

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



REGULAR MEETING

Tuesday, April 2, 2019

7:00 p.m.

AGENDA

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

A. Minutes of the Regular Meeting on March 2, 2019 page 1

B. Treasurer Report

(1) Financial Statements page 9

(2) Disbursements through March 31, 2019 page 17

8. ACTION ITEMS

- A. **Capital Budget [Public Hearing]:** Consider adopting FY 2019-20 Water and Wastewater Capital Budgets page 25
- B. **Operating Budget [Public Hearing]:** Consider adopting FY 2019-20 Water and Wastewater Operating Budgets, and Administrative Overhead Fees..... page 33
- C. **Water Conversation:** Consider holding a public outreach event on May 1 to mark the beginning of Water Awareness Month..... page 45
- D. **Student Interns:** Consider developing a program for select students interested in working in district operations or administration... page 49
- E. **Auditing Services:** Consider awarding a three-year contract to Moss, Levy & Hartzheim page 65
- F. **Local Agency Formation Commission (LAFCO):** Consider voting for a regular and an alternate special district member on Santa Barbara LAFCO page 89

9. REPORTS

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

10. INFORMATIONAL CORRESPONDENCE

- A. VVCS Water Conservation Program, March 18, 2019 page 113
- B. US Drought Monitor California, August 25, 2015 page 114
- C. US Drought Monitor California, March 26, 2019 page 115

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 5, 2019

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. ROLL CALL: Directors Brooks, Bumpass, Redmon, and Wyckoff were present. Director Stewart was absent.

OTHERS PRESENT

General Manager Joe Barget, Administrative Services (AS) Manager Cynthia Allen, Operations & Maintenance (O&M) Manager Mike Garner, and approximately 22 members of the public.

3. ADDITIONS AND DELETIONS TO AGENDA

4. PUBLIC FORUM

The public forum was opened at 7:01 p.m. Jay Freeman, Director of Isla Vista Community Services District, said he is seeking election to the Local Agency Formation Commission.

Shelby Wild with the Route One Farmers Market thanked the Directors for considering use of the District's parking lot for the farmers market, and is looking forward to a working relationship with the District.

President Brooks closed the public forum at 7:04 p.m.

5. OPERATIONS REPORT

O&M Manager Garner reported the District pumped 15.45 million gallons of water for the month of February with an average daily

demand of 551,714 gallons. This is 47 percent less than last February. Vandenberg Village received 4.6 inches of rain in February, bringing the calendar year total to 9.95 inches.

Well levels (below ground surface) for February were 1B-142', 3A-139', and 3B-137'.

The field crew is continuing to monitor Davis Creek and all off-site areas for any erosion or damage with all the rain.

Last month, the Field Crew spent considerable time dealing with mechanical problems on both pumps at Lift Station #1. The Pump 1 motor failed and had to be rebuilt by Perry's Electric in Santa Maria. Shortly thereafter, Pump 2 experienced mechanical seal, compressor, and suction pipe failures which the Field Crew repaired. The crew quickly responded to problems to ensure the lift station remained operational and there no sewer overflows at the lift station.

The field crew repaired two water service lines in February.

The District had a sanitary sewer overflow (SSO) on Stanford Circle on February 16. This was the first sewer spill to report in three years. Jeff Cole and O&M Manager Garner responded and cleared the root ball in the line. The spill was approximately 36 gallons, and was reported to the Regional Water Quality Board as a Category 3 (lowest category) SSO. The surrounding area was disinfected with a bleach solution.

To conclude his report, O&M Manager Garner said Jim Levingston is having surgery on his wrist on March 8 and will be off work for two to three months.

6. ADMINISTRATION REPORT

AS Manager Allen said the District's administrative office remodel project won a "Public Works Project of the Year" Award from the Central Coast Chapter of the American Public Works Association. The awards banquet will be at 11:00 a.m. on March 14 at the Radisson Hotel in Santa Maria. She invited Directors to attend to receive the award.

Only one proposal was received for audit services, from the District's current firm Moss, Levy & Hartzheim. Staff will give their recommendation to the Finance/Budget Committee at the budget meeting.

The California Special District Association (CSDA) has an open forum discussion board where AS Manager Allen responded to a question by sharing the District's sick leave donation policy. CSDA contacted her for permission to publish her response in the next issue of the bimonthly "California Special Districts" magazine.

To conclude her report, AS Manager Allen said the buyers of the District's old office building requested a few minor repairs to be made prior to closing the sale on Friday, March 8.

7. CONSENT CALENDAR

A. Minutes from the Regular Meeting on February 5, 2019 and Special Board Meeting on February 8, 2019

B. Treasurer Report

1) Monthly Financials

2) Disbursements through February 28, 2019

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

Ayes: Directors Brooks, Bumpass, Redmon and Wyckoff

Noes: None

Abstain: None

Absent: Director Stewart

8. ACTION ITEMS

A. **Farmers Market**

Director Bumpass appreciated the efforts by General Manager Barget working with legal counsel on the parking lot license

agreement. He also thanked Shelby Wild for her cooperation and providing information to the ad hoc committee.

Dan Robinette, 685 Venus Avenue, Charles Blair, 165 Alcor Avenue, and Jon Picciuolo, 445 Oakhill Terrace, all voiced support for the farmers market and the board's decision to allow the farmers market to use the parking lot.

Director Bumpass highlighted items within the License Agreement which protect the District before making the following motion:

Motion by Director Bumpass, seconded by Director Redmon to approve the attached license agreement with Shelby Wild to conduct weekly farmers markets in the District's parking lot.

Ayes: Directors Brooks, Bumpass, and Redmon
Noes: Director Wyckoff
Abstain: None
Absent: Director Stewart

B. Public Outreach

President Brooks said he would like to educate the public on water and asked the Directors to create ideas to reach out to the community. An example he gave was Santa Barbara County hosts a video contest in which Cabrillo High School participates. He would like to create more opportunities for awareness.

General Manager Barget supports the concept of hosting a "water conversation" at the District during the American Water Works Association (AWWA) Drinking Water Week May 5-11. District employees could participate and share their responsibilities with the community and some behind-the-scenes operational aspects of water.

Director Redmon suggested updating the District's website with information or a tutorial about water. Providing a brochure with information at the Farmers Market and posting a message on the monthly bills to visit the District's website could also draw interest.

O&M Manager Garner said he speaks annually at Miguelito Elementary School to the fourth and fifth graders about water and wastewater. He has spoken at Cabrillo High School but said elementary school children generally express more interest and ask more questions.

Charles Blair, 165 Alcor Avenue, said the California Native Plant Society could have a member speak to residents during the water conversation about planting drought tolerant plants and native plants instead of xeriscaping.

Emily Casarez of Mesa Oaks, Director with the Lompoc Community Health Care, said they have a program called Rethink Your Drink to encourage people to drink more water as opposed to soft drinks.

Jay Freeman works with an art class at University of California, Santa Barbara, and the students might be interested in participating in the water conversation.

Shelby Wild said the Route One Farmers Market has over 5,000 followers on Facebook which could be a resource for the District to share information with the community.

9. REPORTS

A. Committees

The Legal/Personnel Committee met on February 12 and will discuss the committee recommendations during closed session.

B. District Representatives to External Agencies

Director Redmon attended the Santa Barbara County California Special District Association Chapter dinner/meeting and his report was included in the board package.

C. President

President Brooks attended a webinar last month with District staff about Roberts Rules of Order. Also, he gave General Manager Barget a wooden sign made by Rob Glasgow.

D. General Manager Report

General Manager Barget continues to work closely with the owners of The Mission Club, County Planning, County Fire, REC Solar, and MNS Engineers on access and clearance provisions for a solar project on the golf course. The county and MNS Engineers favor an easement over a land swap; and County Fire has relaxed the 75-year lease requirement to a 25-year lease. REC Solar is revising their site plan based on using the existing access road through the golf course maintenance yard to the solar project and requests an easement for only two items: the existing access road on Lot 54 and a small sliver of lot 54 to satisfy a 20-foot clearance around a perimeter fence. REC will schedule a meeting of all parties to review their revised site plan and work out details for an easement.

Club House Road Entrance Beautification Committee will meet on March 27 to consider and discuss options for future signage. General Manager Barget plans to accept a \$950 proposal from Althouse and Meade to prepare a native landscape concept design for the entrance using coast live oaks, La Purisima Manzanita, Toyon, and other native species. This is a modest expense, in keeping with the District's stewardship obligations for Lot 54.

To conclude his report, he just received an email from Robert Lewin, Director of the Santa Barbara County Office of Emergency Management, requesting water agencies respond with any concerns about water shortage. The Board of Supervisors is going to consider terminating the drought emergency at their meeting on March 19. General Manager Barget plans to respond to the email by saying VVCSA lifted its mandatory watering restrictions in June 2017 and has no shortage concerns.

10. INFORMATIONAL CORRESPONDENCE

- A. Director Redmon's report from the Santa Barbara County Chapter, California Special District Association meeting on February 25, 2019
- B. Letter dated February 15, 2019, from the California Special Districts Association (CSDA) regarding CSDA Board of Directors call for Nominations Seat B

C. Resolution 678 from the Santa Ynez River Water Conservation District

D. Public Water System Statistics for Calendar Year 2018

E. US Drought Monitor-California, February 26, 2019

11. DIRECTORS FORUM

Director Redmon reminded staff of his request to revisit the District's reserves policy at the next Finance/Budget Committee meeting.

Director Bumpass thanked O&M Manager Garner and field crew for staying on top of the District's recent sewer issues.

12. CLOSED SESSION:

The Directors convened into closed session at 8:03 p.m.

13. OPEN SESSION

The Board reconvened into open session at 9:18 p.m.

Motion by Director Bumpass, in recognition of management salary increases a couple of months ago, to approve a 3.0 percent cost of living adjustment for non-managerial employees only. The motion failed due to a lack of second.

Motion by Director Redmon, seconded by Director Wyckoff, to approve a 3.0 percent cost of living adjustment based on the annual change in the CPI-W, West B/C Index, effective July 1, 2019, for all employees except the General Manager, as recommended by the Legal/Personnel Committee.

Ayes: Directors Brooks, Redmon and Wyckoff
Noes: Director Bumpass
Abstain: None
Absent: Director Stewart

14. ADJOURN

President Brooks declared the meeting adjourned at 9:20 p.m.

Attest:

Signed:

Stephanie Garner
Secretary, Board of Directors

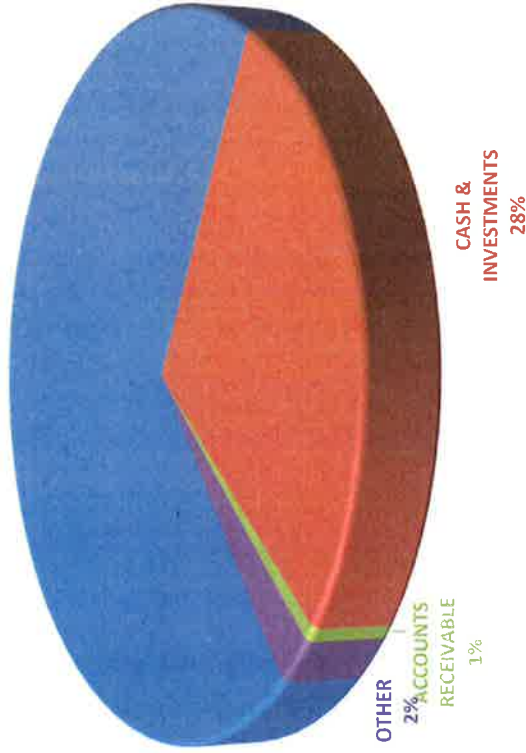
Christopher C. Brooks
President, Board of Directors

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
 Combined Balance Sheet
 As of February 28, 2019

	2019 FYTD	FYE 2018	CHANGE
ASSETS			
UTILITY PLANT	\$23,136,304	\$22,060,592	\$1,075,712
CASH & INVESTMENTS	10,514,721	10,810,577	(295,856)
ACCOUNTS RECEIVABLE	232,278	274,571	(42,293)
OTHER	782,928	797,131	(14,203)
TOTAL ASSETS	\$34,666,231	\$33,942,871	\$723,360
DEFERRED OUTFLOWS OF RESOURCES-PENSIONS	\$523,656	\$471,085	\$52,571
TOTAL ASSETS & DEFERRED OUTFLOWS	\$35,189,887	\$34,413,956	\$775,931
LIABILITIES			
CURRENT LIABILITIES	\$352,131	\$349,855	\$2,276
UNEARNED REVENUE	139,865	225,150	(85,285)
LONG TERM DEBT- LRWRP UPGRADE PROJECT	7,341,326	7,816,941	(475,615)
NET PENSION LIABILITY	1,288,715	1,072,559	196,156
TOTAL LIABILITIES	\$9,102,037	\$9,464,505	(\$362,468)
DEFERRED INFLOWS OF RESOURCES-PENSIONS	\$43,647	\$43,360	\$287
EQUITY			
CONTRIBUTED CAPITAL	\$6,567,951	\$6,614,679	(\$46,728)
EQUITY	18,582,257	17,369,111	1,213,146
CURRENT EARNINGS	893,995	922,301	(28,306)
TOTAL EQUITY	\$26,044,203	\$24,906,091	\$1,138,112
TOTAL LIABILITIES, DEFERRED INFLOWS & EQUITY	\$35,189,887	\$34,413,956	\$775,644

ASSETS

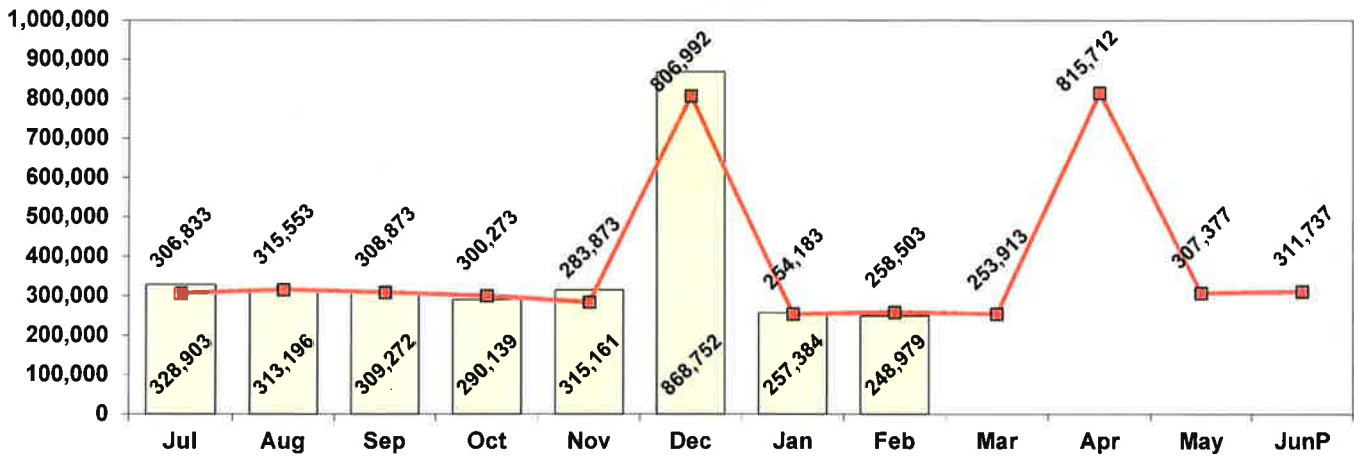
UTILITY PLANT
69%



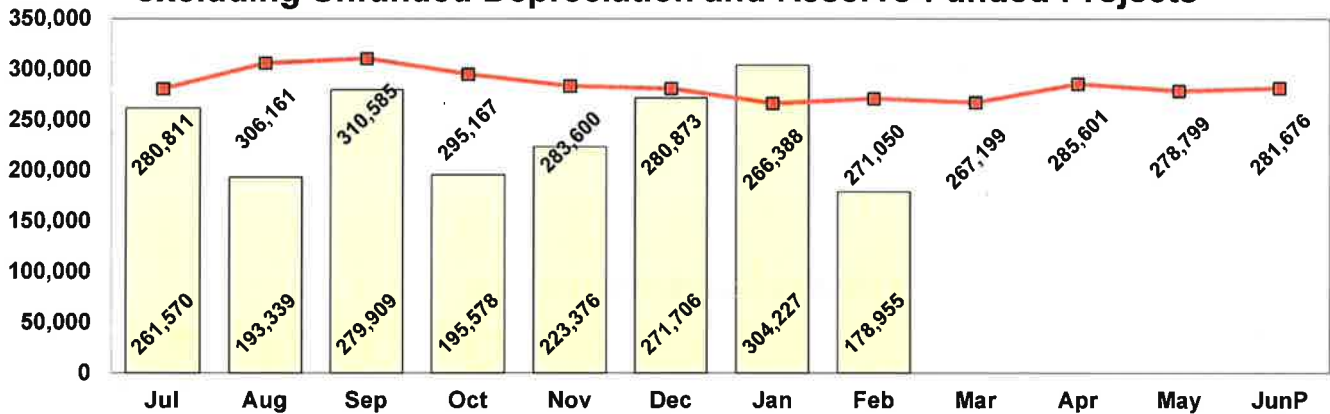
Operating Revenue and Expenses Vandenberg Village Community Services District July 1, 2018 to June 30, 2019

Monthly Operating Revenue

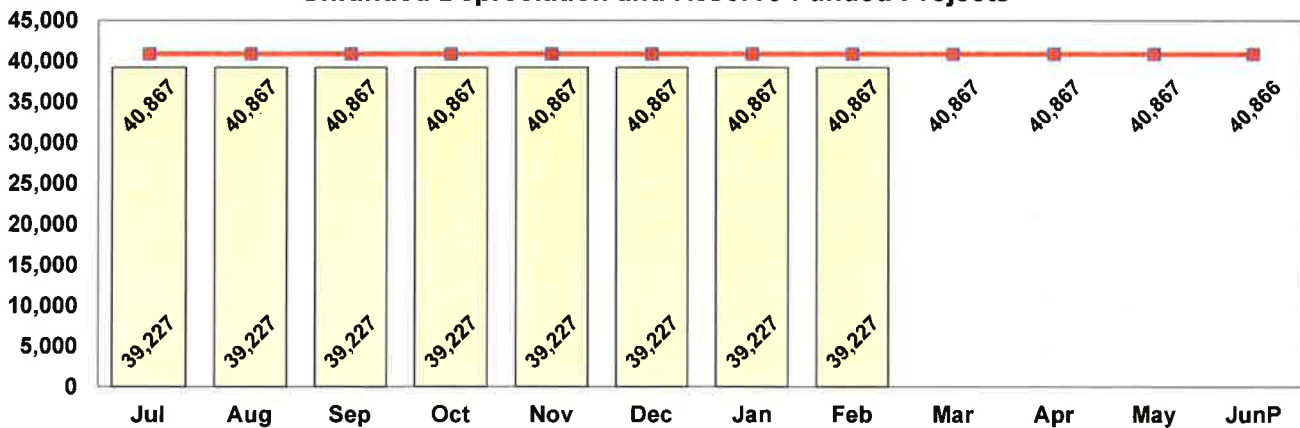
Actual Budget



Monthly Operating Expense excluding Unfunded Depreciation and Reserve-Funded Projects



Monthly Operating Expense Unfunded Depreciation and Reserve-Funded Projects

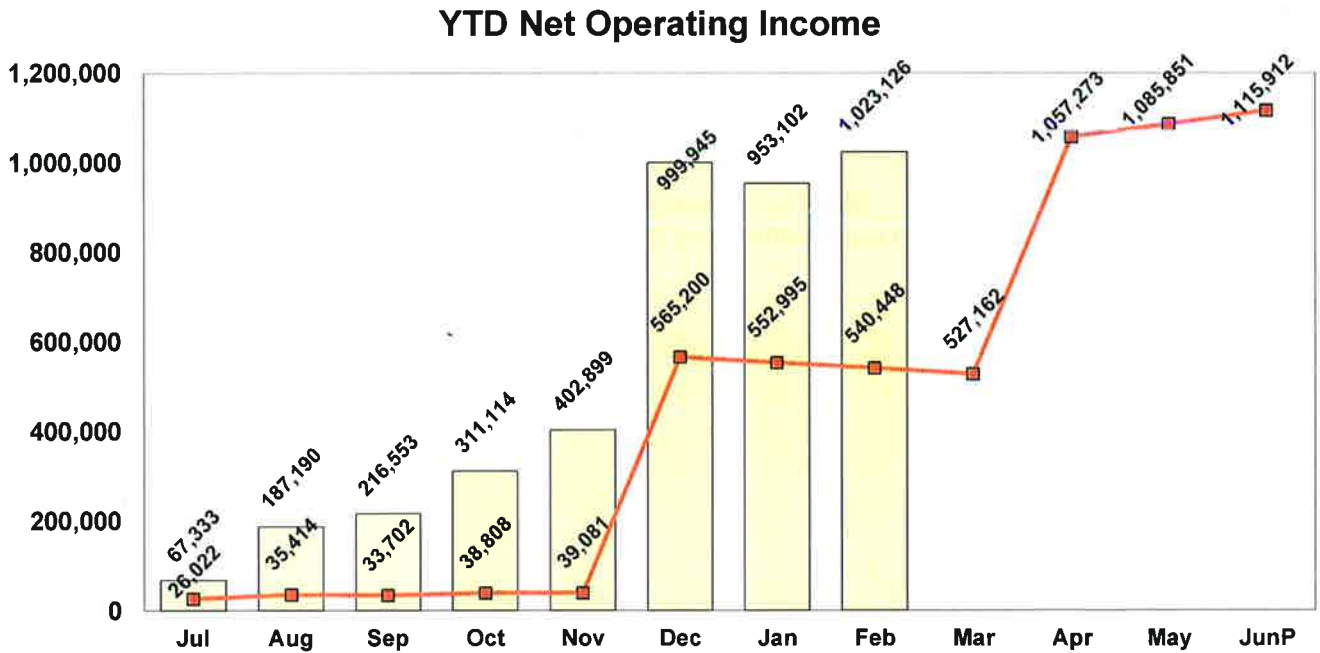
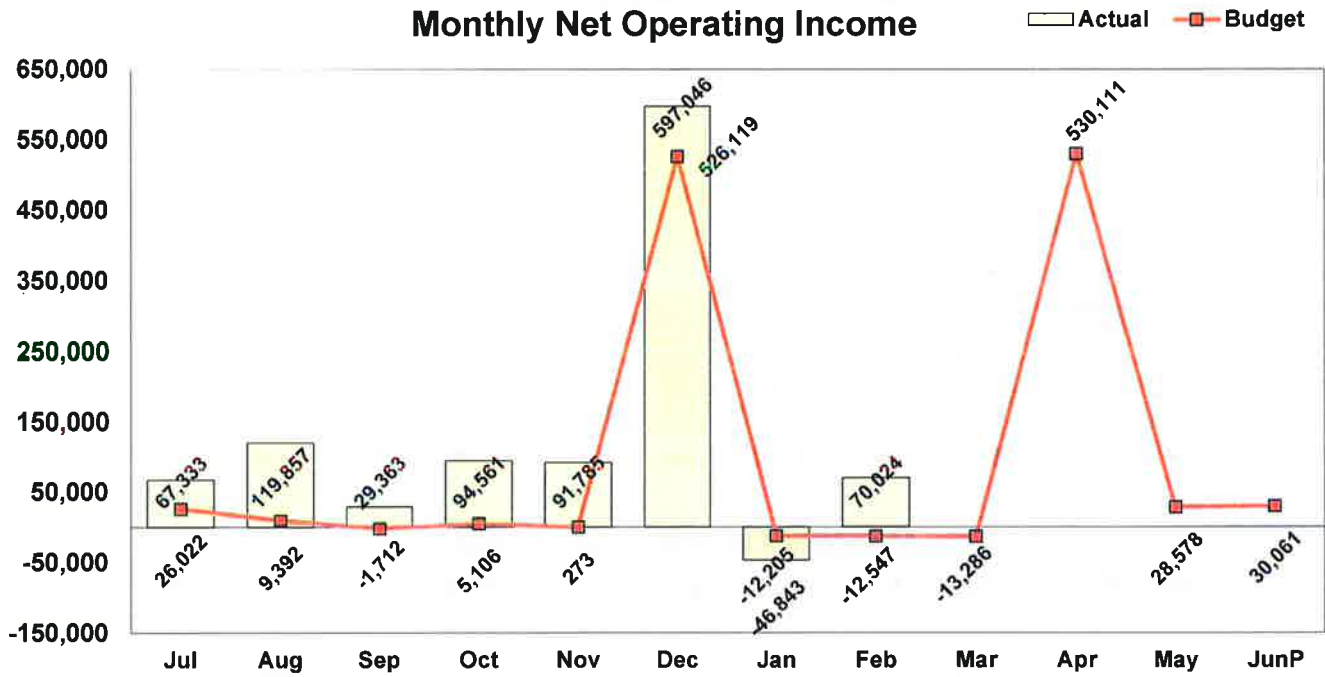


Note: The LRWRP Upgrade Charge revenue will be deposited by Santa Barbara County in December, April and May.

Operating Income

Vandenberg Village Community Services District

July 1, 2018 to June 30, 2019



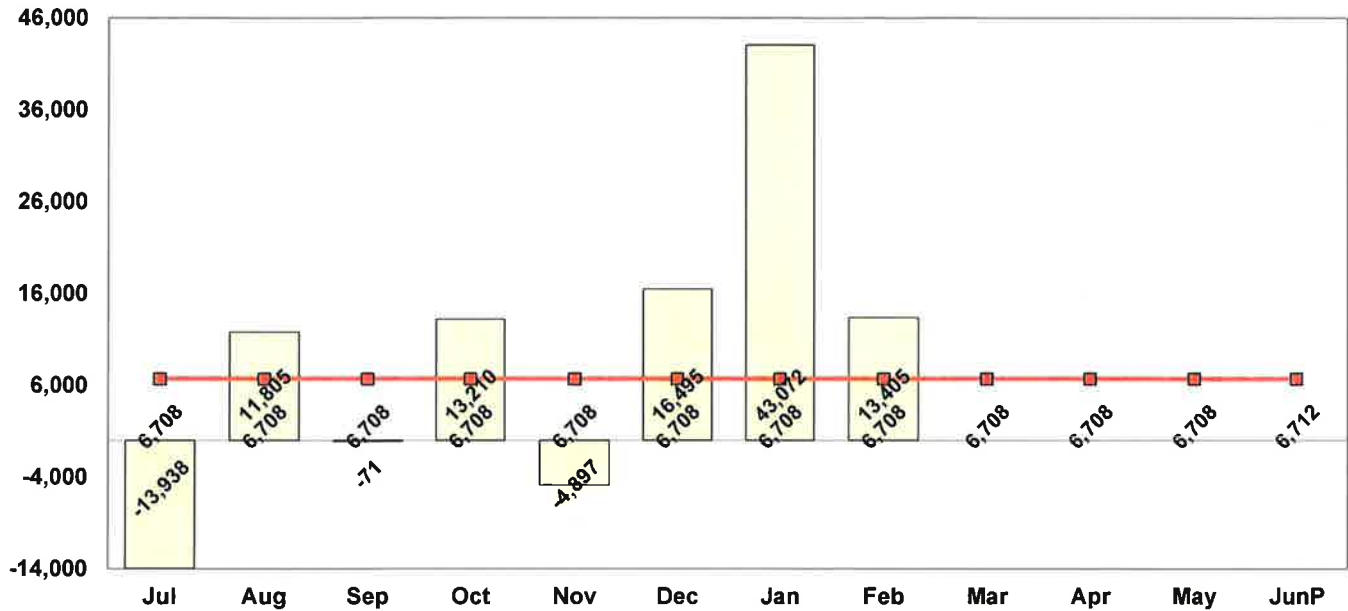
Non-Operating Income

Vandenberg Village Community Services District

July 1, 2018 to June 30, 2019

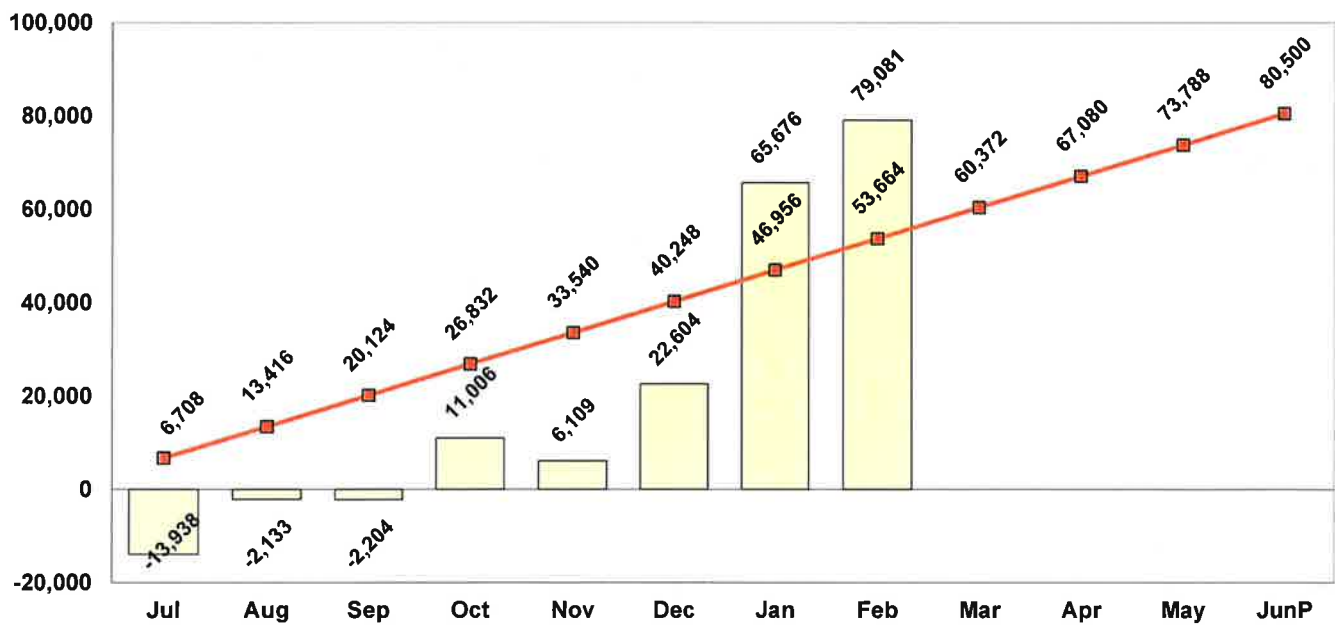
Monthly Net Non-Operating Income

Actual ■ Budget —



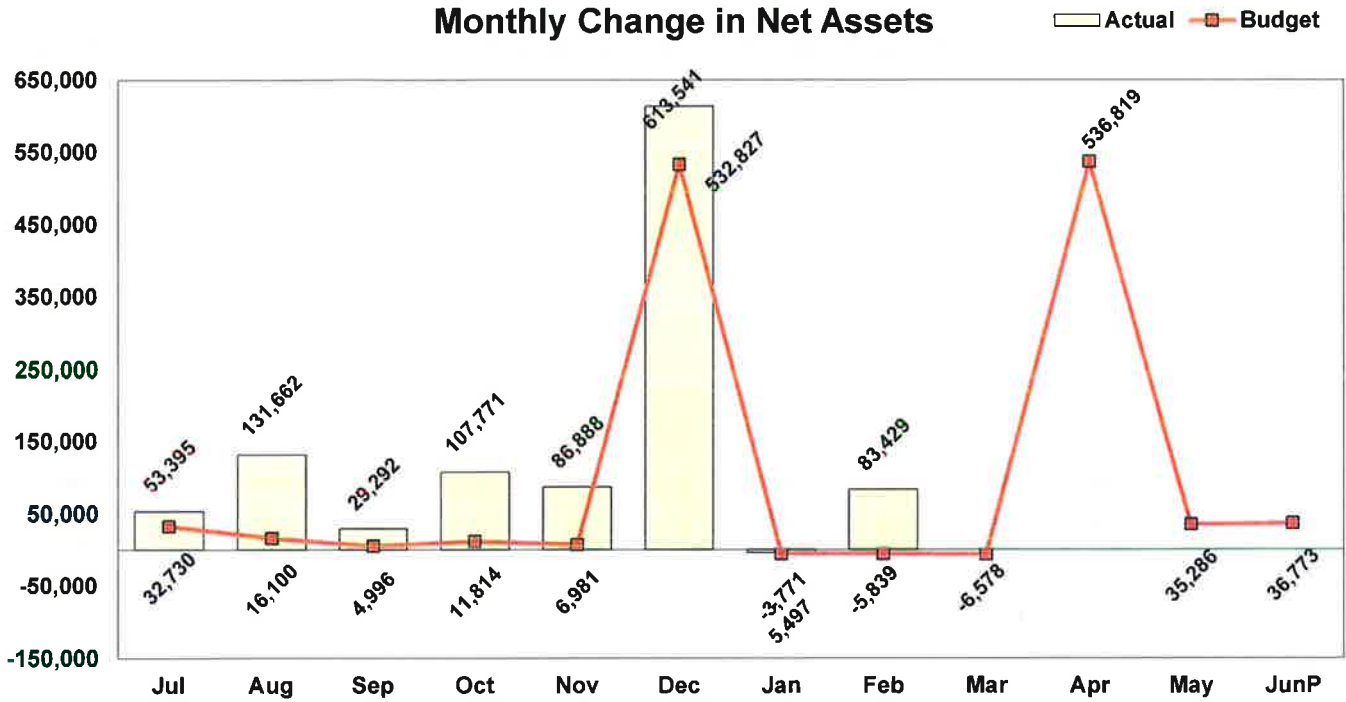
July -7/10/18 SRF Payment Interest Expense Portion
 Sept, Jan- GASB Fair Market Value Adjustment

YTD Net Non-Operating Income

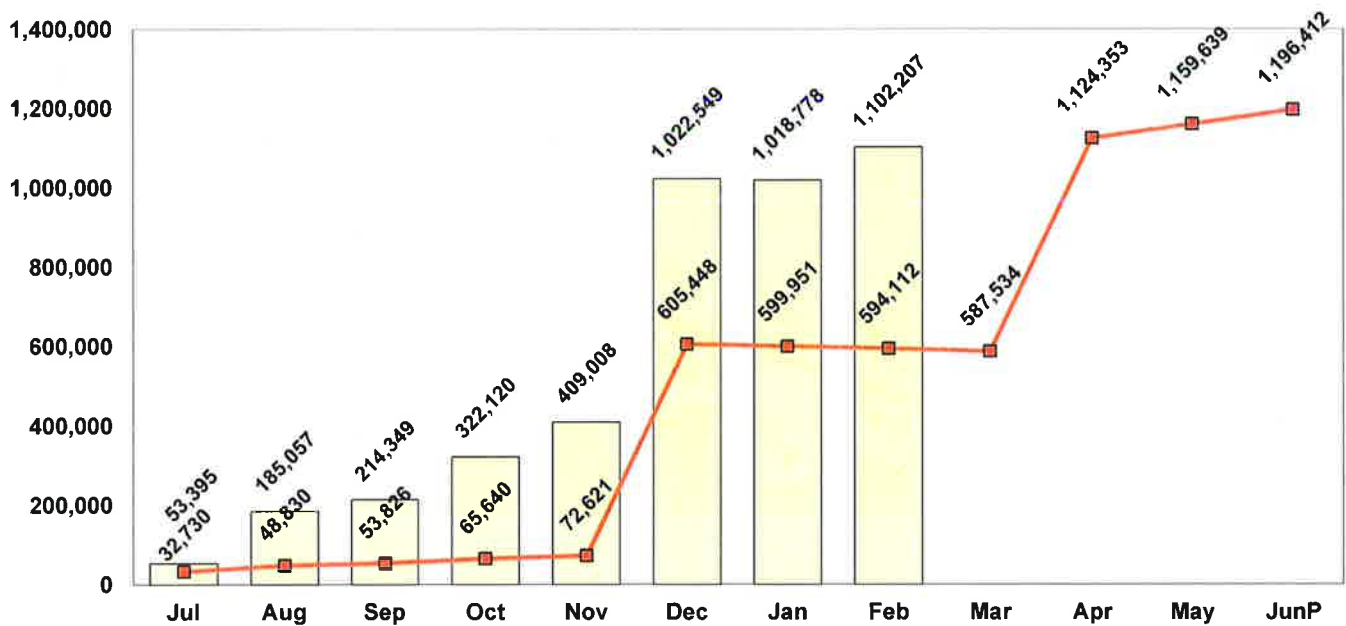


Change in Net Assets Vandenberg Village Community Services District July 1, 2018 to June 30, 2019

Monthly Change in Net Assets



YTD Change in Net Assets



Note: Restricted revenue, \$105,610 in Connection Fees, has also been received this fiscal year.

Statement of Cash Flow
Vandenberg Village Community Services District
For the Period from July 1, 2018 to February 28, 2019

	Water Fund	WW Fund	
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users	\$ 1,293,725	\$ 1,700,765	
Cash payments for goods and services	(1,078,389)	(532,211)	
Cash payments to employees	(326,112)	(164,547)	
Net Cash Provided by Operating Activities			\$ 893,231
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES			
Loan payments for LRWRP		(549,203)	
LRWRP Upgrade Interest Payment		(130,131)	
Connection fees collected	44,920	60,690	
Contributed Capital	77,472	71,520	
Purchase of capital assets	(369,951)	(86,975)	
Net Cash Used - Capital & Related Financing Activities			(881,352)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income	60,556	104,212	
Net Cash Provided by Investing Activities			164,768
Net Increase (Decrease) in Cash & Cash Equivalents			176,647
Cash and cash equivalents, beginning of year			10,338,073
Cash and cash equivalents, year-to-date			<u>\$ 10,514,721</u>
Reconciliation to the Statement of Net Assets:			
Cash on hand	400		\$ 400
Cash and short term investments	2,093,821.47	8,420,500	10,514,321
			<u>\$ 10,514,721</u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities			
Operating Income	\$ (41,028)	\$ 750,332	
Adjustments to reconcile operating income to net cash provided by operating activities			
Depreciation	\$ 124,801	\$ 357,809	
Change in operating assets and liabilities:			
(Increase) decrease in accounts receivable	21,910	(22,499)	
(Increase) decrease in other receivables	(3,125)		
(Increase) decrease in prepaid items	15,245	414	
Increase (decrease) in accounts payable	(287,338)	(77,975)	
Increase (decrease) in accrued payroll	(16,253)	(4,074)	
Increase (decrease) in customer deposits	66,419		
Increase (decrease) in compensated absences	8,593		
Net Cash Provided by Operating Activities	<u>\$ (110,775)</u>	<u>\$ 1,004,007</u>	<u>\$ 893,231</u>

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Disbursement # 04-19 From 3/1/2019 To 3/31/2019 Item: 7B.2
 Board Meeting Date 4/2/2019

Accounts Payable Amount	\$166,413.11	
Check Numbers	26215-26262	Void Checks 25813
Electronic Vendor Payment Amount	\$1,724.67	
Confirmation Numbers	182019, 442740, 885144	
A/P Hand Check Amount		
Check Numbers		
Payroll Amount	\$81,028.97	
Check Numbers	electronically transferred, 10078-10079	
Wire Transfers		
Wire Numbers		
Disbursements/Investments		
A/P Checks	166,413.11	
Electronic Vendor Payments	1,724.67	
A/P Hand Checks	0.00	
Payroll	81,028.97	
Investments	0.00	
TOTAL	\$249,166.75	

REPORT.: Mar 28 19 Thursday
 RUN...: Mar 28 19 Time: 14:54
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 03-19 Bank Account.: 13100

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
025813	03/07/19	R002	ROSEBUD ENTERPRISES	-28.68	.00	-28.68	000B80701u	Ck# 025813 Reversed
026215	03/07/19	S082	SCHMEISER, ANNE	160.00	.00	160.00	B90301	RETROFIT REIMB-1 HE TOILE T-3987 AGENA WAY
026216	03/07/19	ACW03	ACWA JOINT POWERS INSURAN	12819.60	.00	12819.60	0601587	GROUP MEDICAL, DENTAL, VISI ON, LIFE, EAP 4/19
026217	03/07/19	ARA01	ARAMARK UNIFORM SERV. INC.	231.71	.00	231.71	534051766	SHOP TOWELS, SOAP 2/28/19
026218	03/07/19	BAN03	BANK OF AMERICA	725.00	.00	725.00	30470219	REGISTRATION-ACWA SPRING CONFERENCE-STEWART
026219	03/07/19	BIG02	BIG BRAND TIRE CO.	156.22	.00	156.22	369110	UNIT #14-TIRE, BALANCE
026220	03/07/19	BRE01	BREMER AUTO PARTS	54.07	.00	54.07	834174	VEHICLE #14-IGNITION COIL , SPARK PLUG
026221	03/07/19	COM03	COMCAST	210.90	.00	210.90	10520219	INTERNET, CABLE, VOICE-OFFI CE-2/20/19-3/19/19
026222	03/07/19	COR01	CORBIN WILLITS SYSTEM INC	724.77	.00	724.77	B902151	SERVICE AND ENHANCEMENT F EE 3/19
026223	03/07/19	COR04	CORE & MAIN LP	11462.45	.00	11462.45	J362437	5/8" (125), 3/4" (50), 1" (125)REGISTERS-PO#1647
			Check Total.....	13563.58	.00	13563.58		1" MASTER METER REGISTERS (QTY 13)-PO#1656
026224	03/07/19	HEA01	HEALTH SANITATION SERVICE	45.68	.00	45.68	30020219	TRASH COLLECTION-3745 CON STELLATION RD. 2/19
026225	03/07/19	INK01	INKLINGS PRINTING CO.	122.93	.00	122.93	30030219	TRASH COLLECTION-SHOP 2/19
026226	03/07/19	JAN01	JAN-PRO CENTRAL COAST	40.98	.00	40.98	50080219	TRASH COLLECTION-3757 CON STELLATION RD. 2/19
026227	03/07/19	LOC02	LOCAL COPIES ETC.	209.59	.00	209.59	112005	SCAN-TANK 5 AS-BUILTS
026228	03/07/19	MIL01	MILLER LANDSCAPING AND MA	24.78	.00	24.78	82221	JANITORIAL SERVICE 3/19
			Check Total.....	1034.33	.00	1034.33	91339	WINDOW ENVELOPES W/INDICI A (QTY 20,000)
				290.00	.00	290.00	54006	YARD MAINTENANCE-3757/374 5 CONSTELLATION RD.2/19

REPORT.: Mar 28 19 Thursday
 RUN...: Mar 28 19 Time: 14:54
 Run By.: PATY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 03-19 Bank Account.: 13100

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

Check Number	Check Date	Vendor Number	Vendor Name	Check Date	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
026229	03/07/19	NAT01	NATIONAL GROUP TRUST		896.56	.00	896.56	23940419	LONG-TERM DISABILITY 4/19
026230	03/07/19	PGE01	PACIFIC GAS & ELECT. INC.		13728.76	.00	13728.76	68720219	PGE CHARGES 1/16/19-2/14/19
026231	03/07/19	RAD01	RADABAUGH, GREGORY THOMAS		2333.00	.00	2333.00	394219	DRYWALL, DOOR REPAIR-3757 CONSTELLATION RD.
026232	03/07/19	SAN35	SANTA BARBARA COUNTY EHS/		303.00	.00	303.00	IN0054966	HAZARDOUS MATERIALS PERMI T-SITE #1
					303.00	.00	303.00	IN0054967	HAZARDOUS MATERIALS PERMI T-S/S #1
			Check Total.....:		606.00	.00	606.00		
026233	03/07/19	SOU01	SO. CALIFORNIA GAS CO. INC.		20.63	.00	20.63	84000219	SO. CALIF GAS-3757 CONSTEL LATION RD.1/22/19-2/24/19
					90.16	.00	90.16	84180219	SO. CALIF GAS-3745 CONSTEL LATION RD.1/24/19-2/25/19
			Check Total.....:		110.79	.00	110.79		
026234	03/07/19	UND01	UNDERGROUND SERVICE ALERT		10.44	.00	10.44	FEEL172	DIG SAFE BOARD REGULATORY FEE 2/19
					21.55	.00	21.55	20190759	USA TICKETS 2/19
			Check Total.....:		31.99	.00	31.99		
026235	03/07/19	USA01	USA BLUE BOOK		567.85	.00	567.85	820802	DUST MASKS, RESPIRATORS, HE AVY-LUTY TENT
026236	03/07/19	USB02	U. S. BANK CORPORATE PAYMEN		2206.59	.00	2206.59	325660219	REGISTRATION, TIERZERO, MEE TING MEALS, CAR WASH
026237	03/07/19	\J002	ADAM JERMAGIAN		97.53	.00	97.53	000B90201	CUSTOMER REFUND-JER0002-5 23 VENUS AVE.
026238	03/07/19	\S004	S. HERBERT SHEARS		31.79	.00	31.79	000B90201	CUSTOMER REFUND-SHE0004-4 166 CLUB HOUSE RD.
026239	03/21/19	ALT01	ALTHOUSE AND MEADE, INC.		4411.25	.00	4411.25	10733	SPOILS AREA RESTORATION R EVEGETATION PLAN
026240	03/21/19	AME02	AMERICAN INDUSTRIAL SUPPL		135.19	.00	135.19	72995	L/#1 SS SCREWS, FLASHLIGH TS, YELLOW MARKER PAINT
026241	03/21/19	CLS01	CLINICAL LABS OF SAN		282.00	.00	282.00	967697	BACTERIA/TRAY, IRON, MANGAN ESE, PHYSICAL TESTS 2/19

REPORT.: Mar 28 19 Thursday
 RUN...: Mar 28 19 Time: 14:54
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report
 Check Listing for 03-19 Bank Account.: 13100

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
026242	03/21/19	COL01	JEFFREY COLE	143.00	.00	143.00	B90320	MEAL, INCIDENTAL REIMB-HAA KER OPEN HOUSE-COLE
026243	03/21/19	COR04	CORE & MAIN LP	2157.85	.00	2157.85	J879902	1 1/2" REGISTERS(3); 2" RE GISTERS(3) - PO#1647
				11462.45	.00	11462.45	K150291	5/8" (130), 3/4" (22), 1" (148) REGISTERS- PO#1647
			Check Total.....:	13620.30	.00	13620.30		
026244	03/21/19	FRO01	FRONTIER	91.84	.00	91.84	28850319	FRONTIER 733-2109 3/13/19 -4/12/19
				252.27	.00	252.27	49050319	FRONTIER 733-3615/3975/SC ADA 3/13/19-4/12/19
			Check Total.....:	344.11	.00	344.11		
026245	03/21/19	GAR01	MICHAEL J. GARNER	143.00	.00	143.00	B90320	MEAL, INCIDENTAL REIMB-HAA KER OPEN HOUSE-M.GARNER
026246	03/21/19	GET01	GET WIRED CABLE CO.	4803.41	.00	4803.41	735	SHOP CAMERA SYSTEM-PO#165 8
026247	03/21/19	INK01	INKLINGS PRINTING CO.	16.16	.00	16.16	112111	SCAN AND EMAIL TRACT MAPS (QTY 10)
026248	03/21/19	LOW01	CITY OF LOMPOC, FINANCE	42000.64	.00	42000.64	102444	1/19 M&O
				39649.40	.00	39649.40	102445	2/19 M&O
			Check Total.....:	81650.04	.00	81650.04		
026249	03/21/19	MEL01	MELISSA DATA CORP	1916.89	.00	1916.89	4399440	ADDRESS BARCODING SOFTWARE E RENEWAL 4/19-3/20
026250	03/21/19	MOR01	MORE OFFICE SOLUTIONS	489.87	.00	489.87	2436363	COPIER USAGE, MONTHLY BILL S, FREIGHT ON TONER 2/19
026251	03/21/19	PER01	PERRY'S ELECTRIC MOTORS &	3714.59	.00	3714.59	22775	REPAIR L/S#1 PUMP#2 20HP MOTOR- PO#1661
026252	03/21/19	PIT03	PITNEY BOWES	838.29	.00	838.29	40080219A	POSTAGE FOR BILLS 2/19
026253	03/21/19	RMT01	MENEZES JR, RONALD LEE	202.90	.00	202.90	522777	VEHICLE#14 MAINTENANCE
026254	03/21/19	SAN18	SANTA BARBARA COUNTY SDA	40.00	.00	40.00	B90320	SBCSDA DINNER MEETING-BAR GET
026255	03/21/19	SHR01	SHRED-IT USA	153.86	.00	153.86	126863242	DOCUMENT SHREDDING SERVIC E 2/28/19, 3/14/19

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
026256	03/21/19	SMI02	SMITH & LOVELESS, INC.	603.92	.00	603.92	133108	SHAFTS, IMPELLERS, SEALS FO R LIFT STATIONS
				468.82	.00	468.82	133262	PUMP VAC 1/6 HP FOR LIFT STATIONS
Check Total.....:				1072.74	.00	1072.74		
026257	03/21/19	SMI04	SMITHS ALARMS & ELECTRONI	180.00	.00	180.00	034277	SECURITY-SHOP, BOOSTER BLD G 4/19-6/19
026258	03/21/19	STA09	STAPLES CREDIT PLAN	417.47	.00	417.47	62000319	TONER, NOTEBOOKS, TAPE, LABE LS, USB DRIVES, HOLE PUNCH
026259	03/21/19	SYN01	SYNCE/AMAZON	358.17	.00	358.17	87140319	THERMOSTAT, MAT, TP STANDS, PAPER, USB CABLES
026260	03/21/19	UPS01	UPS	6.90	.00	6.90	447AY6099	PICKUP CHARGE-METER REGIS TERS RETURN
026261	03/21/19	VRE01	JIM VREELAND FORD	51.29	.00	51.29	25427	UNIT 19-OIL, FILTER
				86.77	.00	86.77	25506	UNIT 18-OIL, FILTERS
Check Total.....:				138.06	.00	138.06		
026262	03/21/19	WES05	WESTERN EXTERMINATOR CO.	59.50	.00	59.50	6816178	MONTHLY SERVICE FOR GOPHE R CONTROL 2/19
182019	03/21/19	WEX01	WEX BANK	1409.13	.00	1409.13	58247229	386.6 GALS FUEL
442740	03/21/19	HOM02	HOME DEPOT	213.25	.00	213.25	10020219	GRINDER, DRILL BITS, BLADES
885144	03/21/19	CHE02	CHEVRON & TEXACO BUSINESS	102.29	.00	102.29	55621503	25.9 GALS FUEL
Cash Account Total.....:				168109.10	.00	168109.10		
Total Disbursements.....:				168109.10	.00	168109.10		
Cash Account Total.....:				.00	.00	.00		

REPORT.: Mar 28 19 Thursday
 RUN...: Mar 28 19 Time: 14:54
 Run By.: PATTY LECAVALIER

VANDENBERG VILLAGE CSD
 Cash Disbursement Detail Report - Payroll Vendor Payment (s)
 Check Listing for 03-19 Bank Account.: 13101

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
67520	03/08/19	EMP01	EMPLOYMENT DEVELOP.	1648.85	.00	1648.85	B90308	STATE WH TAXES PP#5
67521	03/08/19	EMP01	EMPLOYMENT DEVELOP.	343.95	.00	343.95	1B90308	STATE DISABILITY PP#5
269280	03/22/19	EFT01	EFTPS	3678.12	.00	3678.12	B90322	FEDERAL WH TAXES PP#6
269281	03/22/19	EFT01	EFTPS	977.62	.00	977.62	1B90322	FICA MEDICARE PP#6
763430	03/08/19	PER04	CALPERS 457 PLAN	920.00	.00	920.00	B90308	EMPLOYER PERS 457 PP#5
763431	03/08/19	PER04	CALPERS 457 PLAN	920.00	.00	920.00	1B90308	EMPLOYEE PERS 457 PP#5
763440	03/08/19	PUB02	PUBLIC EMPLOYEES	1144.88	.00	1144.88	B90308	PERS EPMC PP#5
763441	03/08/19	PUB02	PUBLIC EMPLOYEES	1417.56	.00	1417.56	1B90308	PERS TDMC PP#5
763442	03/08/19	PUB02	PUBLIC EMPLOYEES	3793.81	.00	3793.81	2B90308	PERS EMPLR CONTRIB PP#5
782720	03/22/19	EMP01	EMPLOYMENT DEVELOP.	1691.10	.00	1691.10	B90322	STATE WH TAXES PP#6
782721	03/22/19	EMP01	EMPLOYMENT DEVELOP.	337.12	.00	337.12	1B90322	STATE DISABILITY PP#6
861230	03/22/19	PER04	CALPERS 457 PLAN	920.00	.00	920.00	B90322	EMPLOYER PERS 457 PP#6
861231	03/22/19	PER04	CALPERS 457 PLAN	920.00	.00	920.00	1B90322	EMPLOYEE PERS 457 PP#6
861240	03/22/19	PUB02	PUBLIC EMPLOYEES	1144.88	.00	1144.88	B90322	PERS EPMC PP#6
861241	03/22/19	PUB02	PUBLIC EMPLOYEES	1417.56	.00	1417.56	1B90322	PERS TDMC PP#6
861242	03/22/19	PUB02	PUBLIC EMPLOYEES	3793.81	.00	3793.81	2B90322	PERS EMPLR CONTRIB PP#6
924650	03/08/19	EFT01	EFTPS	3737.63	.00	3737.63	B90308	FEDERAL WH TAXES PP#5
924651	03/08/19	EFT01	EFTPS	68.20	.00	68.20	1B90308	FICA SOCIAL SECURITY DR#3
924652	03/08/19	EFT01	EFTPS	1013.42	.00	1013.42	2B90308	FICA MEDICARE PP#5





Cash Account Total.....: 29888.51
 Total Disbursements.....: 29888.51

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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 
Cynthia Allen, Administrative Services Manager 
Michael Garner, Operations & Maintenance Manager 
Patricia LeCavalier, Finance Administrator 

DATE: April 2, 2019

SUBJECT: Capital Budget

Recommendation: Adopt the Fiscal Year (FY) 2019-20 capital budgets for 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 \$4,205,500 and consists of two parts:
 - \$2,655,500 (Water)
 - \$334,500 in current fiscal year capital expenditures
 - \$2,655,500 in carryovers from previous fiscal years

- \$1,550,000 (Wastewater)
 - \$300,000 current fiscal year capital expenditures
 - \$1,250,000 in carryovers from previous fiscal years
- As of March 31, \$42,496 has been collected from developers to fund specific projects on the capital budget.
- The capital budget is funded by reserves. Sufficient funds are available in the water and wastewater reserves to fund the proposed capital budgets.

	Water	Wastewater	LRWRP	Total
Cash Reserves in Bank on 12/31/18	\$1,905,867	\$1,741,448	\$6,432,582	\$10,079,897
Total Reserve Requirement @ 6/30/20	\$5,558,035	\$1,741,448	\$7,361,191	\$14,660,674
Capital Reserve Requirement	4,169,451	1,096,035	5,274,406	10,539,892
Operating Reserve Requirement	488,328	321,628	370,374	1,180,330
Emergency Reserve Requirement	900,256	323,785	1,716,411	2,940,452
Net Reserves – available (shortfall)	(\$3,652,168)	\$ 0	(\$928,609)	(\$4,580,777)

Alternatives Considered: None

Discussion: The Finance/Budget Committee reviewed the staff-recommended capital budgets on March 19 and presents them 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:

- Continue to replace gate valves throughout the water distribution system
- Replace the gate valve operator and truck
- Purchase hydrant defuser
- Purchase sewer system camera truck

The \$300,000 project to clean and video the sewer system has been replaced with the sewer system camera truck. Originally conceived as a project to contract for a one-time cleaning and video service, the General Manager and Operations & Maintenance Manager rescoped the project to purchase a custom van containing state-of-the-art video equipment and having the field crew to perform the service on a continuing basis instead.

The 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.

The District does not capitalize any expenditures or assets that cost less than \$1,000. All such items are expensed.

The proposed capital budgets, in general, reflect upgrades to the water and wastewater infrastructure and incorporate projects from the Strategic Plan. A brief synopsis and justification for the proposed capital expenditures is included in the attachments.

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

Attachments:

1. Water and Wastewater Capital Budget Summary
2. FY 2019-20 Water and Wastewater Capital Budgets (under separate cover)

**Vandenberg Village Community Services District
Water and Wastewater Capital Budget Summary
Fiscal Year 2019-20**

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, \$5,220 has been collected from developers for this project.

L/S #1 Replacement \$275,000
(Strategic Plan Item #5)

Replace the old and wet and dry well configured lift station constructed in 1961, and the wet-well mounted pumps installed in 1996, with a completely new lift station facility that includes a larger, Armorock wet well, Smith & Loveless equipment package, electrical panels, and an automatic transfer switch for the 56-kW standby generator. Penfield & Smith's April 2005 capacity study recommended a larger wet well to serve the Falcon Heights Project (52 additional connections) and future development of the vacant 44-acre Ebbert parcel. To date, \$11,634 has been collected from developers for the project. Including interest earned, developers have paid 52% of the developer share.

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

Replace the roof and recoat the interior and exterior of Tank 1; repair and recoat the exterior of Tanks 5A & 5B; and touch-up the exterior coating on Tank 3. Consolidating tank work into one 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.

**Vandenberg Village Community Services District
Water and Wastewater Capital Budget Summary
Fiscal Year 2019-20**

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.

Administrative Office **\$1,850,000**
(Strategic Plan Item #16)

Replace the existing administrative office at 3757 Constellation Road. In August 2015, the vacant Rabobank building at 3745 Constellation Road was purchased by the District and, in December 2015, an architect was selected to prepare plans to remodel the interior for use as an administrative office. Construction began January 2018 and was completed by August 2018. Project is substantially complete and will be removed from the budget as soon as final invoices are posted to the General Ledger. To date, \$16,239 has been collected from developers for this project.

NaOCl (Sodium Hypochlorite) Pumps (2 ea) **\$36,000**

Replace two obsolete Sodium Hypochlorite pumps and associated piping. The old pumps were purchased in 1998 and have outlived their useful lives.

Soft Starters (2 ea) **\$12,500**

Replace two soft starters at site #1.

Valve Replacement Project **\$86,000**

Replace 10 street valves (4-inch to 12-inch in size) throughout the water distribution system.

**Vandenberg Village Community Services District
Water and Wastewater Capital Budget Summary
Fiscal Year 2019-20**

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

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

Computer Workstations (1 ea) **\$1,000**

Replace one outdated office computer according to a scheduled replacement plan.

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

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

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 30-40 years old. Drill a test well at the old County Fire Station. To date, \$11,851 has been collected from developers for this project.

Hydrant Defuser **\$5,000**

Purchase hydrant defuser to reduce chlorine during hydrant flushing per fresh water discharge permit.

**Vandenberg Village Community Services District
Water and Wastewater Capital Budget Summary
Fiscal Year 2019-20**

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.

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 2, 2019

SUBJECT: Operating Budget

Recommendations:

1. Adopt the Fiscal Year (FY) 2019-20 operating budgets for Water and Wastewater Enterprise Funds which includes a 3 percent cost of living increase for all employees effective July 1, 2019.
2. Approve FY 2019-20 administrative overhead fees of 19.73 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 \$4,721,319 and consists of three parts:
 - \$1,953,313 (Water)
 - \$1,286,512 (Wastewater)
 - \$1,481,494 (LRWRP)

- This represents a 4.3 percent (\$80,758) increase in the water budget, a 0.1 percent (\$1,158) 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 Santa Barbara County Tax Bill effective October 2017.

Alternatives Considered: None

Discussion: The Finance/Budget Committee reviewed the staff-recommended operating budgets on March 19 and presents them to the Board for consideration and approval.

The Water and Wastewater operating budgets assume 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	
\$1,797,014	\$1,654,861	\$1,085,547	Revenue
(1,768,313)	(1,236,012)	(991,091)	Operating Expenses
(185,000)	(50,500)	(490,403)	Depreciation
(\$156,299)	\$368,349	(\$395,947)	Net income

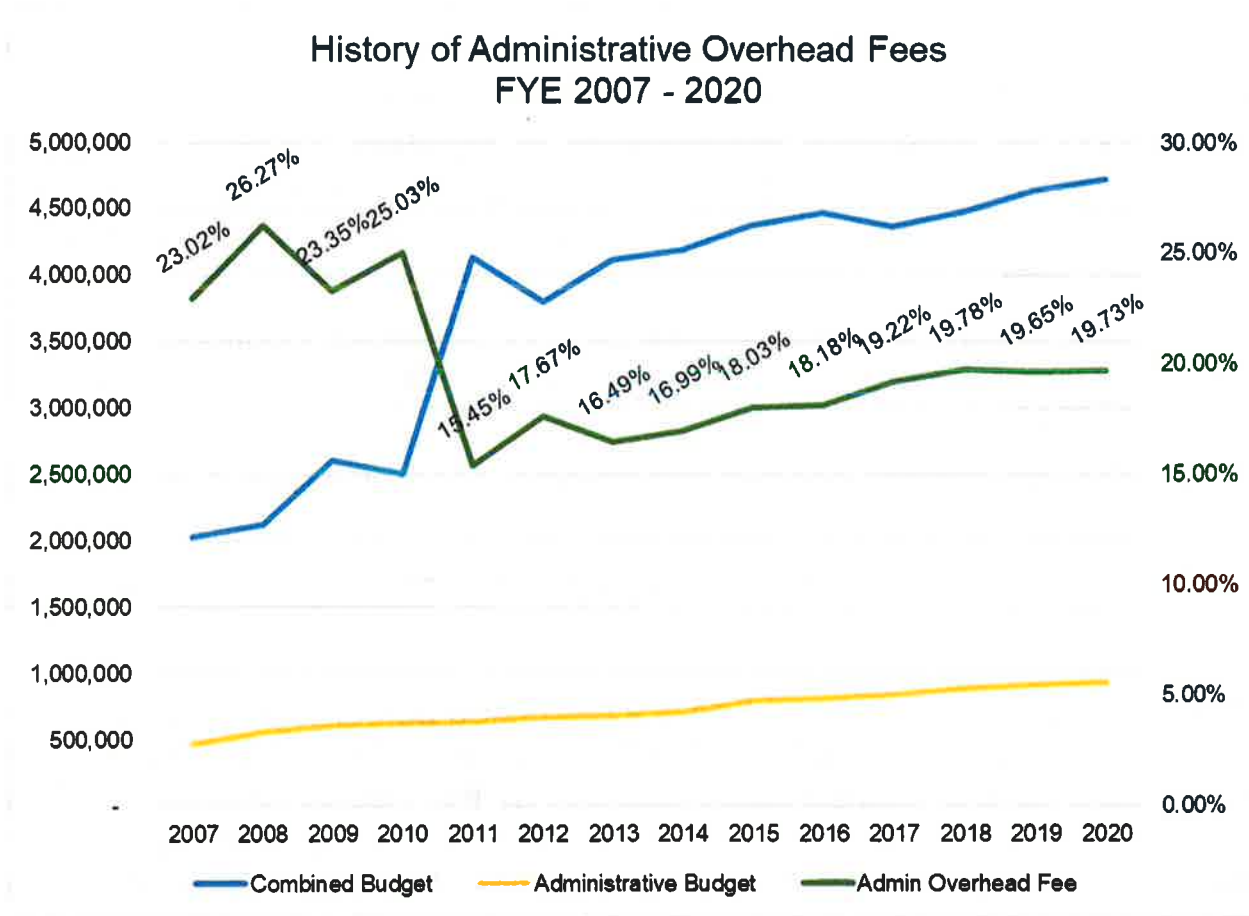
The District’s water rates remain the lowest of all 17 water agencies in Santa Barbara County. Sewer rates are slightly higher than average, primarily due to debt service and depreciation on the LRWRP. However, the District’s combined (water and sewer) rates remain squarely in the middle of the pack within Santa Barbara County.

In addition to the 3.0 percent cost of living increase in employee salaries and a temporary increase in staffing for the field crew, highlights of this year’s operating budget include:

- \$200,000 for design and toward the construction of a replacement sewer line in conjunction with the county’s project to replace Floradale Bridge.

- \$25,000 for systematic replacement of meter heads on automated meter reading (AMR) water meters which are approaching 10 years old.
- \$20,000 for vegetation management to maintain 2.9 miles of access roads to critical water and sewer infrastructure, and follow-up desilting and brush clearance work by Santa Barbara County Flood Control on Davis Creek.
- \$43,000 toward the development of a Groundwater Sustainability Plan (GSP) by 2022 as required by the Sustainable Groundwater Management Act (SGMA).
- \$29,000 for director salaries and training. Slight increase over previous years.
- \$15,000 for legal expenses. Extremely low 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 2019-20)
2. Water Operating Budget (FY 2019-20) (under separate cover)
3. Wastewater Operating Budget (FY 2019-20) (under separate cover)
4. Administrative Overhead Fees (FY 2019-20) (under separate cover)
5. Payroll Schedule (FY 2019-20)

Vandenberg Village Community Services District Water and Wastewater Operating Budget Summary Fiscal Year 2019-20

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 2019-20, staff estimates a net **water reserve** contribution of approximately \$29,000 and **wastewater reserve** contribution of approximately \$419,000 from wastewater service charges and \$95,000 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 2019-20

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

		2018	FY 19-20
		Interest Rate	Projection
LAIF	Variable	1.64%	1.64%
Santa Barbara County	Variable	2.40%	2.40%
Money Market	Variable	0.20%	0.20%
WCRF	Variable	1.18%	1.18%

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 60% water, 40% wastewater. Customer related expenses (billing stock, postage, bill inserts) are allocated at 50% to each fund. Payroll for exempt staff and non-exempt office staff is allocated 60% water, 40% 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 Sustainable Groundwater Management Act (SGMA), \$40,000 for SYRWCD pump taxes, and \$3,500 for Cloud Seeding.

Pumping (Boosters) – Budget includes \$325,000 for purchased power.

Water Treatment – Budget includes \$5,000 to inspect and maintain the filter. Any additional filter media will be included in the FY20-21 budget.

Wastewater Treatment – Budget includes \$600,000 for wastewater treatment costs.

**Vandenberg Village Community Services District
Water and Wastewater Operating Budget Summary
Fiscal Year 2019-20**

WCRF – This item represents the District's portion of capital improvements to the Lompoc Wastewater Reclamation Plant and VVCSD has little control over the annual capital expenditures. The District earns interest on the WCRF balance of \$742,558 which offsets a portion of the wastewater reclamation plant capital expenditures. \$200,000 has been budgeted for the design of the Floradale Bridge wastewater transmission line 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 \$25,000 to replace any remaining meter registers not covered under the 10-year warranty.

Customer Accounts – Budget includes merchant account fees for customer transactions 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 \$10,000 for pavement assessment, \$15,000 for legal counsel, and \$17,050 for employee travel expense.

Director's Expense – Budget includes \$29,150 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 2019-20

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 2019-20 budget which has resulted in an increase of \$59,300 from the FY 2018-19 budget. The projected employee salaries and benefits for working hours are:

Water fund	\$ 910,500	(FY 2018-19:	\$ 824,195)
Wastewater fund	\$ 435,000	(FY 2018-19:	\$ 373,287)
Total	\$1,345,500	(FY 2018-19:	\$1,197,482)

Budgeted salaries increased \$52,600 due to a 3% 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. The budget also includes a fourth field employee due to a retirement postponement.

Budgeted benefits increased by \$6,700 due to the increase resulting from those benefits, such as CalPERS, life insurance, and long-term disability. A reduction in the workers' compensation experience modification factor has offset the increase of benefits by \$6,000. The additional cost for paid benefits such as insurance, retirement, etc. represents 61.9% 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
15-16	1.30% to 3.30% economic adjustments	651,400	657,124	5,724
16-17	1.10% economic adjustment + 2.00% salary adjustment	676,800	668,187	-8,613
17-18	0.90% economic adjustment	693,500	708,402	14,902

Vandenberg Village Community Services District Water and Wastewater Operating Budget Summary Fiscal Year 2019-20

Fiscal Year	Notes	Total Budgeted Salaries	Total Actual Salaries	Variance From Budget
18-19	2.40% economic adjustment + 4 th field employee	739,400	733,312 <i>(projected)</i>	-6,088
19-20	3% economic adjustment + 4 th field employee	792,000		

NET INCOME <LOSS>

Water Fund	<\$156,299>
Wastewater Fund	\$368,349
LRWRP	<\$395,947>

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
 PAYROLL SCHEDULE
 3.00% ECONOMIC ADJUSTMENT

01-Jul-19

JOB TITLE	TRIAL PERIOD		STEP 1		STEP 2		STEP 3		STEP 4		STEP 5							
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly						
OPERATIONS & MAINTENANCE MANAGER	\$7,196.80	\$41.52	\$86,361.60	\$7,557.33	\$43.60	\$90,688.00	\$7,935.20	\$45.78	\$95,222.40	\$8,332.13	\$48.07	\$99,985.60	\$5,748.13	\$50.47	\$104,377.60	\$9,184.93	\$52.99	\$110,219.20
ADMINISTRATIVE SERVICES MANAGER	\$7,196.80	\$41.52	\$86,361.60	\$7,557.33	\$43.60	\$90,688.00	\$7,935.20	\$45.78	\$95,222.40	\$8,332.13	\$48.07	\$99,985.60	\$5,748.13	\$50.47	\$104,377.60	\$9,184.93	\$52.99	\$110,219.20
FINANCE ADMINISTRATOR I	\$5,959.20	\$34.38	\$71,510.40	\$6,257.33	\$36.10	\$75,088.00	\$6,571.07	\$37.91	\$78,852.80	\$6,900.40	\$39.81	\$82,804.80	\$7,245.33	\$41.80	\$86,944.00	\$7,607.60	\$43.89	\$91,291.20
SERVICE PERSON III	\$5,104.67	\$29.45	\$61,256.00	\$5,359.47	\$30.92	\$64,313.60	\$5,628.13	\$32.47	\$67,537.60	\$5,908.93	\$34.09	\$70,907.20	\$6,203.60	\$35.79	\$74,443.20	\$6,513.87	\$37.58	\$78,166.40
SERVICE PERSON II	\$4,860.27	\$28.04	\$58,323.20	\$5,102.93	\$29.44	\$61,235.20	\$5,357.73	\$30.91	\$64,292.80	\$5,626.40	\$32.46	\$67,516.80	\$5,907.20	\$34.08	\$70,886.40	\$6,201.87	\$35.78	\$74,422.40
SERVICE PERSON I	\$4,296.93	\$24.79	\$51,563.20	\$4,511.87	\$26.03	\$54,142.40	\$4,737.20	\$27.33	\$56,846.40	\$4,974.67	\$28.70	\$59,696.00	\$5,222.53	\$30.13	\$62,670.40	\$5,484.27	\$31.64	\$65,811.20
ADMINISTRATIVE/ACCOUNTING ASSISTANT	\$4,513.60	\$26.04	\$54,163.20	\$4,738.93	\$27.34	\$56,867.20	\$4,976.40	\$28.71	\$59,716.80	\$5,226.00	\$30.15	\$62,712.00	\$5,487.73	\$31.66	\$65,832.80	\$5,761.60	\$33.24	\$69,139.20
CUSTOMER SERVICE REPRESENTATIVE II	\$4,016.13	\$23.17	\$48,193.60	\$4,217.20	\$24.33	\$50,606.40	\$4,428.67	\$25.55	\$53,144.00	\$4,650.53	\$26.83	\$55,806.40	\$4,882.80	\$28.17	\$58,593.60	\$5,127.20	\$29.58	\$61,526.40

NEW RATE	
Monthly	Hourly
\$14,603.33	\$84.25
\$175,240.00	

GENERAL MANAGER EXEMPT

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.C
FROM: Water/Wastewater Committee
(Director Brooks & Director Stewart)
BY: Joe Barget, General Manager 
Cynthia Allen, Administrative Services Manager 
DATE: April 2, 2019
SUBJECT: Water Conversation

Recommendations: Hold a “Water Conversation” event on May 1 to mark the beginning of *Water Awareness Month*.

Policy Implications: National organizations and state agencies have designated water events this year during the month of May.

- American Water Works Association (AWWA), *Drinking Water Week*, May 5-11.
- California Department of Water Resources (DWR), *Water Awareness Month*, May.
- California Department of Public Health (CDPH), *Rethink Your Drink Day*, May 8.

Resource Impacts: Staff time to plan, organize, and execute events.

Alternatives Considered: Do nothing. Hold more than one event.

Discussion: At the March 18 Water/Wastewater Committee meeting, ideas for increasing public outreach on water and local government were discussed and, specifically, Director Brooks’ idea of holding Water Conversation events with members of the community. Both directors and the

general manager will be attending the Association of California Water Agencies (ACWA) Spring Conference in Monterey May 5-10 which coincides with *Drinking Water Week*. In light of this, the committee thought May 1 (the beginning of *Water Awareness Month*) would be an appropriate date to schedule the event.

Emily Casarez, the Director of Community Health for the Lompoc Valley Community Healthcare Organization, and Shelby Wild, Route One Farmers Market, attended the meeting. They support the concept, are eager to participate, and would also like to include a VVCSD water exhibit in the first Farmers Market planned for Sunday, May 5.

Since this would be the first, and it's less than a month away, the committee felt the District should start slow with just one Water Conversation event on Wednesday, May 1, at 7:00 p.m. in the District conference room.

As envisioned, the Water Conversation would include a panel of people in the water field with brief introductory remarks and possibly short presentations followed by informal discussions about anything related to water. The theme though, would be to have a conversation as opposed a presentation.

Proposed panelists:

- Chris Brooks or Katherine Stewart, VVCSD Director
- Cynthia Allen, VVCSD Administrative Services Manager
- Mike Garner, VVCSD Operations & Maintenance Manager
- Matt Scudato, Senior Hydrologist, Santa Barbara County Water Agency
- Fidel Villanueva, Health Educator, Santa Barbara County

If the Board approves the event, staff will prepare a press release and mail the attached flyer with monthly bills on April 18.

Attachments: Flyer

Flyer

VANDBERG VILLAGE COMMUNITY SERVICES DISTRICT
INVITES YOU TO KICK OFF
WATER AWARENESS MONTH WITH A...

Where does our water come from?

How does the water get from the ground to my tap?

Why is my water so hard?

WATER

What can I do to conserve water?

CONVERSATION

Is my tap water safer than bottled?

3745 CONSTELLATION ROAD - VANDENBERG VILLAGE
MAY 1, 2019 - 7:00 P.M.
CALL (805) 733-2475 FOR DETAILS

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.D

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

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

DATE: April 2, 2019

SUBJECT: Student Interns

Recommendations: Discuss possible unpaid student intern program and provide direction to staff.

Policy Implications: Volunteers are covered by the District's workers' compensation insurance provided by ACWA/JPIA.

Resource Impacts:

- Interns are unpaid. However, benefits in phase 2 and 3 of the program could cost the District approximately \$300 per intern.
- ACWA/JPIA workers' compensation insurance coverage currently costs about \$.50 per hour per volunteer.
- Using volunteers would increase productivity without increasing District administration, operations, and maintenance costs.

Alternatives Considered: None

Discussion: At the March 18 Water/Wastewater Committee Meeting, internship programs were discussed as a possible way to expand the "water conversation" and get more students interested in careers in the water field.

Because the State of California requires a high school diploma, GED, or one-year work experience before taking water operator exams, the internship would progress in phases.

- **Phase 1** – Shadow a District field or office employee for a minimum of 120 hours to learn about different aspects of CSD employment
- **Phase 2** – District will pay for enrollment in the California State University, Sacramento Office of Water Programs (OWP) distance learning course appropriate to the intern's training: Utility Management (Administration Intern) or Water Distribution System Operation and Maintenance (Operations Intern)
- **Phase 3** – Upon successful completion of the OWP course and receipt of their high school diploma or GED, the District will pay the State Water Resources Control Board Water Distribution Examination Application fee for interested interns

Attachments:

1. Unpaid Student Intern Program description
2. Unpaid Student Intern job descriptions
3. Internship application

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT UNPAID STUDENT INTERN PROGRAM

Program Eligibility

This program is open to students from Lompoc Unified School District in their junior or senior year of high school or first-year Allan Hancock College students.

Participants must have an overall grade point average (GPA) of 2.50 or greater, with "C" grades or higher in Math and English courses. Evidence of participation in extracurricular activities such as sports, community service, music, work, etc. is a plus.

Because interns will be in a training capacity, these positions do not require significant previous work experience in the field. However, good communication skills, knowledge of computer applications, and the ability to establish and maintain effective working relationships is highly desirable. All interns must possess, or have the ability to obtain prior to employment, a valid Basic Class C California driver license.

Internship Opportunities

- Administration (1 student)
- Operations (1 student)

How the Program Works

The internship program is designed to provide students with meaningful work experience in the water field. Administration interns work with administration staff on common tasks and special projects. Operations interns will work in the field with water operators to perform hands-on tasks involved with water treatment and distribution and wastewater collections.

Internship Term

Intern work hours will vary and be mutually agreeable between the intern and his/her supervisor. Interns are limited to working a maximum of 20 hours per week (Monday – Friday) and the term is limited to 960 hours per fiscal year (July 1 – June 30). The relationship may be terminated by the intern or the District at any time with or without notice.

Compensation

The internship is an unpaid position. However, following 120 hours of successful internship with the District, VVCSD may pay for enrollment in the California State University, Sacramento Office of Water Programs (OWP) distance learning course appropriate to the intern's training: Utility Management (Administration Intern) or Water Distribution System Operation and Maintenance (Operations Intern).

How to Apply

1. Visit VVCS D's website at <http://vvc sd.org>
2. Click Official Business, Employment
3. Download the internship application PDF, complete the form, and submit it to VVCS D via email at administration@vvc sd.org or fax (805) 733-2109.
4. Once your application is received, we will contact you via email and/or phone.

DRAFT

JOB DESCRIPTION

POSITION: UNPAID STUDENT INTERN – ADMINISTRATION

DEPARTMENT: OFFICE

SUMMARY

Under immediate supervision, to perform a variety of clerical and semi-skilled clerical and administrative work consisting of extensive customer contact, general office routines and procedures, work management coordination, conservation program coordination, and other work as assigned.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

DISTINGUISHING CHARACTERISTICS

This is the temporary entry level in the clerical and administrative series for a first-year college student or high school junior or senior to work no more than 20 hours per week. In this position, the work to be accomplished consists of dealing with routines that would be required for other office duties, wherein some discretion and independent decision making is involved.

REPORTING RELATIONSHIPS

The Unpaid Student Intern is an at-will employee and, accordingly, employment may be terminated by the employee or the District at any time without prior notice. This position reports to the Administrative Services Manager and has no supervisory duties. This unpaid intern position confers no guarantee of permanent full-time employment with the District.

DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

Task: Operate common office equipment such as computers, printers, photocopiers, and telephones; process telephone calls, taking messages when necessary, securing proper names, telephone numbers, and extensions; provides answers to general questions from the public/employees; operate a computer including word processing, spreadsheet, and database programs; perform general records management duties, including creating and maintaining files.

Task: Assist department on projects and duties related to administration of the District; provide clerical support and word processing assistance to the General Manager, Administrative Services Manager, Operations and Maintenance Manager, Finance Administrator, Administrative Assistant, and Customer Service Representative.

PHYSICAL DEMAND

Sitting; standing; speaking; hearing; close vision; use of hands to finger, handle or feel objects, tools or controls; use of hands to write, type and use telephone; lifting, pushing, pulling and carrying (up to 25 lbs.).

QUALIFICATIONS

Knowledge of:

- Basic accounting methods and procedures.
- Correct English usage, spelling, grammar and punctuation.
- Correspondence formats.
- Current office methods and practices.
- General office procedures including the use of basic office equipment such as ten-key calculator, electric typewriter, postage meter, computer terminal, copy machine and software applications such as Microsoft Office applications.
- Handling of confidential District information.
- Proper office and telephone etiquette.
- Records and filing techniques.
- Safe work practices.

Ability to:

- Communicate clearly both orally and in writing.
- Establish, develop and maintain effective working relationships with those contacted during the course of work, particularly customers.
- Maintain composure, tact, and helpful attitude with customers even in the face of unwarranted customer hostility.
- Maintain punctual and regular attendance.
- Operate a vehicle observing legal and defensive driving practices.
- Prepare clear and concise documents.
- Process data through utilization of District computers.
- Properly format and transcribe various communications.
- Read, understand, interpret, and apply complex materials (i.e., Board policies in Ordinances and Resolutions, etc.) to analysis and reports and use as a guide to function fully in the position.
- 10-key calculator by touch and make mathematical computations for billing adjustments.
- Type a minimum of 35 wpm using word processing programs; use spreadsheets and database systems.
- Understand and carry out oral and written instructions.

EXPERIENCE AND EDUCATION

Because employees in classifications at this level will be in a training capacity, this position does not require significant previous work experience in the applicable field.

RECOMMENDED SPECIAL REQUIREMENTS

CPR and First Aid Certification

CONDITIONS OF EMPLOYMENT:

As a condition of employment, may be required to:

1. Possess a valid and appropriate Class C California Driver's License, or equivalent, and be insurable by the District's vehicle insurance carrier;
2. Be able to establish and maintain favorable interpersonal relations with co-workers, managers including District Directors and District customers.
3. Maintain high degree of reliability for punctuality and attendance.

PHYSICAL AND SENSORY REQUIREMENTS:

In general, it is necessary for the employee to maintain the effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment. It is also imperative that the employee be able to maintain the mental capacity allowing the making of sound decisions following specific guidelines and the demonstration of intellectual capability to deal effectively with customers in person and on the phone.

DRAFT

JOB DESCRIPTION

POSITION: UNPAID STUDENT INTERN – OPERATIONS

DEPARTMENT: FIELD

SUMMARY

Under immediate supervision, to perform a variety of unskilled and semi-skilled maintenance and repair work involving water distribution and wastewater collection facilities and systems, to maintain landscaping and rights of ways/properties and perform general labor as needed, and under supervision of experienced operators, to operate, maintain, and repair water treatment plant facilities, and to do related work as assigned.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

DISTINGUISHING CHARACTERISTICS

This is a temporary entry level class in the Field Department for a first-year college student or high school junior or senior to work no more than 20 hours per week. Positions in this classification perform a variety of unskilled to semi-skilled tasks and general labor.

REPORTING RELATIONSHIPS

The Unpaid Student Intern is an at-will employee and, accordingly, employment may be terminated by the employee or the District at any time without prior notice. This position reports to the Operations and Maintenance Manager and has no supervisory duties. This unpaid intern position confers no guarantee of permanent full-time employment with the District.

DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

Task: Operate light power driven equipment such as pickup trucks, lawn mowers, jackhammers and miscellaneous power tools; clean and account for basic tools used on the job; perform other general landscaping and maintain area in District owned rights-of-way; report promptly to the O & M Manager any malfunction of equipment, deterioration of structures, any abnormal operating equipment, or safety issues; drive vehicles as required and assist in their routine maintenance.

Task: Assist in the installation, replacement, repairing and maintenance of water and wastewater facilities; assist in the cleaning of reservoirs and sewer lift stations; read customer meters; maintain record of work performed; related duties as assigned.

Task: Operate water treatment plant; perform water quality tests in a training mode under immediate supervision of a licensed water operator.

PHYSICAL DEMAND

Sitting; standing; walking; speaking; hearing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle or feel objects, tools or controls; use of hands to write, type and use telephone; driving vehicle.

QUALIFICATIONS

Knowledge of:

- Basic water hydraulics, math, and record keeping.
- Basic tools, equipment, and practices utilized in general maintenance and construction work.
- Safe work practices.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Control and adjust water and wastewater systems such as valves, pumps, etc.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Maintain composure, tact, and helpful attitude with co-workers, managers (including District Directors) and District customers.
- Maintain accurate records.
- Operate a vehicle observing legal and defensive driving practices.
- Operate and maintain lab equipment and chemicals and perform operator level testing of water quality parameters
- Perform heavy manual labor.
- Understand and carry out oral and written directions.
- Use light power tools required in general maintenance and construction work.
- Use specialized equipment for testing and maintaining facilities of the District.

EXPERIENCE AND EDUCATION

Because employees in classifications at this level will be in a training capacity, this position does not require significant previous work experience in the applicable field.

RECOMMENDED SPECIAL REQUIREMENTS

CPR and First Aid Certification

CONDITIONS OF EMPLOYMENT:

As a condition of employment, may be required to:

1. Possess a valid and appropriate Class C California Driver's License, and be insurable by the District's vehicle insurance carrier.
2. Be required to work under adverse conditions, such as exposure to toxic chemicals and gases, confined spaces, exposure to natural weather, or work in high places or wet and muddy conditions.
3. Be able to establish and maintain favorable interpersonal relations with co-workers, management (including District Directors) and District customers.
4. Be able to pass a pulmonary function test administered by designated medical facility.

5. Be able to consistently follow safety guidelines for equipment use and working procedures.

PHYSICAL AND SENSORY REQUIREMENTS

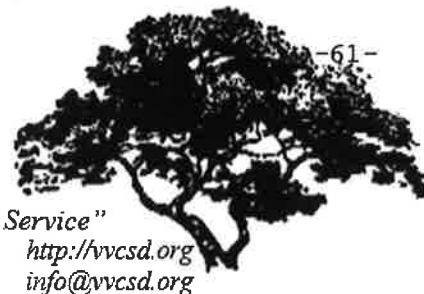
In general, it is necessary for the employee to maintain the effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating special testing and analyzing equipment. It is also imperative that the employee be able to maintain the mental capacity allowing the making of sound decisions following specific guidelines and the demonstration of intellectual capability to deal effectively with customers in person and on the phone and to make independent decisions to protect the customers' health and sanitation and protect District and others property in emergency situations.

Employees in this classification may be required to utilize respirators in the course of their duties, or under emergency circumstances, and therefore must be in compliance with General Industry Safety Order 5144. Employees in this classification shall not wear beards, mustaches, sideburns, facial hair, or conditions in such a manner that may prevent, or interfere with, establishing and maintaining a proper seal of the respirator face mask. This requirement is implemented in order to insure the safety and health of the employee.

DRAFT

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

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



INTERNSHIP APPLICATION

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.

Applications must be typed or in ink and all sections must be completed. Please give us enough information to allow for comprehensive review and evaluation.

Internship Applied For

Administration Operations

Date of Application

Last Name

First

Middle

Address

Number and Street

City/State/Zip

Telephone Number(s) Home

Cellular

Email Address

Social Security Number

In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. The Social Security Number will be used for identification purposes to ensure that proper records are maintained.

Do you have a valid Driver's License? Yes No State Class

A copy of your driving record from the Department of Motor Vehicles is required with your completed application.

Can you, upon employment, submit proof of your legal right to work in the U.S.?

Yes No

Are you related by blood, marriage, or adoption to anyone that works for VVCSD?

Yes No

If yes, please list name and relationship

Have you ever worked for us before? Including community service

Yes No

If yes, give position and date

Are you currently employed?

Yes No

Emergency Contact Information

Name

Relationship

Telephone Number(s) Home

Cellular

Work

Employment Experience

Please give us enough information to allow for review and evaluation of your work experience and abilities. List positions you have held starting with your most recent job. Include relevant volunteer experience. If you were employed under another name, write in the name by which you were known to your employer. If additional space is needed, attach a sheet of paper. This section must be fully completed. **A resume may be attached but will not be accepted in place of this section.**

Dates of Employment to Mo. Yr. Mo. Yr.	Current Employer (Business or Agency Name)		Address	City/State/Zip
Hours per week \$ _____ per _____	Title of your position	No. employees supervised by you.	Supervisor's name and phone number	
Reason for leaving	Type of work performed (Be Specific)			
Dates of Employment to Mo. Yr. Mo. Yr.	Employer (Business or Agency Name)		Address	City/State/Zip
Hours per week \$ _____ per _____	Title of your position	No. employees supervised by you.	Supervisor's name and phone number	
Reason for leaving	Type of work performed (Be Specific)			
May we contact all employers listed above? _____ Yes _____ No If NO, indicate exceptions:				
Do you have the physical and mental ability to perform the tasks described in the job description for this position (with or without accommodation)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If accommodation is necessary, please describe _____				

References

Please list names and addresses of three people, not relatives, that we may contact who have knowledge of your job skills, experience, and ability. You may use past employers but do not duplicate names of supervisors listed elsewhere.

Name	Address	Daytime Phone Number	Business or Occupation

Additional Comments

Declaration

Vandenberg Village Community Services District is hereby authorized to make any job related inquiry of my personal, educational, training, or experience background as detailed in the application and to contact all prior employers and references, with the exception of those listed on page 3. Further, I hereby authorize all prior employers and references to respond to the District's job related inquiries. I understand any employment offer may be contingent upon my ability to successfully pass a job related employment physical examination by a District authorized physician.

I understand and hereby acknowledge that any employment relationship with Vandenberg Village Community Services District is of an "at will" nature, which means that the employee may resign at any time and Vandenberg Village Community Services District may discharge the employee at any time with or without cause. I also understand that this "at will" employment relationship may not be changed by any written document or by conduct, unless change is specifically acknowledged in writing by an authorized executive of Vandenberg Village Community Services District.

Applicant Certification: PLEASE READ BEFORE SIGNING. I DECLARE under penalty of perjury under the laws of the State of California that the statements made by me in this application are true, complete, and correct. I understand that statements made are subject to verification and that any misrepresentation, fraud, or omission of material may be grounds to deny District employment or for disciplinary action including dismissal after employment.




Signature of Applicant _____

Date _____

Signature of Parent or Guardian _____

Date _____

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
AGENDA MEMORANDUM

TO: Board of Directors ITEM: 8.E
FROM: Joe Barget, General Manager 
Cynthia Allen, Administrative Services Manager 
Patricia LeCavalier, Finance Administrator 
DATE: April 2, 2019
SUBJECT: Auditing Services

Recommendation: Award a three-year contract to Moss, Levy & Hartzheim LLP for professional auditing services.

Policy Implications:

- California Government Code §53060 authorizes the legislative body of any district to contract for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required.
- California Government Code §12410.6 prohibits the lead auditor from providing audit services for more than six consecutive fiscal years. However, the same public accounting firm may be employed provided the audit partner responsible for reviewing the audit is rotated every seventh year.
- The District has historically requested proposals for multiple-year terms with the Board awarding a contract to the best qualified firm.

Resource Impacts: Annual costs are \$7,315 (FYE 19), \$7,575 (FYE 20), and \$7,840 (FYE 21).

Alternatives Considered: Select an alternative auditing firm.

Discussion: The District solicited proposals to provide professional auditing services from 13 firms. Three firms submitted clarifying questions via email. Answers to the questions were sent via email to all bidders and posted to the District's website. However, only one proposal was received: Moss, Levy & Hartzheim (Santa Maria).

The management staff and Finance Administrator reviewed the proposal and recommends selecting Moss, Levy & Hartzheim based on their qualifications and responsiveness to the request for proposal. Moss, Levy & Hartzheim has been the District's auditor since fiscal year ending 1991.

The contract will cover professional auditing services for fiscal years ending June 30, 2019, June 30, 2020, and June 30, 2021. The contract also provides for the option of three one-year extensions.

Attachments:

1. Bid List
2. Proposal from Moss, Levy & Hartzheim LLP

Vandenberg Village Community Services District - RFP - Auditing Services
Proposal Due Date - March 1, 2019
Award Date - April 2, 2019

Bid List

Company	Address	City	State	Zip
Andrews Galloway & Associates	2236 S. Broadway, Ste. M	Santa Maria	CA	93454
Bartlett, Pringle & Wolfe, LLP	1123 Chapala Street	Santa Barbara	CA	93101
C&D LLP	690 Alamo Pintado Rd.	Solvang	CA	93463
Crosby Company CPA	1457 Marsh Street, Suite 100	San Luis Obispo	CA	93401
Robert T. Dennis, CPA	12223 Highland Avenue, Suite 106-625	Rancho Cucamonga	CA	91739
Fechter & Company	3445 American River Drive Suite A	Sacramento	CA	95825
Charles Z. Fedak & Co.	6081 Orange Ave.	Cypress	CA	90630
Glenn, Burdette, Phillips & Bryson	2222 South Broadway, Ste. A	Santa Maria	CA	93454
Hinricher & Cousino, LLP	3275 Old Conejo Road	Thousand Oaks	CA	91320
MacFarlane, Faletti & Co., LLP	115 E. Micheltorena St., Ste. 200	Santa Barbara	CA	93101
Moss, Levy & Hartzheim	2400 Professional Parkway Suite 205	Santa Maria	CA	93455
Poindexter and Company CPA	P.O. Box 4488	Ventura	CA	93007
Shinault Baker & Company	5060 California Avenue, Suite 250	Bakersfield	CA	93309

**VANDENBERG VILLAGE
COMMUNITY SERVICES DISTRICT**

PROFESSIONAL AUDIT SERVICES PROPOSAL

For Fiscal Years Ending June 30, 2019 – June 30, 2021
With optional years for the
fiscal years ending June 30, 2022 – June 30, 2024

Submitted By:

Moss, Levy & Hartzheim LLP
2400 Professional Parkway, Suite 205
Santa Maria, CA 93455
Phone: 805.925.2579
Fax: 805.925.2147

Submitted On:

March 1, 2019

Contact Person:

Ronald A. Levy, CPA
rlevy@mlhcpas.com

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
AUDIT PROPOSAL
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Attention: Cynthia Allen
 Vandenberg Village Community Services District
 3745 Constellation Road
 Lompoc, CA 93436

We are pleased to respond to the Vandenberg Village Community Services District's (the District) Request for Proposal for independent auditing services. We have prepared our proposal to address each specification included in the District's Request for Proposal.

After 62 years in public accounting and more than 41 years of performing nonprofit and local governmental audits, it is extremely gratifying to witness the continued growth of Moss, Levy & Hartzheim LLP. The firm has evolved from a one-person operation to a regional public accounting firm with offices in Beverly Hills, Santa Maria, and Culver City with clients throughout the State of California, as well as thirty-one other states. We and the entire staff are pleased with not only the continuing development of the firm, but also the progress and economic health of our clients. We understand that governmental accounting is a specialized industry with its own accounting standards and requirements and that is why we strive to constantly improve the quality of our professional services. This degree of dedication coupled with our ability to inform our clients of any new accounting and auditing issues is paramount to our success.

We feel that our size is such that we are large enough to provide a broad spectrum of services and experience backed by an in-house training program, professional development courses, and an extensive professional library, yet not so large as to become impersonal and rigid. Our informal style allows us to be flexible enough to complete our audits in a timely manner that is the most convenient for each client. Also, this style allows us to be more accessible to our clients when our clients have questions or concerns.

It is our understanding that we will be responsible for expressing an opinion on the Vandenberg Village Community Services District's financial statements in conformity with accounting principles generally accepted in the United States of America. It is also our understanding that we will be responsible for issuing the following:

1. An auditor's opinion letter on the fair presentation of the financial statements of the District in accordance with auditing standards generally accepted in the United States of America.
2. A Management Letter addressed to the Board of Directors of the Vandenberg Village Community Services District, setting forth recommendations for improvements in the District's accounting systems.
3. We will communicate in a letter to the General Manager any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. "Non-reportable conditions" discovered by us will also be communicated in the "Management Letter".
4. We will make immediate, written notification to the Board President and General Manager of all irregularities and illegal acts or indications of illegal acts of which we become aware.
5. Preparation of the annual State Controller's Report.

We will make all communications to the District as required by the audit standards under which the engagement is performed. Those communications include, but are not limited to:

1. The auditors' responsibility under auditing standards generally accepted in the United States of America.
2. Significant accounting policies.
3. Management judgment and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.

6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.
10. Errors, irregularities, and illegal acts.

All work papers and reports will be retained, at our expense, for a minimum of three years (or the retention timeframe established by the professional standards, whichever is longer) unless the firm is notified in writing by the District of the need to extend the retention period. The work papers are subject to review by state and county agencies and other individuals designated by the District. Accordingly, the work papers will be made available upon request.

In addition, we will respond to the reasonable inquiries of successor auditors and allow successor auditors to review work papers.

All adjusting journal entries made by us will be discussed and explained to the designated personnel prior to recording.

If convenient for the District's staff, the approximate target dates for an audit would be as follows:

1. Preliminary audit entrance conference with staff – May 16
2. Detailed audit plan – May 17
3. Interim audit fieldwork – May 23-24
4. Year-end audit fieldwork – August 8-9
4. Exit conference with staff – August 9
6. Draft of Financial Statements & Management Letter – August 30
7. Issue Audit Report and final Management Letter – within three days of the District's final approval of these documents
8. Present and discuss annual financial statements with the Board – Date of District's choice

Minimal assistance of the District's staff is required during the course of the audit, however, we ask that the District provide the following: cooperation in answering questions, requested audit confirmations, bank reconciliations, trial balance at June 30, 2019, detailed general ledger for the fiscal year, and other original documentation supporting amounts and disclosures in the financial statements.

This proposal is a firm and irrevocable offer until May 15, 2019.

Thank you for your consideration and please do not hesitate to contact the authorized representative listed below with any questions, problems, or concerns.

Ronald A. Levy, CPA
Partner
2400 Professional Parkway, Ste. 205
Santa Maria, CA 93455
(805) 925-2579
rlevy@mlhcpas.com

Sincerely,


Ronald A. Levy, CPA

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
AUDIT PROPOSAL**

INDEPENDENCE

Moss, Levy & Hartzheim LLP is independent of the Vandenberg Village Community Services District and its component units, as defined by auditing standards generally accepted in the United States of America.

LICENSE TO PRACTICE IN CALIFORNIA

Moss, Levy & Hartzheim LLP is a properly licensed certified public accounting firm in the State of California, license # 5863. All certified public accountants engaged in the audit of the District are licensed to practice in the State of California and have received at least the minimum number of continuing professional education hours required by the State Board of Accountancy to perform audits under professional standards.

FIRM QUALIFICATIONS AND EXPERIENCE

Moss, Levy & Hartzheim LLP is a minority owned regional firm that performs audits of entities throughout the State of California. The firm currently employs 31 professionals and has annual gross revenues between 4.5 and 5.0 million dollars. Eighty-four percent of the 31 total employees are women or belong to an ethnic minority. The firm has three offices in California; Beverly Hills, Santa Maria, and Culver City.

The firm is in good standing with both the America Institute of Certified Public Accounts and the California Society of Certified Public Accountants.

The audit work will be completed by staff from our Santa Maria office.

The Santa Maria office is currently staffed by six certified public accountants (five partners, and one manager). In addition, the office employs four senior accountants, four staff accountants, and two administrators.

The District will have one partner and one alternate partner assigned to the audit at all times. In addition, a manager, supervisor, and one or two staff accountants will be assigned on a full-time basis to the audit from the Santa Maria office. The Vandenberg Village Community Services District will also have a computer specialist assigned to the audit on a full-time basis. This individual assists the audit team in documenting the computer system internal control structure.

Please see *Appendix C - Current and/or Recently Completed Governmental Audits*.

PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

It is the firm's policy to have our partners involved in the management function of our audits. Having multiple partners involved in the engagement allows the District to receive immediate responses to questions about accounting and audit topics, concerns, and recommendations.

Mr. Ronald Levy will be the partner in charge of the District's audit. Mr. Levy will have primary responsibility for the audit. Mr. Levy will be responsible for final review of the District's audit report, financial statements, and the State Controller's Report. Mr. Levy will also be responsible for addressing any questions or concerns that arise during the fiscal year.

Mr. Craig Hartzheim will be the alternate partner assigned to the audit. As alternate partner, it is his responsibility to be familiar with the District, its staff, the audit, and any special problem areas of the District in the event that Mr. Levy is unavailable.

Mr. Alexander Hom will be the manager assigned to the audit. As the manager, Mr. Hom will oversee the day to day operations of the audit and will review all audit areas. Mr. Hom will be at the District for 100% of the fieldwork. He performs in-house training for governmental auditing staff members and is in charge of keeping the firm updated on aspects of governmental accounting and auditing issues.

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
AUDIT PROPOSAL**

**PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE-
continued**

Mr. Adam Guise will be the supervisor assigned to the audit. As the supervisor, it will be Mr. Guise's responsibility to oversee the senior staff and the staff accountants, do preliminary reviews of audit sections, and to perform more difficult audit sections.

Mr. David Ortiz will be the Information Technology Director assigned to the audit. Mr. Ortiz has extensive knowledge in auditing EDP functions. Mr. Ortiz will also perform the statistical sampling procedures for the audit. Also, he will document and test the internal control structure of the computer systems.

In addition to the supervisory staff listed above, one or two staff accountants will be assigned to the audit. All staff accountants have degrees from accredited colleges or universities, have received in-house audit training, and at present have at least one year of auditing experience. All staff accountants will be directly supervised by the fieldwork supervising partner assigned to the audit at all times. All partners and staff members have worked on numerous engagements together. Consistently working together will provide the District with a knowledgeable and efficient audit team.

The firm will maintain staff continuity on the engagement throughout the term of the contract, barring any terminations, illnesses, or other unforeseen circumstances. At the request of the District, any Moss, Levy & Hartzheim LLP employee assigned to the audit can be removed and replaced by another qualified employee. Moss, Levy & Hartzheim LLP has an advantage in that there is relatively low turnover in employees, as can be seen on individual resumes, and therefore the firm will not use the District as a training ground for its employees.

Please see *Appendix A - Resumes* for each individual's resume.

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES

Please see *Appendix B - References*.

SPECIFIC AUDIT APPROACH

The extent of our work will be what is required to enable us to express an opinion on the financial statements in accordance with:

1. *AICPA Industry Audit Guide for Local Governments*,
2. *AICPA Audit Standards*,
3. *Laws of the State of California*,
4. *Generally Accepted Accounting Principles*,
5. Our firm's own additional standards and procedures.

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America.

The primary purpose of the audit is to express an opinion on the financial statements, and such an audit is subject to the inherent risk that material errors or fraud may exist and not be detected by us. If conditions are discovered which lead to the belief that material errors, defalcations, or fraud may exist, or if any other circumstances are encountered that require extended services, we will promptly advise the District.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
AUDIT PROPOSAL

SPECIFIC AUDIT APPROACH -continued

Our audit will begin when it is convenient for the District's staff. We estimate this date to be in May to perform audit planning and fieldwork. Upon acceptance of the audit proposal, the engagement partner or manager will contact your Administrative Services Manager to discuss the scope and timing of the annual audit, to review any accounting issues known at that time, to prepare audit confirmations, and to address any concerns or questions you may have about the impending audit.

We will schedule approximately four days of fieldwork each fiscal year. We will utilize the prior fiscal year's financial statements and our learned knowledge of your systems to determine materiality for the different audit sections. Each fiscal year, we will select a sample of transactions to determine to what extent the systems are functioning as described to us. The extent of our sample size will depend upon our assessment of the internal control structure. The selection of transactions for testing will be made using a combination of random, systematic, and haphazard sampling techniques. We will identify the strength of the systems upon which we can rely in planning our substantive tests. Our internal control review will meet all the requirements of the AICPA Statement on Auditing Standards (SAS) No. 55, *Consideration of the Internal Control Structure in a Financial Statement Audit*, as amended by SAS Nos. 78 and 99, *Consideration of Fraud in a Financial Statement Audit*. We will also perform preliminary analytical review procedures using the prior fiscal year's audited financial statements.

We will also review the following documents in order to determine compliance with laws and regulations:

- (a) Minutes of the Board of Directors with special attention to: indications of new income sources, including state and local grants; expenditure authorizations and related disbursements, including any special or restrictive provisions; authorization for bank or other debt incurred; awards to successful bidders; authorization for new leases entered into; changes in licenses, fines or fees; and authorization for significant new employees hired,
- (b) New agreements and amendments to new agreements including but not limited to: grant agreements; debt and lease agreements; labor agreements; joint venture agreements; and other miscellaneous agreements,
- (c) Administrative Code, and
- (d) Investment and/or Endowment Policies.

The objective in testing transactions for compliance with laws, regulations, and the provisions of contracts and grant agreements is to express an opinion on whether the District has complied, in all material respects, with applicable compliance requirements, noncompliance with which could have a material effect on each major program. In selecting audit samples for purposes of tests of compliance, we will plan our tests to support a low assessed level of control risk. We will select transactions from each program or area that requires testing. The selection of transactions to test is based on the auditors' professional judgment.

In addition to the work above, we will perform an analytical review of all significant balance sheet and revenue and expense accounts, which includes a comparison of prior fiscal year financial statements and current fiscal year budget, to the fiscal year-end trial balance.

The primary objective of the year-end audit work is to audit the final numbers that will appear in the District's financial statements. Our fieldwork includes procedures required under SAS No. 99, *Consideration of Fraud in a Financial Statement Audit*. We will also maintain compliance with SAS Nos. 103-112 during the fiscal year ended June 30, 2019. These procedures significantly changed the way auditors approach audits and are required for audits with a fiscal year ended beginning after December 31, 2006. This will entail a risk-based audit approach that will increase the time spent on audit planning. Standards also require interviews with audit committee members (if applicable), and/or members of the board of directors and management.

We will also perform audit procedures such as:

- (a) Confirmations, by positive and negative circularization including but not limited to all cash and investment accounts; selected receivable and income balances; all bonds, loans, notes payable, and capital leases; all notes receivable; all insurance carriers; all legal firms contracted by the District; and other miscellaneous confirmations as deemed necessary,
- (b) Physical verifications and observations of assets,
- (c) Analysis and review of evidential material,
- (d) Interviews and investigative efforts,
- (e) Electronic data processing testing for computer and software reliability, and
- (f) Numerous other procedures as deemed necessary for audit completion.

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
AUDIT PROPOSAL**

SPECIFIC AUDIT APPROACH -continued

SAS No. 99, *Consideration of Fraud in a Financial Statement Audit*, impacts both the planning and the performance of the audit. In planning, the audit team will discuss how and where the financial statements might be susceptible to material misstatement due to fraud. To determine this, we will inquire of management, consider results of analytical procedures, and consider other fraud risk factors. We will review the results of our inquiries and identification of potential fraud areas on a daily basis to ensure compliance with SAS No. 99.

We have extensive knowledge in auditing computer systems. We have assisted numerous clients with the implementation of accounting software and database systems. This assistance has provided our firm with a thorough background in computer systems in both software applications, and auditing such systems. It is our policy to have a computer specialist as part of the audit team. This individual assists the audit team in documenting the computer system's internal control structure and highlighting strengths and weaknesses relating to the computer structure of the District.

Moss, Levy & Hartzhiem LLP uses networked laptop computers for audit fieldwork that connect to our office computer network via the internet. Software used by our staff includes Word, Excel, PPC Engagement Manager, and AuditWare for financial statements preparation. The firm employs a paperless audit approach. We will request the majority of the audit schedules and information electronically.

As part of the audit, we will compose a management letter, informing you of required audit disclosures, and noting certain observations or recommendations that we feel will assist you in strengthening internal control, and/or gaining efficiency in conducting your daily operations. The management letter is intended to be a helpful tool for management based on our experience, and never a critique of operations or management. The management letter is provided to management in draft form, and is subject to revision and approval, prior to issuance.

We will retain working papers and reports at our expense for a period of three years. In addition, we will make our working papers available, upon your request, to any oversight District or successor auditor, if any.

If selected, we will not delegate or subcontract our responsibilities without prior written consent to the Vandenberg Village Community Services District. We will maintain insurance coverage throughout the course of the professional service agreement and provide evidence of coverage.

COST OF SERVICES

All out of pocket expenses are included in the fee and no additional costs will be passed on to the Vandenberg Village Community Services District. The Vandenberg Village Community Services District is, however, expected to provide adequate working space, access to a copier and internet access. We will provide all items and equipment, including laptop computers, scanners, calculators, and office supplies.

The maximum annual audit fees are as follows:

- Fiscal Year Ended June 30, 2019: \$7,315
- Fiscal Year Ended June 30, 2020: \$7,575
- Fiscal Year Ended June 30, 2021: \$7,840
- (Optional year) Fiscal Year Ended June 30, 2022: \$8,115
- (Optional year) Fiscal Year Ended June 30, 2023: \$8,400
- (Optional year) Fiscal Year Ended June 30, 2024: \$8,695


**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
AUDIT PROPOSAL**

COST OF SERVICES -continued

Special audit work as requested by the District will be performed at the stated discounted hourly rates. However, no extended services will be performed unless they are authorized in the contractual agreement, or in an amendment to the agreement.

Partner	\$	115
Manager	\$	85
Senior Accountant/Supervisory Staff	\$	65
Staff Accountant	\$	40
Clerical	\$	24
Computer Specialist	\$	60

Respectfully submitted,


Ronald A. Levy, CPA
Moss, Levy & Hartzheim LLP is an Equal Opportunity Employer

APPENDICES

RONALD A. LEVY, CPA – PARTNER

- California licensed CPA with 41 years of audit experience with governmental entities.
- Partner in charge of all governmental audits, currently including 30 municipal audits (including Redevelopment Agency & Single Audits), 29 school district audits, and 62 special district audits.
- Has assisted governmental clients with year-end closings, key position interviews, preparation of award winning CAFRs, TDA audits, and preparation of State Controller's Reports.
- Honored as CPA of the year (2006) by the Santa Barbara Chapter of the California Special Districts Association.
- Has met or exceeded all continuing education requirements, including recent courses in:
 - 2018, 2017, and 2016 Governmental Accounting Conferences*
 - 2018, 2017, and 2016 School District Conferences*
 - GASB Statement No.34 Training Conference*
 - Compliance Auditing, Audit Sampling and Concluding the Audit*
 - Audits of State and Local Governments*
 - Governmental Accounting Update*
 - The Single Audit Act*
 - Auditor's Reports on Audits of Local Governments*
 - Planning a Governmental Audit Engagement*
- Member of the following:
 - California Society of Municipal Finance Officers
 - American Institute of Certified Public Accountants
 - California Society of Certified Public Accountants
 - California Association of School Business Officials
 - Kiwanis Club
- A Bachelor of Science degree from Oregon State University conferred in 1977.
- Taught accounting courses at a branch of LaVerne College and Chapman College.
- Knowledgeable about all areas of tax law.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
APPENDIX A - RESUMES

CRAIG HARTZHEIM, CPA – PARTNER (ALTERNATE)

- California licensed CPA with 30 years of audit experience with governmental, non-profit, and commercial entities.
- Engagement partner for governmental and non-profit audits (Beverly Hills office), currently including 40 special district audits (including Los Angeles County Flood Control District and the County Sanitation District of Los Angeles County), 12 school districts and related audits, and 17 municipal audits.
- Has assisted governmental clients with year-end closings, key position interviews, preparation of award winning CAFRs, and preparation of State Controller's Reports.
- Has met or exceeded all continuing education requirements, including recent courses in the following:
 - 2018, 2017, and 2016 Governmental Accounting Conferences*
 - 2018, 2017, and 2016 School District Conferences*
 - Audits of States and Local Governments*
 - Preparing Governmental Financial Statements*
 - GAAS Guide*
 - Other Comprehensive Basis of Accounting (OCBOA) Statements*
 - Audit Standards Update*
 - Implementing SAS No. 112*
 - Implementing SAS No. 114*
 - Auditing Update*
 - Grants Management*
- A Bachelor of Science degree in Accounting from Marquette University conferred in 1982.
- Member of the following:
 - American Institute of Certified Public Accountants*
 - California Society of Certified Public Accountants*
- Knowledgeable about all areas of tax law including non-profit and payroll tax issues.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
APPENDIX A - RESUMES

ALEXANDER HOM, CPA – PARTNER (MANAGER)

- California licensed CPA with 9 years of audit experience with governmental, non-profit, and commercial entities.
- A Bachelor of Science degree in Business Administration with a concentration in Public Accounting from California Polytechnic State University, San Luis Obispo.
- Audit manager for 11 school districts, and 10 special districts, including the following audits:
 - Santa Cruz Regional Transportation Commission*
 - Five Cities Fire Authority*
 - San Miguel Community Services District*
 - Cayucos Sanitary District*
 - South San Luis Obispo County Sanitation District*
- Has met or exceeded all continuing education requirements, including recent courses in the following:
 - 2018, 2017, and 2016 Governmental Accounting Conferences*
 - 2018, 2017, and 2016 School District Conferences*
 - Audits of States and Local Governments*
 - Single Audits of Governmental Entities*
 - Internal Control and Fraud in Governmental and Nonprofit Entities*
 - California Ethics: Making Ethical Decisions in the Practice of Public Accounting*
- Member of the following:
 - American Institute of Certified Public Accountants
 - California Society of Certified Public Accountants
- Has assisted governmental clients with year-end closings preparation of award winning CAFRs, and preparation of State Controller's Reports.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

APPENDIX A - RESUMES

ADAM GUISE, CPA – PARTNER (SUPERVISOR)

- California licensed CPA with 12 years of audit experience with governmental, non-profit, and commercial entities.
- A Bachelor of Science degree in Business Administration with concentrations in Public Accounting and Financial Management from California Polytechnic State University, San Luis Obispo.
- Current audit manager for 7 cities, 3 school district audits, 11 special districts, and 3 non-profit organizations. The city audits managed are:

City of Paso Robles
City of Arroyo Grande
City of Buellton
City of Grover Beach
City of Ojai
City of Greenfield

- Has assisted governmental clients with year-end closings, preparation of award winning CAFRs, TDA audits, and preparation of State Controller's Reports.
- Has met or exceeded all continuing education requirements, including recent courses in the following:
2018, 2017, and 2016 School District Conferences
2018, 2017, and 2016 Governmental Accounting Conferences
Audits of State and Local Governments
Single Audits of Governmental Entities
Internal Control Over Governmental Financial Reporting
Advanced Fraud Techniques
California Ethics: Making Ethical Decisions in the Practice of Public Accounting
- Previous work experience included 2 years auditing publicly traded corporations with an international public accounting firm.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
APPENDIX A - RESUMES

DAVID ORTIZ – INFORMATION TECHNOLOGY DIRECTOR

- Eighteen years of audit and computer experience with governmental entities.
- A Bachelor of Science degree in Business Administration with a concentration in Public Accounting from California Polytechnic State University, San Luis Obispo.
- Extensive knowledge of:
 - Network design and implementation
 - Network maintenance and troubleshooting
 - Network security
 - Microsoft, Mac, and Linux operating systems
 - Database systems
 - Various accounting programs

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
APPENDIX B - REFERENCES

CITY OF SANTA MARIA

Audit of basic financial statements, preparation of State Controller's Report
2005 to Present

Contact: Mary Harvey, (805) 925-0951
Email: mharvey@cityofsantamaria.org
110 E. Cook Street, Santa Maria, CA 93454

CITY OF PASO ROBLES

Audit of basic financial statements, preparation of State Controller's Report
2005 to Present

Contact: Ryan Cornell, (805) 237-3999
Email: rcornell@prcity.com
821 Pine Street, Paso Robles, CA 93446

MONTECITO WATER DISTRICT

Audit of basic financial statements, preparation of State Controller's Report
2016 to Present

Contact: Daryl Smith, (805) 969-2271
Email: dsmith@montecitowater.com
583 San Ysidro Road, Montecito, CA 93108

CAYUCOS SANITARY DISTRICT

Audit of basic financial statements, preparation of State Controller's Report
2007 to Present

Contact: Danielle Crawford, (805) 995-3290
Email: dcrawford@cayucossd.org
200 Ash Avenue, Cayucos, CA 93430

LOS ALAMOS COMMUNITY SERVICES DISTRICT

Audit of basic financial statements, preparation of State Controller's Report
2005 to Present

Contact: Candyce Clark, (805) 344-4195
Email: candyce@dock.net
82 North Saint Joseph, Los Alamos, CA 93440

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

APPENDIX C - CURRENT AND/OR RECENTLY COMPLETED GOVERNMENTAL AUDITS

SANITATION DISTRICTS

- Cayucos Sanitary District
- County Sanitation Districts of LA County -
All 25 Districts
- Encina Wastewater Authority
- Orange County Sanitation District-Internal audits

WATER/IRRIGATION DISTRICTS

- Foothill Municipal Water District
- Main San Gabriel Basin Watermaster
- Montecito Water District
- North Marin Water District
- Valley County Water District
- Valley of the Moon Water District

RESOURCE CONSERVATION DISTRICT

- Cachuma
- Monterey County

UTILITY DISTRICT

- Georgetown Divide Public Utility District

AMBULANCE SERVICES DISTRICTS

- Cambria Community Healthcare District
- North Coast Emergency Medical Services

FIRE PROTECTION DISTRICTS

- Cayucos Fire Protection District

CEMETERY DISTRICTS

- Atascadero Cemetery District
- Carpinteria Cemetery District
- Guadalupe Cemetery District
- Lompoc Cemetery District
- Oak Hill Cemetery District
- San Miguel Cemetery District
- Santa Margarita Cemetery District
- Santa Maria Cemetery District

BUILDING AUTHORITY

- County of San Diego Regional Building Authority

COMMUNITY SERVICES DISTRICTS

- Cambria CSD
- Cuyama CSD
- Groveland CSD
- Los Alamos CSD
- Templeton CSD
- Vandenberg Village CSD

RECREATION AND PARK DISTRICTS

- Conejo Recreation and Park District
- Mountains Recreation and Conservation
Authority
- Pleasant Valley Recreation and Park District
- Rancho Simi Park and Recreation District

TRANSPORTATION DEVELOPMENT ACTS

- Arroyo Grande
- Atascadero
- Brawley
- Calexico
- El Centro
- Grover Beach
- Holtville
- Paso Robles
- San Luis Obispo Council of Governments
- Santa Barbara County Association of Governments
- Santa Cruz County Regional Transportation
Commission
- South County Area Transit
- Transportation Authority of Marin County
- Transportation Authority of Monterey County

TRANSIENT OCCUPANCY TAX AUDITS

- Arroyo Grande
- Bellflower
- Bishop
- Calexico
- Carmel
- Greenfield
- Ojai
- Santa Maria
- Whittier

OTHER PUBLIC SCHOOL ENTITIES

- Academia Semillas Del Pueblo Charter School
- East Bay Regional Occupational Program
- Family Partnership Charter School
- Garr Academy of Mathematics and Entrepreneurial
Studies
- Santa Barbara County Special Education Local
Plan Area
- Pacoima Charter School
- Santa Ynez Valley Charter School
- Southern California Regional Occupational Center
- Stella Academy
- Synergy Charter School
- Tri-Valley Regional Occupational Program

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

APPENDIX C - CURRENT AND/OR RECENTLY COMPLETED GOVERNMENTAL AUDITS

CITIES

- Adelanto
- Arcata
- Arroyo Grande
- Atascadero
- Bellflower
- Brawley
- Buellton
- Calabasas
- Calexico
- Camarillo-Internal control audits
- Clayton
- County of San Diego Redevelopment Agency
- Dinuba
- El Cerrito
- Eureka
- Fillmore
- Fort Bragg
- Greenfield
- Grover Beach
- Gustine
- Healdsburg
- Holtville
- Imperial
- Lathrop
- Lemon Grove
- Lompoc
- Lynwood
- Oakdale
- Ojai
- Pacifica
- Paradise
- Paso Robles
- Santa Maria
- Susanville
- Taft
- Tracy
- Watsonville
- Whittier
- Winters
- Yuba City

PUBLIC FINANCING AUTHORITIES

The majority of our municipalities issue debt through an established public financing authority.

COUNTIES

- Los Angeles County (Master List)
- San Diego County (Master List)

SCHOOL DISTRICTS

- Acton-Agua Dulce Unified School District
- Ballard School District
- Bellflower Unified School District
- Beverly Hills Unified School District
- Blochman Union School District
- Bradley Elementary School District
- Buellton Union School District
- Carpinteria Unified School District
- Cayucos Elementary School District
- Coast Unified School District
- Cold Spring School District
- College Elementary School District
- Cuyama Joint Unified School District
- Eastside School District
- El Segundo Unified School District
- Garvey School District
- Goleta Union School District
- Graves School District
- Heber School District
- Hope Elementary School District
- Hughes-Elizabeth Lakes Union School District
- Keppel Union School District
- Lagunita School District
- Lakeside Joint School District
- Los Alamos Elementary School District
- Los Olivos Elementary School District
- Magnolia Union School District
- Manhattan Beach Unified School District
- Meadows Union School District
- Mission Elementary School District
- Monrovia Unified School District
- Montecito Union School District
- Mulberry School District
- Novato Unified School District
- Pacific Elementary School District
- San Ardo Elementary School District
- San Lucas Elementary School District
- San Miguel School District
- Santa Rita Union School District
- Shandon Unified School District
- Solvang Elementary School District
- Temple City Unified School District
- Templeton Unified School District
- Torrance Unified School District
- Vista del Mar Elementary School District
- Westmoreland Elementary School District
- Washington School District

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
APPENDIX C - CURRENT AND/OR RECENTLY COMPLETED GOVERNMENTAL AUDITS

OTHER DISTRICTS

- Beach Cities Health District
- County of San Diego - Emergency Services Organization
- County of San Diego First 5 Commission
- County of San Diego In-Home Supportive Services
Public Authority
- County of San Diego Health and Human Services Agency
Child Development Program Grant
- County of San Diego MIOCR Grant
- County of San Diego RLETC Grant
- County of Los Angeles Delta Sigma Theta, Head Start
Program, Inc.
- County of San Diego District Attorney's Office of
Auto Insurance Fraud Grant, Urban Auto Fraud
Grant and WC Insurance Fraud Grant
- Los Angeles County Flood Control District
- Marin/Sonoma Mosquito and Vector Control District
- Mosquito and Vector Management District
- San Diego Geographic Information Source
- Tracy Area Public Facilities Financing Agency
- West Contra Costa Integrated Waste Management Authority

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors

ITEM: 8.F

FROM: Joe Barget, General Manager



DATE: April 2, 2019

SUBJECT: Local Agency Formation Commission (LAFCO)

Recommendation: Vote for a regular and an alternate special district member on Santa Barbara LAFCO.

Policy Implications:

- Current LAFCO law is contained in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code §56000 et seq.).
- Santa Barbara LAFCO guidelines state that a Special District Selection Committee, consisting of the presiding officer of each independent special district in the county, chooses two regular members and one alternate member to serve on the commission. There are 38 independent special districts in Santa Barbara County.
- The Santa Barbara County LAFCO Executive Officer has determined, based on past experience, that a meeting of the Special District Selection Committee is not feasible and will conduct the business of the committee by mail.

Resource Impacts: None

Alternatives Considered: Have the Board President (presiding officer) cast his personal vote instead.

Discussion: The Knox-Nisbet Act enacted in 1963 created a LAFCO in each county in the state except San Francisco.

The legislature directs LAFCOs to:

- Encourage orderly boundaries and discourage urban sprawl
- Conserve agricultural and open space lands
- Promote efficient public services
- Consider regional housing, adequate water, and other essential issues

The Santa Barbara LAFCO consists of two regular members and one alternate member from the following groups:

- County (supervisors)
- Cities (council members)
- Special Districts (members of governing body)

There is also one regular and one alternate public member.

Members serve a four-year term.

Current Special District Members		
Member Type	Name	Term Expires
Regular	Craig Geyer <i>Goleta West Sanitary District</i>	3/1/22
Regular	Vacant	3/1/22
Alternate	Vacant	3/1/20

The attached letter contains ballots and information about seven candidates for the regular member vacancy and three candidates for the alternate member vacancy. Completed ballots are due May 10.

As a member of the Special District Selection Committee, and in keeping with past practice at VVCS, President Brooks would like his vote(s) to reflect the majority vote of the VVCS Board.

Attachment: LAFCO letter dated March 11, 2019, containing nomination forms and ballots

Santa Barbara Local Agency Formation Commission

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/568-2249

www.sblafco.org ♦ lafco@sblafco.org

SG

March 11, 2019

TO: Presiding Officers of Independent Special Districts

Subject: Ballot for one Regular and one Alternate Special District Member to
Santa Barbara LAFCO**BALLOTS FOR ONE LAFCO REGULAR AND ONE ALTERNATE SPECIAL DISTRICT MEMBER**

As a result of the November 6, 2018 General Election, there are two Special District vacancies on the Commission. Based on past experience, the LAFCO Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible and will conduct the business of the committee by mail. Two Ballots are attached to this notice.

- 1) **Ballots for the one LAFCO Regular and one Alternate Special District Member.** There is currently one vacancy for the Regular Special District Member and one vacancy for the Alternate Special District Member. The terms of office end on March 1, 2022 and March 1, 2020, respectively.
- 2) **Voting Requirements:** The Special District Selection Committee, comprised of the presiding officers, or designee, of the 38 independent special districts in Santa Barbara County, needs to elect one Regular and one Alternate LAFCO Special District member.
- 3) **Nomination Period:** The nomination period, ended on February 28, 2019. Seven nominations for the Regular Special District Member and three Alternate Special District Member, were submitted before the end of the nomination period. One person was nominated for both the Regular and Alternate member vacancy. The list of candidates and their statements, if submitted, are attached to this notice as **Exhibit A & Exhibit B.**
- 4) **Voting Period** Attached you will find two ballots, one for the Regular and one for the Alternate Special District member, containing the names of qualified nominees. Mailed ballots will also include voting instructions to each eligible district. **The voting period will be 60-days and will end on May 10, 2019 at 5:00 pm.** This will be followed by the tabulation of votes and the election of the top vote getters to the vacant seats. During the interim, LAFCO will operate with only one Regular Special District Member.

Local Agency Formation Commission
March 11, 2019
Page two

Voting Process: The Presiding Officer of each Independent Special District is authorized to vote for one Regular Special District Member and one Alternate Special District Member. The legislative body of the district shall authorize the presiding officer, or his or her designee as designated by the governing of the eligible district, to sign the ballot. For an election to be valid, at least a quorum of the special districts must submit valid ballots. A quorum is 19 or more of the 38 independent special districts.

Call for Ballots for one LAFCO Regular Special District Member and one Alternate Special District Member:

Completed ballots, one Regular Special District Member and one the Alternate Special District Member, should be submitted to the LAFCO Executive Officer, at the following address, faxed, or emailed **no later than 5:00 pm, Friday, May 10, 2019.** Ballots are attached to this notice.

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street, Rm 407, Santa Barbara CA 93101
FAX 805/568-2249
Email Address: lafco@sblafco.org

Exhibits:

- Exhibit A LAFCO Regular Special District Member Candidates & Statements
- Exhibit B LAFCO Alternate Special District Member Candidates & Statements

Please contact the LAFCO office if you have any questions.

Sincerely,



PAUL HOOD
Executive Officer

OFFICIAL BALLOT

Election of Regular Special District Member on Santa Barbara LAFCO

Vote for one of the following **Regular Special District Member** nominees:

<input type="checkbox"/>	Cindy Allen – Santa Ynez River Water Conservation District
<input type="checkbox"/>	Jay Freeman – Isla Vista Community Services District
<input type="checkbox"/>	Myron Heavin -Mission Hills Community Services District
<input type="checkbox"/>	Judith Ishkanian – Montecito Fire District
<input type="checkbox"/>	Karen Jones - Santa Ynez Community Services District
<input type="checkbox"/>	Deborah Murphy – Carpinteria Sanitary District
<input type="checkbox"/>	David Novis – Summerland Sanitary District

Name of Independent Special District

Signature of Voting Delegate

Print Name of Voting Delegate

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE
Submit No Later than 5:00 pm, May 10, 2019

OFFICIAL BALLOT

Election of Alternate Special District Member on Santa Barbara LAFCO

Vote for one of the following **Alternate Special District Member** nominees:

<input type="checkbox"/>	Cindy Allen – Santa Ynez River Water Conservation District
<input type="checkbox"/>	David Beard – Santa Ynez Community Services District
<input type="checkbox"/>	Spencer Brandt – Isla Vista Community Services District

Name of Independent Special District

Signature of Voting Delegate

Print Name of Voting Delegate

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

<p>NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p><i>Return to: Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249</i></p>	<p>LAFCO STAFF USE</p> <p>Date Received: _____</p>
--	--

Please print in ink or type

<p>POSITION SOUGHT: Special District Member</p>
--

<p>NAME OF NOMINEE:</p> <p>Cynthia Allen</p>	<p>NAME OF DISTRICT:</p> <p>Santa Ynez River Water</p> <p>Conservation District</p>
--	---

<p>MAILING ADDRESS:</p> <p>1217 Aster Lane</p> <p>Lompoc, CA 93436</p>	<p>TELEPHONE:</p> <p>Home: 805-736-2349</p> <p>Bus: 805-733-3417</p> <p>Cell: 805-570-0089</p> <p>Fax: 805-733-2109</p>
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ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for Special District Member: This information will be distributed to all independent special districts.

Cynthia has been employed by Vandenberg Village Community Services District (VVCSD) for 25 years and has worked her way up from an entry level position to Administrative Services Manager, reporting directly to the General Manager. In 2014, she completed her Ph.D. in Public Policy and Administration. Her dissertation is entitled "A Quantitative Analysis of the Effect of Cash-4-Grass Programs on Water Consumption." She was appointed to the Santa Ynez River Water Conservation District Board of Directors in April 2015 and has been board president since March 2016.

In her free time, Cynthia is an officer in the Rancho Purisima Chapter of the Daughters of the American Revolution, a board member for the non-profit Companion Animal Placement Assistance (CAPA), and she is a volunteer at the La PAWS Animal Shelter in Lompoc.

SIGNATURE OF NOMINATOR/NAME OF SPECIAL DISTRICT:


William J. Buelow, Secretary

Nominated by Motion and Vote of the Santa Ynez River Water Conservation District Board (5-0-0) on January 23, 2019.

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER <i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249	LAFCO STAFF USE Date Received: _____
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Please print in ink or type

POSITION SOUGHT:	Special District Member
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NAME OF NOMINEE: <u>Jay Freeman</u>	NAME OF DISTRICT: <u>Isla Vista Community Services District</u>
--	--

MAILING ADDRESS: <u>6533 El Greco Road #A</u> <u>Isla Vista, CA 93117</u>	TELEPHONE: Home: _____ Bus: _____ Cell: <u>(805) 895-7209</u> Fax: _____
---	--

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

COUNTY OF SANTA BARBARA
 CLERK OF THE
 BOARD OF SUPERVISORS
 2019 FEB 28 PM 1:02

SIGNATURE OF NOMINATOR/NAME OF SPECIAL DISTRICT:
--

Santa Barbara LAFCO Independent Special District Selection Committee,

Hello! My name is Jay Freeman and I am on the board of the Isla Vista Community Services District. I hereby express my intention to run for the position of Regular Special District Member.

I moved to Santa Barbara County in 1999, living in what later became Goleta until 2015 before moving to Isla Vista (where I live presently). I attended UCSB, graduating with a B.S. in Creative Studies with an emphasis in Computer Science. I continued with five years in UCSB's College of Engineering working on a Ph.D. in Computer Science before deciding to leave early to start my own company and develop Cydia, an alternative store for iOS that had tens of millions of users.

Continuing to live within walking distance of the University, I became involved in the efforts to establish a new government in Isla Vista, causing me to spend copious time researching the past efforts at incorporation, tracing through the archives of LAFCO, and eventually leading me to co-fund a financial feasibility study to explore governmental options for the area; this gave me eclectic background knowledge on the processes and procedures of this fascinating meta-entity.

In 2014, I began attending meetings of LAFCO, a habit I continued into 2016. During this time, I noticed a striking similarity amongst the experiences of the various unincorporated parts of Santa Barbara County; I'd always assumed Isla Vista's issues with the County were specific to Isla Vista, yet I saw similar patterns emerge in areas like Vandenberg Village and Santa Ynez.

Upon this realization, in 2016 I ran for 3rd District County Supervisor. My platform focussed on local control, stating an intention to fight to establish Municipal Advisory Councils in many of the key unincorporated areas of the County, as well as to work more closely with special districts as I had spoken with a number that felt that they were only tenuously connected with the County.

In the two years since, I have served on the board of the Isla Vista Community Services District, expanding my experience in practical local governmental affairs, and was recently appointed to the Goleta Valley Library Advisory Commission. I have occasionally attended local meetings of the SBCCSDA, regularly attend meetings of a handful of other special districts (including two in the Santa Ynez valley) while also randomly attending meetings of other varied special districts, and keep an eye focussed on what is being discussed at LAFCO and the Board of Supervisors.

In addition to this stated background, I have a specific interest in maps and aerial photography, and have built my own GIS systems to explore boundaries within the County of Santa Barbara.

I hope you believe, as do I, that I am a viable and useful candidate for this position, and thank you for taking the time to read this letter. I hope to also see many of you in person this month.

Sincerely,
Jay Freeman (saurik)
saurik@saurik.com

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

<p>NOMINATION FOR <u>REGULAR SPECIAL DISTRICT MEMBER</u> <i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249</p>	<p>LAFCO STAFF USE</p> <p>Date Received: _____</p>
<p>Please print in ink or type</p>	
<p>POSITION SOUGHT: Special District Member</p>	
<p>NAME OF NOMINEE: <u>Myron Heaven</u></p>	<p>NAME OF DISTRICT: <u>Mission Hills</u> <u>C.S.D.</u></p>
<p>MAILING ADDRESS: <u>1550 E. Burton Mesa Blvd</u> <u>Lompoc, CA 93436-2100</u></p>	<p>TELEPHONE: Home: _____ Bus: <u>805.733.4366</u> Cell: <u>714.600.2698</u> Fax: _____</p>
<p>ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for Special District Member: This information will be distributed to all independent special districts.</p> <p>I am a graduate of Purdue University with a BS degree in Aeronautical Engineering and retired from Boeing after 50 years as an Aerospace Engineer. I worked in a Boeing Company called "Phantom Works" where I worked on advanced engineering concepts, especially cost-cutting proposals dealing with using computer graphics to increase engineering efficiencies. I am also active in the Santa Ynez Gleaning Organization, the California Rare Fruit Growers Association, and the Santa Maria Orchard Society, and also tends a small home orchard. I continue to be an active member of the Vandenberg Village Rotary Club and a past president. I have published two books, and have lived in the Lompoc area along with my wife for over eight years.</p>	
<p>SIGNATURE OF NOMINATOR/NAME OF SPECIAL DISTRICT: <u>Watt Fasold</u> <u>Watt Fasold, President Mission Hills C.S.D.</u></p>	

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

<p>NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p><i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249</p>	<p>LAFCO STAFF USE</p> <p>Date Received: _____</p>
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Please print in ink or type

<p>POSITION SOUGHT: Special District Member</p>
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<p>NAME OF NOMINEE:</p> <p><u>Judith Ishkanian</u></p>	<p>NAME OF DISTRICT:</p> <p><u>Montecito Fire Protection District</u></p>
--	---

<p>MAILING ADDRESS:</p> <p><u>1480 San Leandro Park Road</u></p> <p><u>Santa Barbara, CA 93108</u></p>	<p>TELEPHONE:</p> <p>Home: <u>(805) 969-6020</u></p> <p>Bus: _____</p> <p>Cell: <u>(805) 680-5412</u></p> <p>Fax: _____</p>
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ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for Special District Member. This information will be distributed to all independent special districts.

Please see attached.

<p>SIGNATURE OF NOMINATOR/NAME OF SPECIAL DISTRICT:</p> <p><u>Sylvia Easton</u> <u>Montecito Fire Protection District</u></p>
--

Judith Ishkanian, Ph.D

Statement of Interest

Voting Commissioner, Santa Barbara County LAFCO

On January 28, 2019, I received an appointment to the Montecito Fire District Board of Directors. Previously, I served on the Montecito Sanitary District Board of Directors from 2006 to 2018, having been President of the Board four times. I have served on the SBC CSDA Board of Directors for eight years, and was President in 2016, I was the Alternate Commissioner for LAFCO in 2017 and a voting Commissioner in 2018.

I am dedicated to service in this community, and I would be very honored to complete my term on LAFCO. The position will remain open until March, 2019, and I am a candidate to be re-elected to finish my term to 2022. SBC LAFCO is the culmination of all the experience I have acquired in service to local government boards. All of these associations working together protects them all, and SBC LAFCO oversees the process of healthy local governments.

RESUME

Judith M. Ishkanian, Ph.D
1480 San Leandro Park road
Santa Barbara CA 93108

Other: P.O. Box 5121
Santa Barbara CA 93150

Phone: 805-969-6020
cell: 805-680-5412

drish@aol.com

EDUCATION

Ph.D, History, 1993
University of California, Santa Barbara

WORK AND/OR VOLUNTEER EXPERIENCE

1988-1998 and 2003
Adjunct Professor of History
University of California, Santa Barbara
And
Santa Barbara City College

2003-2015
President and Co-Founder 2005-2015
Neighborhood Defense League of Santa Barbara

2006-2018
Montecito Sanitary District

2011-2018
Board of Directors
Santa Barbara Special Districts Association (SBC CSDA)

2017
Alternate Commissioner
Santa Barbara County LAFCO

2018
Voting Commissioner
Santa Barbara County LAFCO

2019
Director
Montecito Fire Protection District

REFERENCES

Diane Gabriel, General Manager
Montecito Sanitary District
1041 Monte Cristo Lane
Santa Barbara CA 93108
Phone: 805 969 4200
e mail: dgabriel@montsan.org

Warner Owens
244 Hot Springs Road
Santa Barbara CA 93108
Phone: 805-969-2906
e mail: warnerbowens@gmail.com

Paul Hood, Executive Director
Santa Barbara County LAFCO
105 E. Anapamu Street
Santa Barbara CA 93101
Phone: 805-568-3391
e mail: hood.paul@sbcglobal.net

George Emerson, President
Board of Directors
Goleta Sanitary District
1 Moffet Place
Goleta CA 93017
Phone: 805-967-7019
e mail: gweson@gmail.com

Next page

John McInnes, General Manager
Goleta Water District
4699 Hollister
Goleta CA 93017
Phone: 805-450-6603

Mr. Pedro Nava, Chair
Little Hoover Commission
925 L Street, Suite 805
Sacramento CA 95814
Phone: 916-455-2125

Mr. Katcho Achadjian
Recently Retired
California State Assembly, three Terms
San Luis Obispo County
222 E. Grand Avenue
Arroyo Grande CA 93420
e mail: katchoman@yahoo.com

Mr. Ron Cortez
Vice-Chancellor, Administration and Business Services
University of California, Irvine
Phone: 949-824-0220
e mail: recortez@uci.edu
Local Santa Barbara Phone: 805-729-3731

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

<p>NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p><i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249</p>	<p>LAFCO STAFF USE</p> <p>Date Received: _____</p>
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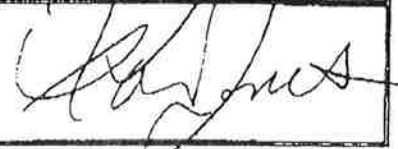
Please print in ink or type

<p>POSITION SOUGHT: Special District Member</p>
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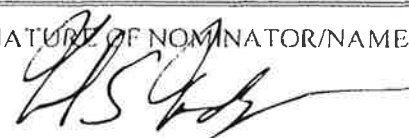
<p>NAME OF NOMINEE: <u>Harriet Jones</u></p>	<p>NAME OF DISTRICT: <u>SY. CSD</u></p>
--	---

<p>MAILING ADDRESS: <u>1120 Edison St</u> <u>Santa Ynez, CA 93416</u></p>	<p>TELEPHONE: Home: <u>805 688-7786</u> Bus: _____ Cell: <u>805 245-0238</u> <u>245-0238</u> Fax: _____</p>
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ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for Special District Member: This information will be distributed to all independent special districts. *Lifetime interest in civics. My father & mother raised us to take an active part in our community. My interest in LAFCO was inspired by my father serving on the Kern County LAFCO, eventually becoming chairman. Marrying a man who is a multiple generation native born Santa Ynezran has re-inspired my desire to participate in responsible development of this special place I now call home. My children & grandchildren live here. The beauty must be kept intact.*

<p>SIGNATURE OF NOMINATOR/NAME OF SPECIAL DISTRICT: <u>Bob D'Amico Board Director SYCSID</u> </p>

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER <i>Return to: Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249</i>		LAFCO STAFF USE Date Received: _____
Please print in ink or type		
POSITION SOUGHT: Special District Member		
NAME OF NOMINEE: DEBORAH MURPHY	NAME OF DISTRICT: CARPINTERIA SANITARY DISTRICT	
MAILING ADDRESS: 5300 SIXTH STREET CARPINTERIA, CA 93013	TELEPHONE: Home: _____ Bus: 805.684.7214 Cell: _____ Fax: _____	
ADDITIONAL INFORMATION: On this form <u>or</u> an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for Special District Member. This information will be distributed to all independent special districts. SEE ATTACHED.		
SIGNATURE OF NOMINATOR/NAME OF SPECIAL DISTRICT: CARPINTERIA SANITARY 		

Debbie Murphy
Carpinteria Sanitary District

Though I am a fairly new director on the Carpinteria Sanitary District Board, I am not new to community work. I was honored when the CSD board invited me to apply for the LAFCO board seat.

As a Real Estate Broker since 1979, I have a good understanding of issues regarding real property and boundaries.

As a community volunteer, I have always participated in organizing events. I was a founding member of the California Avocado Festival in Carpinteria. I lead that initiative for 17 years from a concept to an effective organization that 30+ years later is still considered one of the best festivals in California.


I have been a Rotarian with the Carpinteria Morning Rotary club for over 12 years having served in all club positions including President. Being a member of the club has taken me to several other countries where I have participated in projects including assisting small villages in Mexico with having safe water for their communities and in India assisting with promoting immunizations to end Polio.

In addition, I was co-founder of the Carpinteria Farmer's Market, served on the building council of the Carpinteria Lion's Club, authored a column in the Coastal View for a year that brought awareness to our Franklin Trail, volunteer with Los Padres Forest Association to assist with fundraising for trails and trail maintenance, served as president of the Carpinteria Chamber of Commerce and board member and honored to be a recipient of the Carpinterian of the Year award.

I am a collaborator with everyone I serve with on committees or organizations. I ask how something can be moved forward and implemented when the consensus is to do so. I work to empower those around me so that work can be accomplished.

If elected to the LAFCO seat, you can count on me to be an effective board member who works effectively on behalf of the County of Santa Barbara.

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

<p style="text-align: center;">NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p style="text-align: center;"><i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249</p>	<p style="text-align: center;">LAFCO STAFF USE</p> <p>Date Received: _____</p>
<p>Please print in ink or type</p>	
<p>POSITION SOUGHT: Special District Member</p>	
<p>NAME OF NOMINEE:</p> <p style="text-align: center;">David Novis</p> <hr/>	<p>NAME OF DISTRICT:</p> <p style="text-align: center;">Summerland Sanitary District</p>
<p>MAILING ADDRESS:</p> <p style="text-align: center;">P.O. Box 417 Summerland, CA 93067</p>	<p>TELEPHONE:</p> <p>Home: _____</p> <p>Bus: 805 969 -344 _____</p> <p>Cell: _____</p> <p>Fax: 805-969-5794 _____</p>
<p>ADDITIONAL INFORMATION: On this form <u>or</u> an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for Special District Member: This information will be distributed to all independent special districts.</p> <p style="margin-top: 20px;">See attached information sheet</p>	
<p>SIGNATURE OF NOMINATOR/NAME OF SPECIAL DISTRICT:</p> <p style="text-align: center;"></p> <p style="text-align: right;">Summerland Sanitary District</p>	

David Novis

Summerland Sanitary District

I have lived in Santa Barbara County since 1982. I built my house in Summerland in 1988. I have been a board member of Summerland Sanitary District since 2011.

I have a BA in English from the University of Connecticut in 1960 and a MBA in Marketing from City College of New York in 1966. After serving in the military, I was an advertising salesman in NYC for various magazines. I bought my first newspaper in 1975 in Princeton NJ and sold it in 1980.

I moved to Santa Barbara County in 1982 to take over a Goleta newspaper and its printing operation. Sold the newspaper called the Goleta Sun in 1988. Started a new newspaper in 1993 called the Goleta Valley Voice in 1997. I retired in the same year 1997 from newspaper publishing.

While running the two Goleta newspapers I was on the board for the Goleta Valley Chamber of Commerce as well as the UCSB foundation. In addition, I worked with Bob Braitman the former Executive Director of Santa Barbara LAFCO during those years as Goleta attempted three times to incorporate. Also, I covered news of Goleta Water, Goleta Sanitary and Isla Vista West Districts so I have full knowledge of how LAFO works with special districts as well as incorporating towns such as Solvang, Buellton and eventually Goleta.

I have volunteered for the Santa Barbara Advisory Committee for mental health and alcohol and drug problems as well as for the Santa Barbara County libraries.

I'm currently on the board for the Santa Barbara YMCA on Hitchcock serving in various capacities, including overseeing the Haley Street YMCA.

I have the unique experience of being an entrepreneur as well as working well with other people and organizations to provide end results for various projects.

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

NOMINATION FOR ALTERNATE SPECIAL DISTRICT MEMBER Return to: Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249	LAFCO STAFF USE Date Received: _____
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Please print in ink or type

POSITION SOUGHT:	Alternate Special District Member
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NAME OF NOMINEE: Cynthia Allen	NAME OF DISTRICT: Santa Ynez River Water Conservation District
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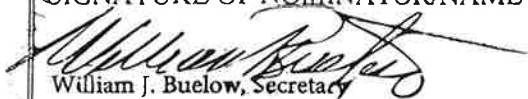
MAILING ADDRESS: 1217 Aster Lane Lompoc, CA 93436	TELEPHONE: Home: 805-736-2349 Bus: 805-733-3417 Cell: 805-570-0089 Fax: 805-733-2109
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ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Alternate Special District Member: This information will be distributed to all independent special districts.

Cynthia has been employed by Vandenberg Village Community Services District (VVCSD) for 25 years and has worked her way up from an entry level position to Administrative Services Manager, reporting directly to the General Manager. In 2014, she completed her Ph.D. in Public Policy and Administration. Her dissertation is entitled "A Quantitative Analysis of the Effect of Cash-4-Grass Programs on Water Consumption." She was appointed to the Santa Ynez River Water Conservation District Board of Directors in April 2015 and has been board president since March 2016.

In her free time, Cynthia is an officer in the Rancho Purisima Chapter of the Daughters of the American Revolution, a board member for the non-profit Companion Animal Placement Assistance (CAPA), and she is a volunteer at the La PAWS Animal Shelter in Lompoc.


SIGNATURE OF NOMINATOR/NAME OF SPECIAL DISTRICT:



William J. Buelow, Secretary

Nominated by Motion and Vote of the Santa Ynez River Water Conservation District Board (5-0-0) on January 23, 2019.

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

NOMINATION FOR <u>ALTERNATE</u> SPECIAL DISTRICT MEMBER <i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapanu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249	LAFCO STAFF USE Date Received: _____
Please print in ink or type	
POSITION SOUGHT: Alternate Special District Member	
NAME OF NOMINEE: DAVID P BEARD _____	NAME OF DISTRICT: SYCSD _____ _____
MAILING ADDRESS: 1193 OAK GLEN RD SANTA YNEZ CA 93460 _____	TELEPHONE: Home: 805 Bus: 805-693-1381 Cell: 805-729-3814 Fax: _____
ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Alternate Special District Member. This information will be distributed to all independent special districts.	
SIGNATURE OF NOMINATOR/NAME OF SPECIAL DISTRICT: 	

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

<p>NOMINATION FOR ALTERNATE SPECIAL DISTRICT MEMBER</p> <p><i>Return to: Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249</i></p>	<p>LAFCO STAFF USE</p> <p>Date Received: _____</p>
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Please print in ink or type

POSITION SOUGHT:	Alternate Special District Member
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<p>NAME OF NOMINEE:</p> <p><i>Spencer Brandt</i></p>	<p>NAME OF DISTRICT:</p> <p><i>Isla Vista</i> <i>Community Services District</i></p>
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<p>MAILING ADDRESS:</p> <p><i>6829 Sabado Tarde Rd</i> <i>Isla Vista, CA 93117</i></p>	<p>TELEPHONE:</p> <p>Home: _____</p> <p>Bus: _____</p> <p>Cell: <i>(559) 805-0733</i></p> <p>Fax: _____</p>
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ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Alternate Special District Member: This information will be distributed to all independent special districts.

COUNTY OF SANTA BARBARA
 CLERK OF THE
 BOARD OF SUPERVISORS
 FEB 28 PM 1:02

SIGNATURE OF NOMINATOR/NAME OF SPECIAL DISTRICT:

Spencer Brandt
ivcsd@spencerbrandt.com
(559) 805-0733

Greetings nominating officers,

I am honored to have been nominated by my colleagues to serve as the Alternate Commissioner representing Special Districts on the Santa Barbara County LAFCO. My name is Spencer Brandt, and I currently serve as President of the Isla Vista Community Services District. During my time on the inaugural Board of Directors, our District has formed and begun to provide services that range from additional law enforcement to community facilities management.

As the smallest unit of government in California, special districts are uniquely situated to provide quality services and are uniquely in-touch with the needs of their communities. It is important to me that LAFCO takes into account the unique circumstances and needs that districts and our communities have. As Alternate Commissioner, I want to be a bridge between district boards, your staff, and LAFCO in order to advocate for your needs when it comes to sphere of influence updates, annexations, and municipal service reviews.

Our agricultural resources are a tremendous asset to our region's economy, environment, and quality of life. I am a believer in smart growth policies that promote infill development, and preserve our prime agricultural land. As LAFCO's Ad Hoc Committee on Agricultural Policies prepares updates to existing agricultural policies, it will be very important to strike a balance that allows for growth and conservation.

I look forward to speaking more with each of you regarding my nomination.

Sincerely,

Spencer Brandt
President, Isla Vista Community Services District

WCSD Water Conservation Program

Results: 8/22/96 – 3/11/19

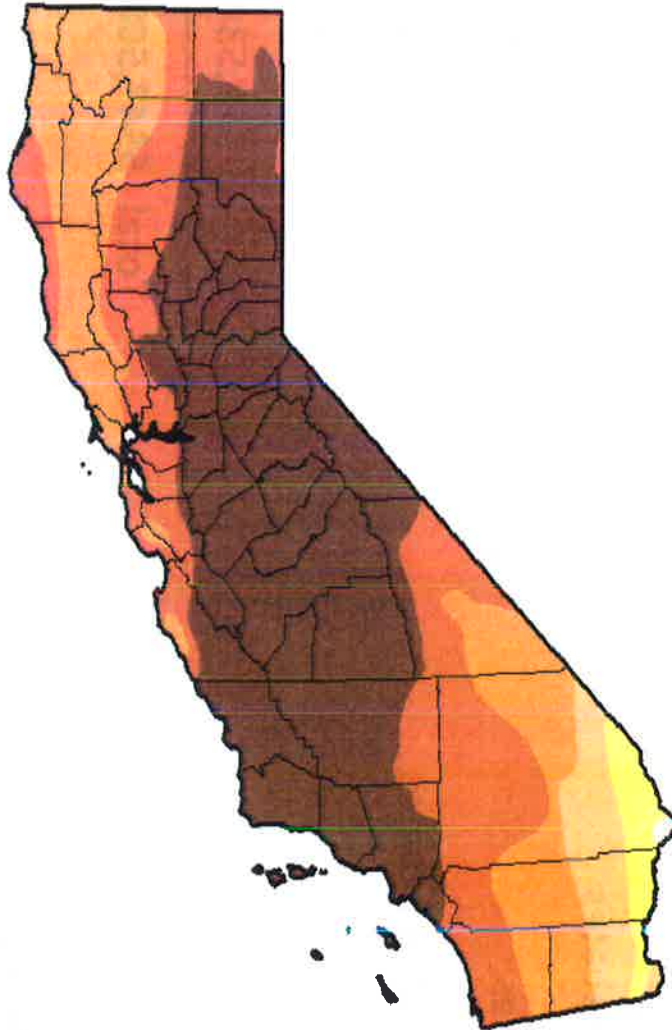
<u>Item</u>	<u>Number</u>	<u>Amount</u>
Toilet rebates	1,700	\$230,707
Cash-for-Grass rebates *	272	\$238,174
Clothes Washer rebates	376	\$56,400
Rain Barrel rebates	27	\$1,304
Smart Irrigation Timer rebates	6	\$300
ET Controllers	5	\$1,089
School grants	6	\$19,534
		<hr/>
		Total \$547,508

* 338,623 square feet of grass removed

* \$42,512 in grant funding received from US Bureau of Reclamation

U.S. Drought Monitor California

August 25, 2015
(Released Thursday, Aug. 27, 2015)
Valid 8 a.m. EDT



Intensity:

-  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. See accompanying text summary for forecast statements.

Author:
Anthony Artusa
NOAA/NWS/NCEP/CPC



<http://droughtmonitor.unl.edu/>

U.S. Drought Monitor California

March 26, 2019
(Released Thursday, Mar. 28, 2019)
Valid 8 a.m. EDT



Intensity:

-  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. See accompanying text summary for forecast statements.

Author:

Eric Luebehusen
U.S. Department of Agriculture



<http://droughtmonitor.unl.edu/>

