

**MINUTES
REGULAR MEETING**

October 2, 2002

The Board of Directors of the Vandenberg Village Community Services District met for a Regular Meeting, at 7:00 p.m., on Tuesday, October 2, 2002, at the District Office Conference Room.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

Directors Blair, Cobb, Moore, Rowland and Wyckoff were present at the time of roll call.

OTHERS PRESENT

TK Keller, General Manager as well as several other members of the public were present.

3. ADDITIONS AND DELETIONS TO AGENDA

There were no additions or deletions to the Agenda

4. PUBLIC FORUM

President Wyckoff opened the Public Forum at 7:02 p.m.; a member of the public expressed his concern about the proposed project located at the Wye and about Mission Hills Community Services District providing water and sewer service to the project. The President closed the Public Forum at 7:11 p.m.

5. GENERAL MANAGER'S STATUS REPORT

The General Manager informed the Board about the candidate briefing that was held on Monday, September 30, 2002. Two candidates attended, Bob Trevino and Dan Redmon. They were also invited on a tour of the District's facilities.

Safety and quality were good this month. The sampling of water from 20 residents homes were completed and we are waiting for the test results. The asbestos testing was also completed and we are also waiting for results, no problems expected.

For reliability this month, much effort is being given to the upper pressure zone area. There was a slight improvement made after some work was done at Pump Station #4. Dr. Gill, who lives on St. Andrews, was experiencing problems during the irrigation times of 5:00 - 7:30 a.m. He may address the Board regarding this issue.

The District signed off on the last inspection of facilities for Heritage Seniors this last month. They showed appreciation to the staff by sending a box of candy and a bouquet of flowers. Occupancy is expected as early as October 15, 2002. The General Manager also reported on two other residents that were very pleased with the customer service they received; Mr. Bujold on Clubhouse Road wrote a letter of appreciation and Mrs. Clark brought banana nut bread for the field crew and staff.

There was an unexpected expense on a Wednesday last month when the District's server crashed. The District only lost one day of data in the system and one day of production, because of Cindy's great procedure of keeping backup data on a daily schedule.

The District will be changing to new bills next month which will increase the postage and the printing stock costs. The post office had difficulty with the bar code not being legible for delivery. The Corbin Willits

System, the producer of the billing software, made as many adjustments to the existing postcard billing as possible. The District therefore was forced to change to their new type of billing.

Thanks to Cindy for her efforts and time spent on the salary survey proposals. The proposals were solicited to 10 different firms, and the District received seven responses. The work was awarded to Reward Strategy Group, located in San Diego, California. The budget allowed \$12,000 for the survey and the cost will only be \$3,500.

The General Manager continued with his report stating that Martin was able to negotiate a lower fee for the hypochlorite chemical with a new supplier from \$0.72 to \$0.62 per gallon. The staff proposed a revised office remodeling project with a new estimated amount of \$21,000. The staff would like to begin this project as soon as possible if there are no objections from the Board. There were no comments or objections.

6. CONSENT CALENDAR

- A. Approval of Minutes of the September 3, 2002 Regular Meeting
- B. Approval of Monthly Financial Summary Reports
- C. Approval of Disbursements through September 30, 2002

After some discussion about the contributed capital recorded as revenue in accordance with GASB 33.

Motion by Director Blair, seconded by Director Rowland that the Board approve the Consent Calendar as presented.

Unanimous

7. ACTION ITEMS

- A. Consideration of Accepting the Fiscal Year 2001-2002 Audit Report

The General Manager reported on the Management Letter that recommended a change in the accounting policy of sick leave pay. The General Manager reported that once again the District was issued a clean opinion from Moss, Levy & Hartzheim and commended the District's accounting staff.

Motion by Director Rowland, seconded by Director Blair that the Board accept the Fiscal year 2001-2002 final audit report prepared by the Firm of Moss, Levy and Hartzheim

Unanimous

- B. Consideration of Declaring List of Property to be Surplus to District Needs

After some discussion,

Motion by Director Rowland, seconded by Director Wyckoff that the Board find the property listed to be surplus to the needs of the District and authorize its disposal by the General Manager in accordance with policies adopted by the Board.

Unanimous

- C. Consideration of Posting Traffic Signs

After much discussion among the Directors,

Motion by Director Rowland, seconded by Director Cobb that the staff continue to contact the county in efforts to provide traffic signs at the library.

If necessary will agendize and take action at the next month board meeting.

Unanimous

8. REPORTS

A. Committees - None

B. District Representatives to External Agencies

Director Wyckoff will be attending the Lompoc Valley Committee meeting on Wednesday, October 2, 2002

Director Blair attended the Santa Barbara County Special District Association meeting.

Director Rowland reported on the ACWA Region 5 meeting he attended on Monday, September 30, 2002 in Cambria. He brought back material with him to share with the other Directors.

C. Board President - None

9. INFORMATIONAL CORRESPONDENCE - None

10. DIRECTORS' FORUM

Director Blair reported that the VVA has rescheduled the Candidate Forum to Wednesday, October 9, 2002 at the Calvary Baptist Church at 7:00 p.m.

11. ADJOURN

There being no further business to come before the Board,

**Motion by Director Wyckoff, seconded by Director Blair
to adjourn the meeting at 8:10 p.m.**

Unanimous

Respectfully Submitted,

Stephanie Vlahos-Rivera
Secretary, Board of Directors

APPROVED AS TO FORM

Robert Wyckoff
President, Board of Directors