PP#5
984771	03/05/21	PUB02	PUBLIC EMPLOYEES	1445.76	1C10305	PERS TDMC PP#5
984772	03/05/21	PUB02	PUBLIC EMPLOYEES	4296.01	2C10305	PERS EMPLR CONTRIB PP#5
984780	03/05/21	PER04	CALPERS 457 PLAN	1120.00	C10305	EMPLOYER PERS 457 PP#5
984781	03/05/21	PER04	CALPERS 457 PLAN	1120.00	1C10305	EMPLOYEE PERS 457 PP#5
984960	03/19/21	EMP01	EMPLOYMENT DEVELOP.DEPART	1715.39	C10319	STATE WH TAXES PP#6
984961	03/19/21	EMP01	EMPLOYMENT DEVELOP.DEPART	401.82	1C10319	STATE DISABILITY PP#6
Cash Account Total.....:				32772.64		
Total Disbursements.....:				32772.64		

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.A

FROM: Finance/Budget Committee
(Director Bumpass & Director Redmon)

BY: Joe Barget, General Manager *J.B.*
Cynthia Allen, Administrative Services Manager *CA*
Michael Garner, Operations & Maintenance Manager *mg*
Patricia LeCavalier, Finance Administrator *PL*

DATE: April 6, 2021

SUBJECT: Capital Budget

Recommendation: Adopt the Fiscal Year (FY) 2021-22 Capital Budget for the Water and Wastewater Enterprise Funds.

Policy Implications:

- California Government Code § 61110 requires the Board to adopt an annual (or biennial) budget before September 1. The Code also requires the Board to hold a public hearing and publish a notice at least two weeks before the hearing in a newspaper of general circulation.
- California Government Code § 61110(f) specifically requires the budget to conform to generally accepted accounting and budgeting procedures for special districts to include categories for capital outlay, designated reserve for capital outlay, and designated reserve for contingencies.

Resource Impacts:

- This capital budget totals \$2,400,500 and consists of two parts:
 - \$1,768,650 (Water)
 - \$252,150 in current fiscal year capital expenditures
 - \$1,516,500 in carryovers from previous fiscal years

- \$986,141 has been expended towards previous years' projects
- \$631,850 (Wastewater)
 - \$217,350 current fiscal year capital expenditures
 - \$414,500 in carryovers from previous fiscal years
 - \$266,036 has been expended towards previous years' projects
- As of March 31, \$26,434 has been collected from developers to fund specific projects in the capital budget.
- The capital budget is funded by reserves. Sufficient funds are available in water and wastewater reserves to fund the proposed capital budget.

	Water	Wastewater	LRWRP	Total
Cash Reserves in Bank on 12/31/20	\$2,986,931	\$2,191,112	\$6,483,599	\$11,661,642
Total Reserve Requirement @ 6/30/22	\$5,439,986	\$2,191,112	\$8,341,998	\$15,973,096
Capital Reserve Requirement	4,003,185	1,401,316	6,255,213	11,659,714
Operating Reserve Requirement	477,168	374,698	370,374	1,222,240
Emergency Reserve Requirement	959,633	415,098	1,716,411	3,091,142
Net Reserves – available (shortfall)	(\$2,453,055)	\$ 0	(\$1,858,399)	(\$4,311,454)

Alternatives Considered: None

Discussion: The Finance/Budget Committee reviewed the staff-recommended capital budget on March 16 and presents it to the Board for consideration and approval.

The focus of the proposed capital budget is to continue work on the carryovers from previous years and to add the following new capital expenditures:

- Replace Oak Hill Condos water service lines in tandem with homeowners' association (HOA) road pavement rehabilitation work
- Upgrade SCADA system and replace SCADA computer
- Replace Lift Station #2
- Replace dump truck (Unit #7)

Capital budget expenditures are presented in the following categories:

- Capital Replacement: Replaces existing equipment, infrastructure, or facilities.
- Capital Improvement: Builds upon or improves existing equipment, infrastructure, or facilities.
- Capital Outlay: Purchases or constructs new equipment, infrastructure, or facilities.

Except for specific items detailed in District Ordinances that are capitalized regardless of cost, the District does not capitalize any expenditures or assets that cost less than \$5,000. All such items are expensed.

The proposed capital budget, in general, reflects upgrades to the water and wastewater infrastructure and incorporates projects from the Strategic Plan. A brief synopsis and justification for the proposed capital expenditures is attached.

Capital budget projects are an important way the District maintains and improves its water distribution and wastewater collection systems. Setting aside enough money in reserves is crucial.

Attachments:

1. Water and Wastewater Capital Budget Summary
2. FY 2021-22 Water and Wastewater Capital Budgets (under separate cover)

Vandenberg Village Community Services District
Water and Wastewater Capital Budget Summary
Fiscal Year 2021-22

CAPITAL IMPROVEMENT PLAN

Builds upon or improves existing equipment, infrastructure, or facilities.

Geographic Information System (GIS) \$100,000
(Strategic Plan Item #3)

Create electronic utility drawings for the District's water and wastewater systems and provide a web-based database application that would allow District staff to view and update asset maps and associated data. This will greatly improve maintenance, record-keeping, and accounting of infrastructure such as valves, hydrants, manholes, and pipelines. To date, \$6,978 has been collected from developers for this project.

Rehabilitate Tanks 1, 3, 5A & 5B \$700,000

Replace the roof and recoat the interior and exterior of Tank 1; repair and recoat the exterior of Tanks 3, 5A & 5B. Consolidating tank work into a single, comprehensive project makes more efficient use of staff and consultant time for preparation of plans and specifications, contract management, and construction management. It also reduces contractor mobilization/demobilization expenses and results in a better price for the work.

CAPITAL REPLACEMENT PLAN

Replaces existing equipment, infrastructure, or facilities.

Security Systems \$25,000

Replace the security systems that were installed in 1999 at the Shop Building and the Booster Building in conjunction and compatible with the security system at the new Administrative Office Building. There have been increasing problems with malfunctions and false alarms with current system. Surveillance systems are also being installed where applicable.

**Vandenberg Village Community Services District
Water and Wastewater Capital Budget Summary
Fiscal Year 2021-22**

Computer Network Server* **\$10,000*

Replace the office network server that has been in service since 2015.

***Valve Operator and Truck
(Strategic Plan Item #14)* **\$220,000****

Replace valve operator purchased in 2001 and pickup truck (Unit #8) purchased in 1997.

Site #1/Site #3 Roof Repair* **\$20,000*

Replace the metal roof on the well buildings, panel room, pump house, and shop; install rain gutters.

Hydrant Replacement Project* **\$112,000*

Replace 10 outdated dry-barrel hydrants to finish the effort on the South side of the Village. The District is phasing out the dry-barrel hydrants due to age and the added cost of maintenance. Most of the hydrants to be replaced are more than 35 years old. Project will also replace two 4-inch gate valves in the water distribution system.

***Ford F-150 Pickup Truck
(Strategic Plan Item #14)* **\$47,000****

Replace Unit #15 purchased in 2010. This project was deferred from FY 2019-20.

***Ford F-250 Pickup Truck
(Strategic Plan Item #14)* **\$47,000****

Replace Unit #16 purchased in 2012.

Computer Workstations (2 each)* **\$2,500*

Replace two outdated office computers according to a scheduled replacement plan.

Vandenberg Village Community Services District
Water and Wastewater Capital Budget Summary
Fiscal Year 2021-22

SCADA Computer **\$10,000**

Replace SCADA computer purchased in 2014 with updated equipment.

SCADA Upgrade **\$102,000**

Replace SCADA operating system purchased in 2007 with updated software. Current ClearSCADA software is being replaced by Geo SCADA Expert software and will no longer be supported.

Soft Starter **\$5,000**

Replace a soft starter, if required. (The District has six: one on each well and one on each booster pump.)

Oak Hill Condos Water Service Lines **\$112,000**

Replace 40 each Schedule 40 PVC service lines with new polyethylene service lines and meter boxes before HOA repaves their private roads.

L/S #2 Replacement **\$135,000**
(Strategic Plan Item #5)

Replace below-ground lift station constructed in 1968 with standard above-ground, Smith & Loveless unit eliminating confined space hazard and upgrading equipment.

Ford F-650 Diesel Dump Truck **\$95,000**
(Strategic Plan Item #14)

Replace Unit #7 F800 dump truck purchased in 1996.

**Vandenberg Village Community Services District
Water and Wastewater Capital Budget Summary
Fiscal Year 2021-22**

CAPITAL OUTLAY PLAN

Purchases or constructs new equipment, infrastructure, or facilities.

New Wells **\$350,000**
(Strategic Plan Item #11)

Fund preliminary work such as a cultural resources study, biological assessment, and environmental documents to obtain a future well site for the eventual replacement of the District's three wells which are now 35-45 years old. Drill a test well at the old County Fire Station. To date, \$19,455 has been collected from developers for this project.

Camera Truck **\$300,000**

Purchase a camera truck to systematically video the entire wastewater collection system. This will allow the Field Crew to identify maintenance, repair, and replacement work; and develop and prioritize sewer system rehabilitation projects. This project has the potential to generate multiple capital improvement or capital replacement projects depending on the severity of any sewer line deterioration discovered.

Meter Reading Radio and Mounts **\$8,000**

Add two vehicle mounts and one radio for the tablet computer to the AMR meter reading system so all field vehicles have the capability to electronically read meters.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.B

FROM: Finance/Budget Committee
(Director Bumpass & Director Redmon)

BY: Joe Barget, General Manager *J.B.*
Cynthia Allen, Administrative Services Manager *CA*
Michael Garner, Operations & Maintenance Manager *mg*
Patricia LeCavalier, Finance Administrator *PL*

DATE: April 6, 2021

SUBJECT: Operating Budget

Recommendations:

1. Adopt the Fiscal Year (FY) 2021-22 Operating Budget for the Water and Wastewater Enterprise Funds which includes a 1.7 percent cost of living salary increase for all employees effective July 1, 2021.
2. Approve FY 2021-22 administrative overhead fees of 20.54 percent.

Policy Implications: California Government Code § 61110 requires the Board to adopt an annual (or biennial) budget before September 1. The Code also requires the Board to hold a public hearing and publish a notice at least two weeks before the hearing in a newspaper of general circulation.

Resource Impacts:

- The operating budget totals \$4,888,459 and consists of three parts:
 - \$1,908,172 (Water)
 - \$1,498,793 (Wastewater)
 - \$1,481,494 (LRWRP)

- This represents a 1.9 percent (\$36,400) increase in the water budget, a 4.2 percent (\$59,760) increase in the wastewater budget from last year, and no change in LRWRP expenditures.
- The operating budget is funded primarily by rate revenue from the fiscal year.
- The LRWRP Upgrade Charge was removed from the monthly bills and added as a fixed charge to the annual Santa Barbara County Tax Bill effective October 2017.

Alternatives Considered: None

Discussion: The Finance/Budget Committee reviewed the staff-recommended operating budget on March 16 and present it to the Board for consideration and approval.

The Water and Wastewater operating budget assumes average water consumption and wastewater generation from the previous five years. If it is a very wet year, the District can expect to sell less water and earn less revenue (but have lower expenses). If it is a very dry year, the District can expect to sell more water and earn more revenue (but have higher expenses).

Water	Wastewater	LRWRP	
\$1,794,984	\$1,660,898	\$1,090,160	Revenue
(1,723,172)	(1,418,793)	(991,091)	Operating Expenses
(185,000)	(80,000)	(490,403)	Depreciation
(\$113,188)	\$162,105	(\$391,334)	Net income

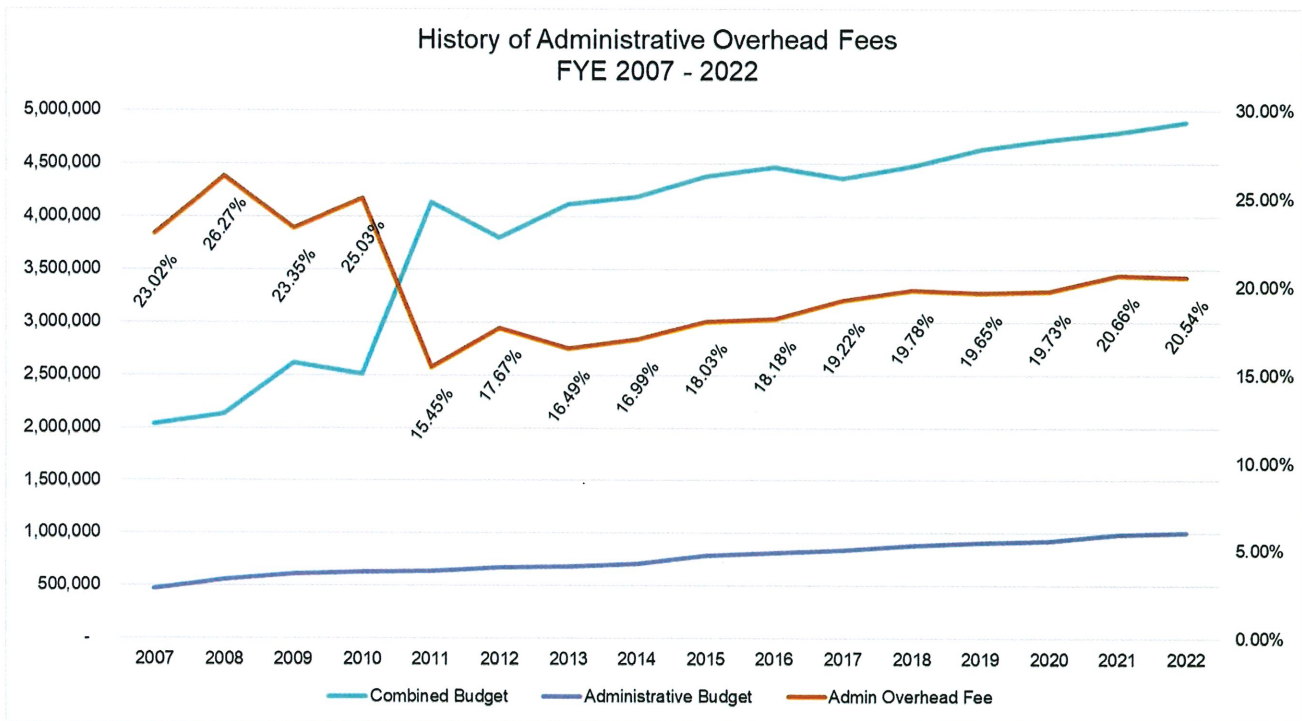
The District's water rates remain the lowest of all 17 water agencies in Santa Barbara County. Sewer rates are slightly higher than average, primarily due to debt service and depreciation on the LRWRP; however, they are the lowest of the four wastewater agencies in the county that treat sewage to the tertiary level.

In addition to the 1.7 percent cost of living increase in employee salaries, highlights of this year's operating budget include:

- \$200,000 for design work to replace 2,000 linear feet of sewer line in conjunction with the county's project to replace Floradale Bridge.
- \$660,000 for wastewater treatment costs.
- \$14,000 for triennial water tank inspection.

- \$10,000 for vegetation management.
- \$43,000 for the last of four annual payments for the Groundwater Sustainability Plan (GSP) as required by the Sustainable Groundwater Management Act (SGMA).
- \$35,150 for director salaries and training. This represents a 6.7% increase over previous year.
- \$10,000 for legal expenses. Miniscule relative to most water and sewer districts.

The Administrative Overhead Fee is a calculated percentage of the administrative expenses when compared to the total operating budget and is used to account for the indirect costs incurred by the District. It is required for Construction Work in Progress journal entries and is also used when requesting reimbursement from outside parties. The graph below illustrates the inverse relationship between the Administrative Overhead Fee and the Combined Budget. The Administrative Budget remains relatively flat so, as the Combined Budget increases, the Administrative Overhead Fee decreases. The large decrease in the 2011 Administrative Overhead Fee was in response to the increased wastewater operating expense budget due to the addition of the LRWRP expenses.



Attachments:

1. Water and Wastewater Operating Budget Summary (FY 2021-22)
2. Water Operating Budget (FY 2021-22) (under separate cover)
3. Wastewater Operating Budget (FY 2021-22) (under separate cover)
4. Administrative Overhead Fees (FY 2021-22) (under separate cover)
5. Payroll Schedule (FY 2021-22)

**Vandenberg Village Community Services District
Water and Wastewater Operating Budget Summary
Fiscal Year 2021-22**

Below is a summary explanation for each category of the proposed operating budget for the water and wastewater enterprise funds. Although each fund has its own budget and the funds may not be comingled, they are described together in the summary to better represent the operating activities of the District. More detailed information on each line item is available in the District Office for review.

OPERATING REVENUES

The proposed water and wastewater revenues reflect no changes in rates.

Water revenues are projected by using an average number of active customers for a calendar year and five-year historical average water consumption. Since revenue projection is based on historic performance, actual revenue could be better in some months and worse in others.

Wastewater revenues are projected by using an average number of active customers. The fees collected are fixed monthly charges; therefore, actual performance varies from budget projection primarily due to residential vacancies.

LRWRP revenues are projected by using number of wastewater connections. The fees are collected through the annual property tax statement and are fixed annual charges.

For FY 2021-22, staff estimates a net **water reserve** contribution of approximately \$71,812 and **wastewater reserve** contribution of approximately \$242,105 from wastewater service charges and \$99,069 from LRWRP upgrade charges.

NON-OPERATING REVENUES

Interest Earnings are budgeted for the District's investment accounts with the Local Agency Investment Fund (LAIF), Santa Barbara County Treasury; money market account at Rabobank; and Wastewater

**Vandenberg Village Community Services District
Water and Wastewater Operating Budget Summary
Fiscal Year 2021-22**

Capital Reserve Fund (WCRF) at the City of Lompoc based on the following projections:

		December 2020 Interest Rate	FY 21-22 Projection
LAIF	Variable	0.63%	0.63%
Santa Barbara County	Variable	0.46%	0.46%
Money Market	Variable	0.06%	0.06%
WCRF	Variable	2.03%	2.34%

OPERATING EXPENSES

In general, operating expenses that are not exclusive to the water or wastewater funds (insurance, utilities, office supplies, administrative expenses) are allocated at 50% water, 50% wastewater. Payroll for non-exempt field staff is charged to the fund in which the work is performed. Therefore, allocation is based on historical payroll accounting.

The following are significant changes in the budgets:

Source of Supply (Wells) – Budget includes \$43,000 for the final payment for the Sustainable Groundwater Management Act (SGMA) Groundwater Sustainability Plan (GSP); \$4,200 for USGS Groundwater Monitoring; \$40,000 for SYRWCD pump taxes; and \$3,500 for Cloud Seeding.

Pumping (Boosters) – Budget includes \$350,000 for purchased power.

Water Treatment – Budget includes \$13,750 for AB2995 SWRCB Water System Fees and \$77,500 for chemicals.

Wastewater Treatment – Budget includes \$660,000 for wastewater treatment costs.

WCRF – This item represents the District’s portion of capital improvements to the Lompoc Wastewater Reclamation Plant and VVCS D has little control over the annual capital expenditures. The District earns interest on the WCRF balance of \$742,558 which offsets

**Vandenberg Village Community Services District
Water and Wastewater Operating Budget Summary
Fiscal Year 2021-22**

-37-

a portion of the wastewater reclamation plant capital expenditures. \$200,000 has been budgeted for the design of the Floradale Bridge wastewater transmission line which we expect to be billed to VVCSD through the WCRF.

LRWRP Debt Service – Budget includes the annual SRF payment of \$741,091. This represent the District's portion of the LRWRP debt service obligations.

Transmission and Distribution –Budget includes \$14,000 carryforward for the triennial tank inspections.

Wastewater Collection – Budget includes \$25,000 to repair minor wastewater main problem areas as discovered by camera van. Major repairs will be included in future capital budgets.

Customer Accounts – Budget includes merchant account fees for customer electronic payments as well as printing and postage costs for monthly bills.

Insurance – Cost includes general liability and property casualty insurance.

Administrative and General – Budgeted administrative and general costs include \$5,000 for legal counsel and \$17,050 for employee travel expense.

Director's Expense – Budget includes \$35,150 for director's travel expenses and salaries.

Depreciation – Budget depreciation assumes new capital assets purchased in January. All assets are depreciated for the full month beginning the first month of ownership.

Although there is no cash outlay for depreciation expense, the Board adopted Resolution 99-94 in 1994 that directs staff to set cash aside based on depreciation expense and establish rates to provide sufficient cash to fund this depreciation expense in order to fund a replacement

Vandenberg Village Community Services District Water and Wastewater Operating Budget Summary Fiscal Year 2021-22

reserve for replacing capital equipment. The resolution was rescinded and replaced in 2006 by Resolution 176-06 with the same direction to staff.

Salaries and Benefits – Many factors affect salaries and benefits in the FY 2021-22 budget which has resulted in an increase of \$49,700 from the FY 2020-21 budget. The projected employee salaries and benefits for working hours are:

Water fund	\$ 837,045	(FY 2020-21: \$805,900)
Wastewater fund	\$ 523,100	(FY 2020-21: \$505,600)
Total	\$1,360,145	(FY 2020-21: \$1,311,500)

Budgeted salaries increased \$27,800. This includes a 1.7% economic adjustment for all employees. The budget also assumes that employees who are not at the top of their pay scale will receive at least one merit increase.

Budgeted benefits increased by \$21,900. The additional cost for paid benefits such as insurance, retirement, etc. represents 66.41% of the total base salary the District pays its employees.

The table below shows a historical comparison of actual salaries to budget (does not include paid benefits such as holiday, sick, and vacation):

Fiscal Year	Notes	Total Budgeted Salaries	Total Actual Salaries	Variance From Budget
17-18	0.90% economic adjustment	693,500	708,402	14,902
18-19	2.40% economic adjustment plus 4 th field employee	739,400	758,934	19,534
19-20	3% economic adjustment plus 4 th field employee	792,000	807,103	15,103
20-21	2.40% economic adjustment minus six months of 4 th field employee	743,200	724,523 <i>projected</i>	<18,677>
21-22	1.7% economic adjustment	771,000		

Vandenberg Village Community Services District
Water and Wastewater Operating Budget Summary
Fiscal Year 2021-22

NET INCOME <LOSS>

Water Fund	<\$113,188>
Wastewater Fund	\$162,105
LRWRP	<\$391,334>

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
PAYROLL SCHEDULE
1.70% ECONOMIC ADJUSTMENT**

01-Jul-21

JOB TITLE		TRIAL PERIOD			STEP 1			STEP 2			STEP 3			STEP 4			STEP 5		
		Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual
OPERATIONS & MAINTENANCE MANAGER	EXEMPT	\$7,494.93	\$43.24	\$89,939.20	\$7,869.33	\$45.40	\$94,432.00	\$8,262.80	\$47.67	\$99,153.60	\$8,675.33	\$50.05	\$104,104.00	\$9,108.67	\$52.55	\$109,304.00	\$9,564.53	\$55.18	\$114,774.40
ADMINISTRATIVE SERVICES MANAGER	EXEMPT	\$7,494.93	\$43.24	\$89,939.20	\$7,869.33	\$45.40	\$94,432.00	\$8,262.80	\$47.67	\$99,153.60	\$8,675.33	\$50.05	\$104,104.00	\$9,108.67	\$52.55	\$109,304.00	\$9,564.53	\$55.18	\$114,774.40
FINANCE ADMINISTRATOR I	NON-EXEMPT	\$6,207.07	\$35.81	\$74,484.80	\$6,517.33	\$37.60	\$78,208.00	\$6,843.20	\$39.48	\$82,118.40	\$7,184.67	\$41.45	\$86,216.00	\$7,543.47	\$43.52	\$90,521.60	\$7,921.33	\$45.70	\$95,056.00
SERVICE PERSON III	NON-EXEMPT	\$5,316.13	\$30.67	\$63,793.60	\$5,581.33	\$32.20	\$66,976.00	\$5,860.40	\$33.81	\$70,324.80	\$6,153.33	\$35.50	\$73,840.00	\$6,460.13	\$37.27	\$77,521.60	\$6,782.53	\$39.13	\$81,390.40
SERVICE PERSON II	NON-EXEMPT	\$5,061.33	\$29.20	\$60,736.00	\$5,314.40	\$30.66	\$63,772.80	\$5,579.60	\$32.19	\$66,955.20	\$5,858.67	\$33.80	\$70,304.00	\$6,151.60	\$35.49	\$73,819.20	\$6,458.40	\$37.26	\$77,500.80
SERVICE PERSON I	NON-EXEMPT	\$4,475.47	\$25.82	\$53,705.60	\$4,699.07	\$27.11	\$56,388.80	\$4,934.80	\$28.47	\$59,217.60	\$5,180.93	\$29.89	\$62,171.20	\$5,439.20	\$31.38	\$65,270.40	\$5,711.33	\$32.95	\$68,536.00
ADMINISTRATIVE/ACCOUNTING ASSISTANT	NON-EXEMPT	\$4,700.80	\$27.12	\$56,409.60	\$4,936.53	\$28.48	\$59,238.40	\$5,182.67	\$29.90	\$62,192.00	\$5,442.67	\$31.40	\$65,312.00	\$5,714.80	\$32.97	\$68,577.60	\$6,000.80	\$34.62	\$72,009.60
CUSTOMER SERVICE REPRESENTATIVE II	NON-EXEMPT	\$4,180.80	\$24.12	\$50,169.60	\$4,390.53	\$25.33	\$52,686.40	\$4,610.67	\$26.60	\$55,328.00	\$4,841.20	\$27.93	\$58,094.40	\$5,083.87	\$29.33	\$61,006.40	\$5,338.67	\$30.80	\$64,064.00

NEW RATE

		Monthly	Hourly	Annual
GENERAL MANAGER	EXEMPT	\$15,208.27	\$87.74	\$182,499.20

U.S. Drought Monitor California

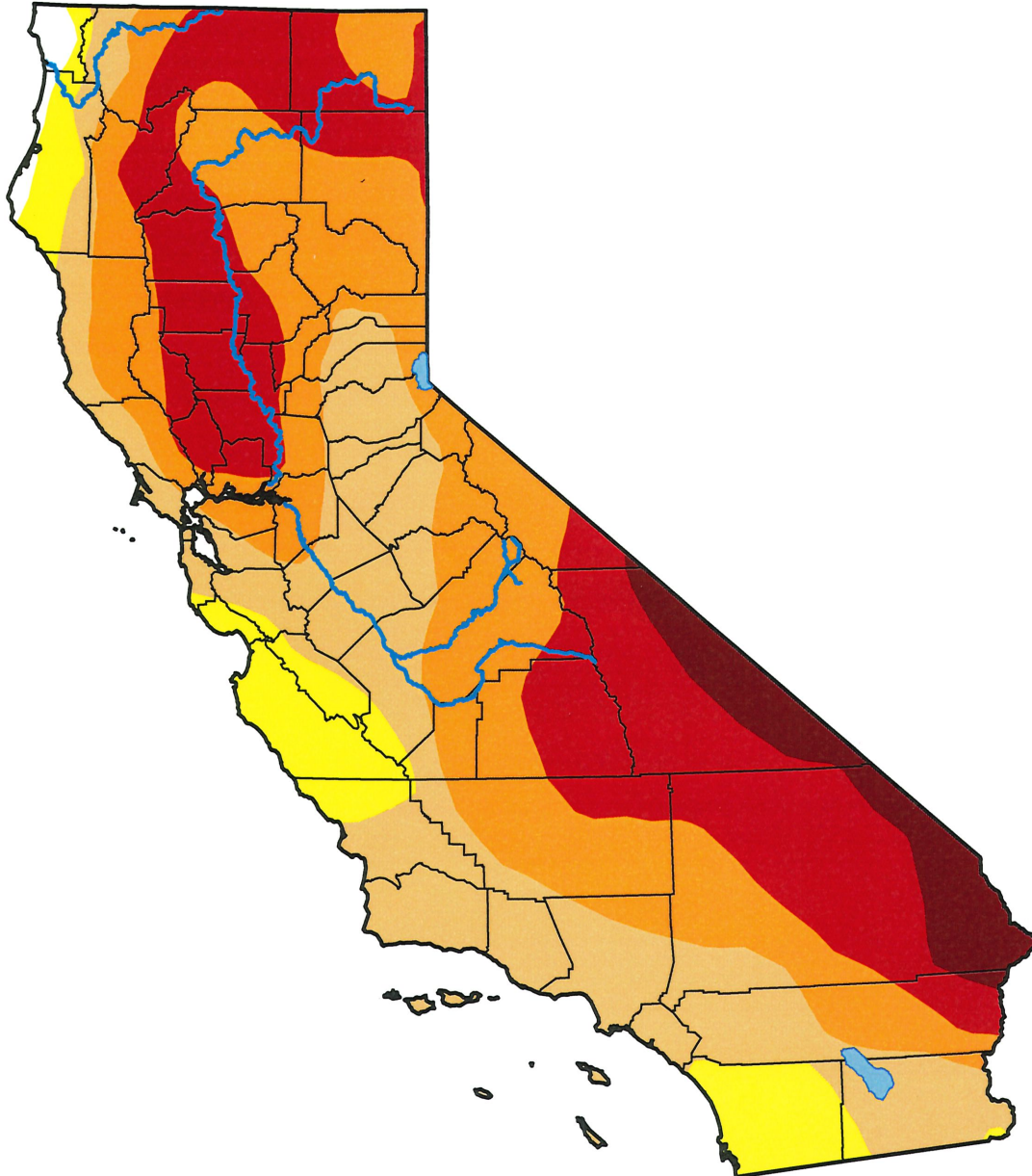
March 30, 2021

(Released Thursday, Apr. 1, 2021)

Valid 8 a.m. EDT

Drought Conditions (Percent Area)

	None	D0	D1	D2	D3	D4
Current	0.77	8.57	26.64	32.26	26.40	5.36
Last Week <i>03-23-2021</i>	0.70	8.64	26.64	32.26	26.40	5.36
3 Months Ago <i>12-29-2020</i>	0.00	4.83	20.82	40.59	32.56	1.19
Start of Calendar Year <i>12-29-2020</i>	0.00	4.83	20.82	40.59	32.56	1.19
Start of Water Year <i>09-29-2020</i>	15.35	17.00	32.03	22.88	12.74	0.00
One Year Ago <i>03-31-2020</i>	24.86	31.82	42.02	1.30	0.00	0.00



Intensity:

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

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

Author:

Brad Pugh
CPC/NOAA



droughtmonitor.unl.edu



State Water Resources Control Board

March 3, 2021

PWS No. CA4210017

JOSEPH BARGET
GENERAL MANAGER
VANDENBERG VILLAGE COMM. SERV. DIST.
3745 Constellation Road
LOMPOC, CA, 93436

VANDENBERG VILLAGE COMM. SERV. DIST. (PWS NO. CA4210017) – PER- AND POLYFLUOROALKYL SUBSTANCES (COLLECTIVELY, PFAS) MONITORING

This letter is in accordance with the requirements mandated by Assembly Bill 756 (2019) (codified as Health and Safety Code section 116378) The Department of Defense (DoD) has identified facilities that have used Aqueous Film Forming Foam (AFFF) known to contain per and polyfluoroalkyl substances (collectively, PFAS) in the State of California. The DoD is currently or has conducted a Preliminary Assessment and/or Site Investigation through the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) process to determine PFAS discharged to land through use of AFFF which has a high probability to impact soil and groundwater. Oversight of the CERCLA efforts is being conducted by State Water Resources Control Board (State Water Board) and the Department of Toxic Substances Control. The State Water Board has determined that it is necessary to test sources located within and adjacent to the DoD facilities.

You are receiving this letter because one or more water sources for your public water system is required to test under General Order No. DW 2021-0001-DDW. Please review the attached Order carefully to determine the applicable requirements.

Exhibit A (attached) lists public water system sources, within your local DDW Section, selected for expanded monitoring. A full list of statewide sources selected for monitoring is available on request. Exhibit B (attached) lists the PFAS chemicals targeted for monitoring, aligning with EPA analytical method 537.1, and provides minimum detection levels. Effective April 1, 2021, all public water systems listed in Exhibit A must begin monitoring the identified sources for PFAS chemicals listed in Exhibit B and report all findings to the State Water Board – unless otherwise specified. Monitoring shall consist of quarterly samples beginning with the second calendar quarter of 2021 and continuing until further notice. If the listed source(s) are no longer in service, please notify your respective Division of Drinking Water District (DDW) District office immediately.

Last year, the Legislature passed, and the Governor signed, Assembly Bill 756 (AB 756). AB 756, which was codified as Health and Safety Code section 116378, provided the State Water Board with specific and increased authority to require public water systems to monitor for PFAS. AB756 also increases the public notification process by varying degrees based on the

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

concentration of PFAS detection. DDW developed a Frequently Asked Questions (AB 756 FAQ) to assist water systems.

Pursuant to Health and Safety Code section 116378, DDW is issuing the enclosed Order requiring testing for PFOA and PFOS along with all additional analytes in the approved DDW testing methodology. As specified in the enclosed Order, your drinking water system sources that are specifically listed in the Order are at risk for potential contamination by PFAS due to its proximity with other water sources known to have confirmed PFAS detections.

Links to additional resources are provided below:

AB756 FAQ:

https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/pfos_and_pfoa/pfas_ab756_factsheet.pdf

PFAS sampling guidelines:

https://www.waterboards.ca.gov/pfas/docs/march_pfas_sampling_guidelines.pdf

The State Water Board's PFAS investigation focused on drinking water with additional links to background information, previous investigation results, health information, Notification Levels, Response Levels, and other useful information:

https://www.waterboards.ca.gov/pfas/drinking_water.html

The State Water Board's PFAS investigation home page which includes many useful links, including a listing of ELAP accredited labs to test for PFAS using EPA method 537.1:

<https://waterboards.ca.gov/pfas>

The State Water Board appreciates the hard work of California's Public Water Systems in maintaining safe drinking water at all times. The information gathered from the enclosed Order will assist the State Water Board in its mission to protect water resources and to address risks to health caused by PFAS in drinking water.

If you have any questions regarding this matter, please contact me at 805-566-1326 or Jeff.Densmore@waterboards.ca.gov.

Sincerely,



Jeff Densmore, P.E.
District Engineer
Division of Drinking Water
STATE WATER RESOURCES CONTROL BOARD

ENCLOSURE

CERTIFIED MAIL NO 7018 1130 0001 9825 8066